

North Bay Cooperative Library System

RESOLUTION # 505

The attached Preliminary Budget Fiscal Year 2003/2004 was adopted at the June 5, 2003 Board meeting. The foregoing resolution authorizing the use of \$14,671 from the Fund Balance Designated for Contingencies (GL 335) as a source of revenue was introduced by Director Ann Cousineau, seconded by Director Sara Loyster and adopted by a unanimous vote of the following directors:

Gregg Atkins, Angela Brunton, Ann Cousineau, Erika De Mille, Frances Gordon, Stephanie Grohs, Larry Hlavsa, Monique le Conge, Sara Loyster, Janet McCoy, Deborah Mazzolini, Connie Pearson, Mary Richardson, Tom Trice.

WHEREUPON, the Chairperson declared the foregoing resolution adopted and SO ORDERED.

Date: June 5, 2003

Attested:

Signature

Annette Milliron DeBacker
Secretary/Clerk of the Board



Signature

Erika DeMille, Chair
NBCLS Board of Directors

PLAN OF SERVICE:

The Plan of Service has been revised to reflect the current budget situation. The Juvenile Review Pack program has been removed. In the reference service sections, participation in the virtual reference programs, Q & A Café and 24/7, has been expanded. NBCLS is experiencing an increase in the number of questions. Many patrons are using Web based reference service without contacting their local library. If the question cannot be answered within the 10-15 time limit, the question passes into a review file. NBCLS is picking up all North Bay based questions from this review file. There is a fair amount of use of the service by SSU, Napa Valley College, Mendocino College, and high school students. Users of those libraries are finding the service on the Web. They are using the service without going through the in-house in-person reference service. This is precisely what we hoped would happen. An expansion of service to patrons we might not normally reach, such as after hours users and the geographically isolated. However, there is a definite impact on the NBCLS Reference Center. The workload is being monitored.

Ms. Milliron DeBacker also noted that several libraries are not represented on the System Advisory Board. The NBCLS SAB operates primarily as advocates for libraries. The dollars received for the program are less than \$800. Major projects such as publications, surveys, etc. are simply not an option with the limited funding. At a recent LOC Board meeting, the majority of CLSA System Directors advised that cutting funding in the SAB program would be less painful than cutting reference or delivery funding. The NBCLS Board noted the need for additional members and will take it under advisement.

Ann Cousineau moved to adopt the Plan of Service as presented. Seconded by Sara Loyster. The motion passed unanimously.

2003/04 BUDGET:

Ms. DeBacker explained that the Budget spread sheet in the packet has been adjusted to reflect the loss of Sonoma State University and the Marin Academic Libraries Consortia (College of Marin and Dominican University) as members. The budget also has been adjusted to reflect the overall reduction of CLSA funding which is equal to 14% over fiscal years 2002/03 and 2003/04. Additionally, revenues for adding Dixon as a member are reflected. Actual health care rates are shown in the budget. Grant income of \$18,652 has been added. NBCLS will manage an LSTA grant, "Reach out and Read" for Solano County. The grant is to model outcome measurement for literacy projects. The projects will be conducted at various locations throughout the State. A total of \$14,671 will be used from the Fund Balance Designated for Contingencies (Building Reserves). A balance of \$ 362,712 will remain in the Fund after this allocation. Ann Cousineau moved to approve the FY 2003/04 budget as presented. Seconded by Debbie Mazzolini. The motion passed unanimously.

Connie Pearson left the meeting 11:50 a.m.

Monique Le Conge left the meeting at 11:55 a.m.

ADMIN. REPORT:

A. Ann Cousineau asked if Mitchell's on Demand was reviewed at the same time as the Alldata Automobile Repair database. Ms. Milliron DeBacker will check to insure that Mitchell's was reviewed.

B. Ms. Milliron DeBacker announced that PLS would be leaving the SuperSearch program on June 30, 2003. As of June 2nd, PLS patrons cannot create new requests. Requests that are in the pipeline will be completed. Hopefully, PLS will determine that SuperSearch was a more efficient method for ILL. ILL statistics June 2002 – April 2003 show an 8% decline in out of system OCLC based activity. Ms. Milliron DeBacker feels that decline is a reflection of the use of SuperSearch for borrowing from PLS libraries.

