

North Bay Cooperative Library System

RESOLUTION # 514

The attached Preliminary Budget Fiscal Year 2004/2005 was adopted at the June 3, 2004 Board meeting after being introduced by Director Angie Brunton, seconded by Director Sara Loyster and adopted by a unanimous vote of the following directors:

Gregg Atkins, Erika DeMille, Catherine Blumberg, Carol Starr, Ann Cousineau, Elizabeth Tsai, Lynnea Kleinschmidt, Larry Hlavsa, Janet McCoy,

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

Date: June 3, 2004

Attested:



Signature

Annette Milliron DeBacker
Annette Milliron DeBacker
Secretary/Clerk of the Board

Signature

Erika DeMille
Erika DeMille, Chair
NBCLS Board of Directors

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
June 3, 2004

- CONVENING:** The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Solano County Library, Fairfield Civic Center Branch, in Fairfield, California with Chair Erika DeMille presiding. The meeting convened at 10:35 a.m.
- ROLL CALL:** Gregg Atkins, Dixon Public Library
Erika DeMille, Mendocino County Library
Catherine Blumberg, Mill Valley Public Library
Carol Starr, Marin County Free Library
Ann Cousineau, Solano County Library
Sara Loyster, San Anselmo Public Library
Angela Brunton, Sonoma Developmental Center
Elizabeth Tsai, Solano Community College
Lynnea Kleinschmidt, Richmond Public Library
Larry Hlavsa, St. Helena Public Library
Janet McCoy, Napa City-County Library
- ABSENT:** Susan Gilroy, Mitchell Memorial Library, Travis AFB
Vaughn Stratford, San Rafael Public Library
Tom Trice, Sonoma County Public Library
Monique le Conge, Benicia Public Library
Mary Richardson, Sausalito Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Micca Gray, Plover Library, Santa Rosa Jr. College
Kathy Jansen, Lake County Library
Bonnie Thoreen, Napa Valley College Library
Nancy Sieck, Petaluma High School Library
Frances Gordon, Larkspur Public Library
- ALSO PRESENT:** Annette Milliron DeBacker, North Bay Cooperative Library System
- INTRODUCTIONS:** The Board introduced themselves to Lynne Kleinschmidt, the representative from Richmond Public Library.
- PUBLIC INVITED TO ADDRESS BOARD:** No public was in attendance.
- APPROVAL OF AGENDA:** Approval of the Agenda was moved by Angie Brunton, seconded by Ann Cousineau. Approval was unanimous.
- APPROVAL OF MINUTES OF 11/06/03:** A Motion to approve the Minutes of 03/04/04 as presented was made by Ann Cousineau, and seconded by Angie Brunton. The Motion passed unanimously.
- APPROVAL OF CONSENT CALENDAR:** The Consent Calendar containing the April 30, 2004 financial statements and a revised FY 2003/04 Budget was moved for approval by Ann Cousineau and seconded by Gregg Atkins. The Motion carried unanimously.

CORRESPONDENCE: No correspondence.

PLAN OF SERVICE: Carol Starr offered a correction in the reference service section to change online reference programs from "24/7 and Q and A Café" to "Ask Now". She further suggested a revision of the SAB activities to simplify the responsibilities of the SAB with the hope of recruiting more volunteers. It was noted that funding is not available to support much activity. A Motion to approve the Plan of Service as revised was made by Cathy Blumberg and seconded by Angie Brunton. The Motion carried unanimously.

The local contributions of FY 2002/2003 were discussed. Annette Milliron DeBacker explained that in 1988, LSTA monies were used to fund the administration of the systems; then that money was taken away and the systems were allowed to take 25% out of each program; for example, reference money, communication delivery, etc. to fund administration. For NBCLS, that amounts to \$45,000 a year.

