

MEMORANDUM

TO: NSLS Management Affairs Committee

FROM: Sarah Ann Long

DATE: April 5, 2006

RE: Meeting Agenda
Monday, April 10, 2006
7:00 p.m. - System Center

The following items have been placed on the agenda:

1. Welcome – Barbara Balbirer, Chair
2. Approval of draft minutes from March 13, 2006 meeting
3. Work Plan FY 2006-2007 (Attached)
4. Budget FY 2006-2007 (Attached)
5. Testing Web site partnerships – Mary Witt
6. Other
7. Next meeting: May 8, 2006, 7:00 p.m. at NSLS
8. Adjournment

NORTH SUBURBAN LIBRARY SYSTEM
MANAGEMENT AFFAIRS MEETING
Monday, March 13, 2006
7:00 p.m. – System Center

Draft – Subject to
Approval

Minutes

PERSONS PRESENT:

Skip Mosshamer, Chair (Pro Tem); Kathy Berman; Paul Kaplan; Jan Hayes; Larry Krenos; Dale Lawrence; Sarah Long; Mary Witt

ITEMS DISCUSSED:

1. Minutes of January 16, 2006 meeting approved by consensus
2. Proposed Flexible Work Policy
3. Proposed HVAC maintenance agreement
4. Line of credit with Harris Bank Winnetka

ITEMS FOR FOLLOW UP:

1. Check on insurance considerations for the Flexible Work Policy
2. Recommend approval of Flexible Work Policy at March 2006 Board meeting with a review of the policy before 2007
3. Recommend approval of HVAC maintenance contract with North Town.
(Look into compressor replacement and schedule independent audit of HVAC bi-annually)
4. Inform Board of renewal of line of credit with Harris Bank Winnetka

NEXT MEETING:

Monday, April 10, 2006 at 7:00 p.m. at NSLS

NSLS Work Plan FY06–07

March 9, 2006

The Future of Libraries

DRAFT

This year we've chosen a special theme for our work plan, **the Future of Libraries**. In light of recent studies, such as the ILSDO Survey and the OCLC report on the perception of libraries, we feel it is crucial to help all of our members (academic, public, school and special) ensure their place in their communities, schools and organizations and to remain relevant to their customers. The arrangement of this year's work plan is different from years past. Rather than arrange items under our strategic directions, we've integrated the content by interweaving activities from all the strategic directions together.

Because the success of the work plan depends on us preserving and enhancing our infrastructure, we have included a special section with activities related to further developing our staff, technology and other resources. Note also that this plan only includes new activities and does not reflect our ongoing work. For example, a good portion of our work next fiscal year will be in continuing to follow-up on the recommendations from the 2005 Communications Audit.

	Lifelong Learning	Telling Our Story	New Models of Service	Advocacy
<u>Professional Development (PD) Delivery Methods.</u> <ul style="list-style-type: none">• Investigate online delivery methods.• Obtain e-learning software such as Blackboard, etc.• Develop ways to help members feel comfortable with distance learning.	X X x		X	
<u>Follow-up on ILSDO Survey.</u> <ul style="list-style-type: none">• Offer training on using new technology in the library.• Develop Train the Trainer workshops on technology issues.• Find ways to cooperate with other systems to offer PD that addresses issues raised in the survey and to develop marketing materials members can use to promote their libraries.	X X X	X		

	Lifelong Learning	Telling Our Story	New Models of Service	Advocacy
<p>understand value of new technical tools, such as Community in a Box and explore sponsorships and other revenue generating possibilities.</p> <ul style="list-style-type: none"> • Upgrade Digital Past to latest version of CONTENTdm and develop promotional program for the Digitization Lab and for Digital Past. • Explore grants and other funding opportunities to help schools and smaller public libraries add new technology. • Investigate e-commerce possibilities and find ways to help libraries move into this arena. • Continue to make enhancements to the NSLS Web site such as adding member-written blogs. • Continue to explore options to streamline Delivery Service 		X	X X X X	
<p><u>Explore ways to help members stay relevant to their increasingly diverse communities.</u></p> <ul style="list-style-type: none"> • Develop the concept of libraries as the “third place.” • Find ways to help libraries share translators to create distinct marketing pieces. • Explore cataloging issues. • Help libraries develop ways to serve their increasingly diverse clientele and help them recruit more diverse workforce. 	X X	X X X	X X	

Activities Related to the NSLS Infrastructure and Staff Development

- Offer training based on the book, *Crucial Conversations*, to help the staff learn how to work more effectively together. Investigate possibility of offering training to members.
- Development sponsorships for Digital Past and NorthStarNet.
- Redesign Knowledge Base to keep all information NSLS collects about our members in one place so that staff members can provide faster and more efficient customer service.
- Look for ways that we can streamline our work by combining efforts with other systems.
- Keep technology infrastructure current with upgrades of Internet Explorer, Servers and Windows as available.
- Explore new opportunities for working with the Library Partnership Trust.