Preliminary Budget FY 2003/04
 Adopted June 5, 2003

REVENUES

	LOCAL	SUPERS	ContEd	REF	C&D	SAB	ADMIN	RETIRE :	PROJECTED BUDGET
Rev Carried Forward	0	61,655	0	0	0	0	0	0 :	61,655
4645 Trust to General Fund	0	0	0	7,994	0	0	0	6,677 :	14,671
1700 Interest Earned	0	0		1,696	0	0	31,118	0 :	32,814
TOTAL INTEREST	0	0	0	1,696	0	0	31,118	0 :	32,814
2560 CLSA Reference	0	0	0	101,858	0	0	25,464	0 :	127,322
2562 CLSA SAB	0	0	0	0	0	788	195	0 :	983
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	0 :	0
2564 CLSA Data Base	0	5,500	0	0	0	0	0	0 :	5,500
2565 CLSA Comm. & Del.	0	0	0	0	69,137	0	17,284	0 :	86,421
TOTAL CLSA	0	5,500	0	101,858	69,137	788	42,943	0 :	220,226
2580 LCA	0	0	0	0	0	0	0	0 :	0
2585 LCA ILL Reim	0	0	0	0	0	0	0	0 :	0
2586 LCA State Grant Reim	0	0	0	0	0	0	0	0 :	0
TOTAL LCA	0	0	0	0	0	0	0	0 :	0
2803 LSTA	0	0	0	0	0	0	18,652	0 :	18,652
2591 GGLN	0	0	0	0	0	0	0	0 :	0
3480 Tech. Serv. Fees		96,343	0	0	154,548	0	0	0 :	250,891
3482 Contract Fee/ Black Gold Contract	0	0	0	21,000		0	92,313	0 :	92,313
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0 :	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0 :	0
4040 Miscellaneous	100	0	0	0	0	0	2,168	0 :	2,268
4102 Donations/Reimb	0	0	700	2,458	0	0	4,500	672 :	8,330
4157 Member Reimb	200,000	0	0	0	0	0	0	0 :	200,000
TOTAL LOCAL	200,100	96,343	700	23,458	154,548	0	98,981	672 :	574,802
Equip. Reserve									0
GRAND TOTAL REVENUES	200,100	163,498	700	135,006	223,685	788	191,694	7,349 :	922,820

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Preliminary Budget FY 2003/04
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EXPENDITURES	LOCAL	SSearch	Cont Ed	REF	C&D	SAB	ADMIN	RETIRE	PROJECT. BUDGET
Salaries and Benefits:									
5900 Payoff Acct	0	0	0	0	0	0	2,711	0	2,711
5910 Perm. Positions	0	27,414	0	104,833	14,455	0	139,542	0	286,244
5911 Extra Help	0	0	0	0	0	0	0	0	0
5921 Retirement Cont.	0	0	0	0	0	0	0	0	0
5924 Medicare	0	398	0	1,520	210	0	2,023	1,296	5,447
5925 Deferred Comp.	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	5,859	0	17,619	2,372	0	11,923	5,833	43,606
5931 Disability Ins.	0	422	0	1,614	223	0	2,149	0	4,408
5932 Dental Insurance	0	549	0	2,067	436	0	1,744	0	4,796
5933 Life Insurance	0	21	0	77	17	0	440	0	554
5934 Vision Insurance	0	139	0	511	110	0	440	220	1,420
5935 Unemployment Ins	0	0	0	0	0	0	0	0	0
5940 Workers Comp	0	557	0	1,904	293	0	2,833	0	5,587
TOTAL SAL. & BEN.	0	35,358	0	130,146	18,115	0	163,806	7,349	354,773
Services and Supplies:									
6040 Comm. - E Mail	0	220	0	0	660	0	0	0	880
6045 Comm. - Tphone	0	12,000	0	800	4,000	0	0	0	16,800
6085 Janitorial Service	0	638	0	638	638	0	638	0	2,552
6100 Insurance	0	306	0	464	1,286	0	1,270	0	3,326
6140 Maint. of Equip.	0	200	0	0	1,000	0	0	0	1,200
6280 Memberships	0	0	0	0	0	0	0	0	0
6302 Dept Revolving	0	0	0	0	0	0	50	0	50
6400 Office Expense	0	500	100	0	2,400	180	0	0	3,180
6410 Postage	0	0	0	0	2,300	0	0	0	2,300
6415 Library Mat.	100	0	0	0	550	0	0	0	650
6461 Purchases for Members	200,000	0	0	0	0	0	0	0	200,000
6500 Other Prof Serv	0	43,025	500	4,877	151,866	0	5,000	0	205,268
6516 Data Proc'ing Serv	0	0	0	20	0	0	2,600	0	2,620
6517 Online Serv, OCLC	0	67	0	250	0	0	0	0	317
6521 County Services	0	0	0	973	0	0	5,027	0	6,000
6800 Dup/Photocopy	0	100	100	200	5,964	361	0	0	6,725
6820 Rental of Equip	0	0	0	0	0	0	0	0	0
6840 Bldg. Rent/Lease	0	5,253	0	5,253	5,253	0	5,253	0	21,012
7000 Special Dept. Exp.	0	61,655	0	0	14,804	0	0	0	76,459
7110 Staff Devel.	0	338	0	1,135	0	0	2,650	0	4,123
7120 In-Serv Training	0	0	0	0	0	0	0	0	0
7302 Conf. & Travel	0	306	0	1,500	0	190	2,500	0	4,496
7303 Private Car Exp.	0	600	0	2,000	0	57	1,900	0	4,557
7320 Utilities	0	1,000	0	600	1,000	0	1,000	0	3,600
TOTAL SERV & SUPPLIES	200,100	126,208	700	18,710	191,721	788	27,888	0	566,115
Fixed Assets:									
8560 Equipment	0	1,932	0	0	0	0	0	0	1,932
8800 Equip. Reserve	0	0	0	0	0	0	0	0	0
TOTAL FIXED ASSETS	0	1,932	0	0	0	0	0	0	1,932
GRAND TOTAL EXPENDITURES	200,100	163,498	700	148,856	209,836	788	191,694	7,349	922,820