

MEMO


Date: August 10, 2010

To: Management Team

From: Clifford Jo, Director of Finance & IT

Subject: 2011 Budget

We are projecting a 2011 budget shortfall of \$500,000 from 2010 levels. Review all aspects of your budgets for reductions. Priorities are:

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- 1. Preserve promises from the re-authorized levy voters passed in 2006**
 - 2. Good stewardship of the taxpayers' dollars (including efficient operations and spending money to save money)**
 - 3. Ensure we provide up-to-date and future-oriented services**
 - 4. Build a customer base for the future**

The following assumptions will be used to construct budget estimates:

- ▶ Materials: 16% of revenues (to be allocated by CET)
- ▶ Personnel: 0% COLA, 2% cash payment; automatically calculated (based on proposal to the union, to be voted August 13, 2010)
- ▶ Benefits: Maximum 10%; automatically calculated

Personnel: The personnel listing is based on the mid-year budget. Please review carefully; I don't anticipate much in the way of corrections. At this time, we're not anticipating a need to do reductions in force.

Maintenance and Operations: All line items are left blank. Propose line item budgets as needed to operate. *Asterisked items require itemization. Submit a listing on breakdowns of these line items. (Furnishings, PC Hardware, Professional Services, Advertising, Travel, Rentals/Leases, General Repairs, Contracted Maintenance, Registrations, and Dues & Memberships)*

The 2011-2015 Capital Improvement Plan will be developed at the same time as the Operating budget; I'll send out forms next week. The Board may provide further guidance on 8/31.

SUMMARIZED SCHEDULE

Date	2011 Budget Activities
August 11	2011 budget packets distributed to department heads
August 31	Board Study Session regarding Budget Strategy—Department Heads are expected to attend.
Prior to you presenting	2011 budget papers due to Cliff
September	Department head presentations to Neel, Georgia, Cliff
Sept. 8	Board of Trustees meeting; budget guidance provided to Library
Sept. 30	Revisions to 2011 budget papers due to Cliff