**NSLS Budget
FY 2006-2007**

REVENUES SUMMARIZED BY SOURCE		Actual	Actual	Budget	6/30/06 Projected	Budget	NOTES	
		FY 03-04	FY 04-05	FY 05-06	Actual	FY06-07		
STATE GRANTS								
	Area & Per Capita Grant / Gen.Re	2,445,636	2,461,774	2,445,636	2,461,774	2,461,774		
TOTAL STATE GRANTS:		2,445,636	2,461,774	2,445,636	2,461,774	2,461,774	2005-2006-2007 Fees For Services:	
FEDERAL GRANTS								<u>FY 05-06</u> <u>FY-06-07</u>
TOTAL FEDERAL GRANTS:							Dpast:	11800 9000
OTHER REVENUES							NSN:	60000 40000
	Fees for services	268,789	257616	419,300	460,435	323,500	CE:	125000 125000
	Reimbursements	63,492	31367	10,900	10,900	11,400	Health:	90000 92000
	Interest Income	9,008	24808	16,000	49,000	45,000	KK Grant:	13000
	Other Income						TDS:	2400 5400
TOTAL OTHER REVENUES:		341,289	313790	446,200	520,335	379,900	Email:	2100 2100
TOTAL REVENUES:		2,786,925	2,775,564	2,891,836	2,982,109	2,841,674	Sponsors:	20000 20000
							Vendor Dir:	10000 5000
							MyMediaMall	75000 15000
							NetLibrary	10000
							Reimbursements:	LC Bulletins-900
							AnnBqt-8000	AdDay-1500.0 Misc.-1000
							Increased due to higher interest rates	

3/13/2006

**NSLS Budget
FY 2006-2007**

EXPENDITURES SUMMARIZED BY CATEGORY		Actual FY 03-04	Actual FY 04-05	Budget FY 05-06	6/30/06 Projected Actual	Budget FY06-07	NOTES
EXPENDITURES							
Personnel		1,968,886	1,956,011	2,261,370	2,068,152	2,347,699	Est. 10% increase in medical benefits.
Library Materials		3,143	3,464	5,000	5,000	5,000	
Building & Grounds		92,275	98,400	110,250	110,396	107,050	Anticipate higher electric next year.
Vehicle Expenses		29,047	28,824	36,000	32,100	38,000	Anticipate higher gas costs.
Travel / Continuing Education-Staff and Board		32,877	48,379	53,000	64,000	53,000	
Continuing Education-Others		68,705	78,123	75,000	75,000	95,000	New Leadership Academy - \$30k CE programs - 65k
Public Relations		79,135	91,134	93,500	93,500	93,500	
Liability Insurance		6,657	7,613	7,550	7,000	7,550	LIMRiCC E&O-\$2,500 Liability \$5,500 T-Bond \$1000
Supplies, Postage, Printing		67,852	52,517	56,000	57,400	58,000	
Telephone & Telecom		26,253	34,962	34,000	38,800	33,000	
Equipment		19,677	30,574	33,150	23,050	27,465	Increased Legal due to bridge issues.
Professional Services		142,324	167,077	155,950	143,950	139,000	& member inquiries
Contractual Services		13,605	46,220	90,000	124,500	26,500	OCLC\$13500 MIP\$3500 Catalog Training \$20k Printing \$8k
Member Reimbursements		0	0	0	0	0	
Miscellaneous / Contingency		19,087	16,026	15,000	20,000	15,000	
Capital Outlay		176,452	120,776	165,500	209,340	65,000	
Provision for Doubtful Accounts		97,174	0	0	0	0	
TOTAL EXPENDITURES:		2,843,149	2,780,099	3,191,270	3,072,188	3,110,764	
EXCESS OF REVENUES OVER (UNDER) EXP.		-56,224	-4,535	-299,434	-90,079	-269,090	

**NSLS Budget
FY 2006-2007**

EXPENDITURES DETAILED BY CATEGORY		Actual FY 03-04	Actual FY 04-05	Budget FY 05-06	6/30/06 Projected Actual	Budget FY06-07	Notes
PERSONNEL							
Salaries & Wages							
	Library Professionals	569,806	507,670	589,952	534,681	616416	1-unfilled position
	Other Professionals	586,666	597,755	686,052	627,743	701943	1-unfilled position
	Support Services	356,044	372,583	444,416	428,305	481647	1-unfilled position; after hours support budget
		1,512,516	1,478,008	1,720,420	1,590,729	1,800,006	Staff are key to success of NSLS projects. We want the flexibility to reward 'the stars & hire diff. skills as needed for e-organization. Merit increases range from 0%-5%; includes job reclassifications
Payroll Taxes/Fringe Benefits							
	Social Security Taxes	108,115	106,528	120,000	113,466	122935	
	Unemployment Insurance	3,925	7,678	7,800	7,144	8354	Increased rate due to UEC claims
	Worker's Compensation	14,574	19,504	18,000	17,817	19000	
	Retirement Benefits	128,177	124,468	139,000	136,080	155000	Based on a percentage of Salaries & Wages
	Health, Dental, Life Insurance	191,876	197,028	250,300	197,820	236495	Anticipate approx. 10% increase in medical benefits.
	Other		847	850	1,912	909	EAP-CompShyc
	Temporary Help	6,110	10,624	2,000	2,688	2000	
	Recruiting	3,594	11,325	3,000	496	3000	
	TOTAL PERSONNEL:	1,968,887	1,956,011	2,261,370	2,068,152	2,347,699	
LIBRARY MATERIALS							
	Printed Materials	3,144	3,464	5,000	5,000	5,000	
	Nonprinted Materials						
	Literacy Program						
	TOTAL LIBRARY MATERIALS:	3,144	3,464	5,000	5,000	5,000	
BUILDING & GROUNDS							
	Rent	796	796	1,000	796	1,000	District 21- Annual Parking Lot Rental
	Utilities	50,137	51,705	60,000	54,000	60,000	ComEd-\$56k
	Property Insurance	8,110	9,312	10,000	9,100	9,300	Flood Ins \$2250, Zurich Ins \$7750
	Repairs and Maintenance	16,127	19,311	20,000	30,000	19,000	Landscaping \$4,500 Pest Control \$600 Snow Removal-\$3500k
	Custodial/Janitorial Services	15,400	15,615	17,300	15,000	16,000	Janitorial \$16000 Misc-1300
	Other--Alarm, Trash	1,705	1,659	1,950	1,500	1,750	Fire/burglar alarm-650, garbage-950
	TOTAL BUILDING & GROUNDS:	92,275	98,400	110,250	110,396	107,050	

**NSLS Budget
FY 2006-2007**

EXPENDITURES DETAILED BY CATEGORY		Actual FY 03-04	Actual FY 04-05	Budget FY 05-06	6/30/06 Projected Actual	Budget FY06-07	Notes
VEHICLE EXPENSES							
Gas & Oil		13,501	14,788	18,000	18,500	20,000	Increased due to higher gasoline prices
Repairs & Maintenance		5,864	3,928	6,000	3,500	5,000	
Vehicle Insurance		9,683	10,107	12,000	10,100	13,000	
Vehicle Leasing and Rent		0	0	0	0	0	
Other							
TOTAL VEHICLE EXPENSES:		29,048	28,824	36,000	32,100	38,000	
TRAVEL/CONTINUING EDUCATION - STAFF & BOARD							
In-state Travel		9,138	8,529	10,000	18,000	10,000	ILSDO, ILA, ISL, ALA
Out-of-state Travel		11,237	21,870	18,000	27,000	18,000	Wash.Leg.Day \$10K ALA \$3k
Registration Fees		12,503	17,981	25,000	19,000	25,000	Tuition Reimbursement for MLS/LTA \$5,000
TOTAL TRAVEL/CE- STAFF & BOARD:		32,878	48,379	53,000	64,000	53,000	
CONTINUING EDUCATION - OTHERS							
		68,705	78,123	75,000	75,000	95,000	CE budget includes costs for speaker fees, materials, travel for speakers, and meeting expenses. New Leadership Academy
TOTAL CE-OTHERS		68,705	78,123	75,000	75,000	95,000	
PUBLIC RELATIONS							
		79,135	91,134	93,500	93,500	93,500	Public relations - charges for publicity, advertising, promotional materials, outside printing and design, NSN, What's New?, Conference Exhibit Special Events, IL Advocacy Bus
TOTAL PUBLIC RELATIONS:		79,135	91,134	93,500	93,500	93,500	
LIABILITY INSURANCE							
		6,657	7,613	7,550	7,000	7,550	LIMRiCC E&O-\$2,500 Liability \$4,000 T-Bond \$1050
TOTAL LIABILITY INSURANCE:		6,657	7,613	7,550	7,000	7,550	
SUPPLIES, POSTAGE & PRINTING							
Computer Supplies		32,185	17,304	20,000	20,000	20,000	
General Office		23,117	20,960	20,000	20,000	20,000	
Internal Printing/Copying		1,394	2,094	2,000	1,400	2,000	
Postage		7,813	7,884	10,000	12,000	12,000	Continue direct mailings as a result of the Communications Audit.
Other Supplies		3,343	4,274	4,000	4,000	4,000	
TOTAL SUPPLIES, POSTAGE, E		67,852	52,517	56,000	57,400	58,000	

**NSLS Budget
FY 2006-2007**

EXPENDITURES DETAILED BY CATEGORY		Actual FY 03-04	Actual FY 04-05	Budget FY 05-06	6/30/06 Projected Actual	Budget FY06-07	Notes
TELEPHONE & TELECOMMUNICATIONS							Includes t-1 lines for internet access
Local & Long Distance		15,620	19,964	21,000	17,800	17,000	TDS: 13000 SBC: 600 Nextel: 2800
Telecommunications		10,633	14,998	13,000	21,000	16,000	Telecommunication equipment charges 15k
Rental							
TOTAL TELEPHONE & TELECOMM:		26,253	34,962	34,000	38,800	33,000	
EQUIPMENT							
Rental		837	869	950	850	1,000	Pitney Bowes-Postage meter rental
Repair & Maintenance		1,899	3,167	4,200	4,200	4,200	
Maintenance Agreements		16,941	26,538	28,000	18,000	22,265	HVAC-8k, Telephone System-2k, Copiers-3k, M-soft 7k
TOTAL EQUIPMENT:		19,677	30,574	33,150	23,050	27,465	
PROFESSIONAL SERVICES							
Legal		14,914	23,762	20,000	20,000	20,000	Bridge issues with the Post Office parking lot.
Accounting		17,793	23,729	24,000	12,000	17,000	Auditors: \$12k Am.Express Acctg.\$5k
Consulting		107,455	117,746	110,000	110,000	100,000	NSN, CE, Content DM, etc.
Payroll Services		2,162	1,841	1,950	1,950	2,000	
TOTAL PROFESSIONAL SERVICES:		142,324	167,077	155,950	143,950	139,000	
CONTRACTUAL SERVICES							
Centralized Data Processing		11,295	36,324	33,500	24,500	15,000	Oclc-NSLS \$15000
Other Contractual		2,310	3,509	48,500	97,000	3,500	MIP Acctg.Support \$3500
Printing Services		0	3,244	8,000	3,000	8,000	Printing forms, system letterhead, materials not of promotional nature
Other			3,143				
TOTAL CONTRACTUAL SERVICES:		13,605	46,220	90,000	124,500	26,500	
Provision for Doubtful Accounts							
Provision for Doubtful Accounts		97,174	0	0	0	0	
TOTAL MEMBER REIMBURSEMENTS:		97,174	0	0	0	0	

3/13/2006

**NSLS Budget
FY 2006-2007**

EXPENDITURES DETAILED BY CATEGORY		Actual FY 03-04	Actual FY 04-05	Budget FY 05-06	6/30/06 Projected Actual	Budget FY06-07	Notes
MISCELLANEOUS / CONTINGENCIES		19,082	16,026	15,000	20,000	15,000	Misc: includes, but is not limited to, professional, association and
TOTAL MISCELLANEOUS:		19,082	16,026	15,000	20,000	15,000	membership dues, bank charges, lost books ILL charges, contingencies
CAPITAL OUTLAY							
Equipment		47,892	3,973	61,000	62,523	25,000	New color copier/printer
Computers		94,898	74,486	15,000	99,200	10,000	Upgrade staff work stations 8k
Furniture & Fixtures		4,507	7,177	3,500	1,495	3,500	
Building Improvements		13,400	22,173	8,000	10,869	8,000	
Vehicles		15,755	12,966	18,000	35,253	18,500	purchase of new delivery van
TOTAL CAPITAL OUTLAY:		176,452	120,776	165,500	209,340	65,000	
DEBT SERVICE							
Interest		0	0	0	0	0	
TOTAL DEBT SERVICE:		0	0	0	0	0	
TOTAL EXPENDITURES:		2,843,148	2,780,099	3,191,270	3,072,188	3,110,764	
Excess of revenue over expense:		-56,223	-4,535	-299,434	-90,079	-269,090	