NORTH STATE CLS
MANAGEMENT
PROPOSAL

Annette Milliron DeBacker reported that the North State Library System Administrator is retiring. She noted that this was the second administrator to retire in the last four years. North State has been recruiting for someone to take that position and they are offering \$80,000 for a one-year contract for someone to manage the system. Annette explained that in the 90's, BALIS lost their system director through a resignation and were seeking management services. At that time, NBCLS put together a management proposal; PLS ultimately won the contract. Annette has talked with North State recently regarding a potential management contract for administrative services. She pulled some of the language from the BALIS proposal to use in the North State proposal. She laid out the goals and some of the services NBCLS would provide without listing a price, just to see if the proposal would look interesting to their counsel; and their counsel is interested and would now like to talk about more detail and price. The pricing structure and clerical needs were discussed. It was noted that NBCLS would not do the reference function for North State; Joe Cochrane would just handle the database negotiations. Annette reported that the question handling can be reassigned to stringers that are already in the NBCLS budget. North State's service area was discussed. It was noted that most of their meetings are held in Redding, Red Bluff or Chico. The incoming chair is from Eureka, so some meetings may be held there as well. A contract could be issued to Joe for extra hours rather than give extra pay for current hours. Larry Hlavsa noted that he saw more disadvantages than advantages. He noted that it appeared Annette would be out of the office for approximately 700 hours; Annette noted that approximately 200 hours would be more realistic. Carol Starr spoke of the advantages of NBCLS pursuing this contract. Ann Cousineau recommended that NBCLS contract with NSCLS, and then develop a compensation package for Joe and Annette. Sara Loyster asked if Joe could be sent to the NSCLS meetings. It was noted that this would be good for the Reference Committee. Ann Cousineau moved to direct Annette to continue exploring management contract with North State at \$60,000 for one year. Seconded by Carol Starr. Motion passed unanimously.

Ann Cousineau stated that \$60,000 may not be enough for the pilot project. Gregg Atkins noted that both systems need to have evaluation tools.

BUDGET 2004/2005: Motion to adopt the 2004/2005 budget was made by Angie Brunton and seconded by Sara Loyster. Motion passed unanimously.

The discontinuation of Pacific Union College's contract was discussed. The Marin County Office of Education contract was also discussed.

ELECTION OFFICERS
FOR FY 2004/2005:

Erika DeMille noted that she was the current Board Chair and that Larry Hlavsa is the oncoming chair. Larry reported that he will be soliciting for Steering Committee volunteers in June as well as soliciting for a chair-elect who will then be elected at the September meeting. Motion to elect Larry

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Preliminary Budget FY 2004/05
Presented June 3, 2004

EXPENDITURES		LSTA	LOCAL	SSearch	Cont Ed	REF	C&D	SAB	ADMIN	RETIRE	PROJECT.
											BUDGET
Salaries and Benefits:											
5900	Payoff Acct	0	0	0	0	0	0	0	2,711	0	2,711
5910	Perm. Positions	0	0	33,764	0	106,086	26,719	0	133,852	0	300,420
5911	Extra Help	0	0	0	0	0	0	0	0	0	0
5921	Retirement Cont.	0	0	2,459	0	7,727	1,946	0	9,750	0	21,883
5924	Medicare	0	0	490	0	1,538	454	0	1,941	1,404	5,827
5925	Deferred Comp.	0	0	0	0	0	0	0	0	0	0
5930	Health Insurance	0	0	6,871	0	17,429	3,192	0	13,344	8,524	49,360
5931	Disability Ins.	0	0	520	0	1,634	474	0	2,061	0	4,689
5932	Dental Insurance	0	0	771	0	2,313	699	0	1,871	0	5,654
5933	Life Insurance	0	0	25	0	77	22	0	440	0	563
5934	Vision Insurance	0	0	165	0	511	147	0	630	220	1,673
5935	Unemployment Ins	0	0	0	0	0	0	0	0	0	0
5940	Workers Comp	0	0	824	0	2,277	752	0	3,266	0	7,119
TOTAL	SAL. & BEN.	0	0	45,888	0	139,593	34,405	0	169,866	10,148	399,900
Services and Supplies:											
6040	Comm. - E Mail	0	0	220	0	0	1,008	0	0	0	1,228
6045	Comm. - Tphone	0	0	13,800	0	800	3,760	0	0	0	18,360
6085	Janitorial Service	0	0	309	0	0	1,751	0	0	0	2,060
6100	Insurance	0	0	306	0	0	3,760	0	0	0	4,066
6140	Maint. of Equip.	0	0	200	0	0	1,360	0	0	0	1,560
6280	Memberships	0	0	0	0	0	0	0	0	0	0
6302	Dept Revolving	0	0	0	0	0	0	0	50	0	50
6400	Office Expense	0	0	500	100	0	4,157	180	1,000	0	5,937
6410	Postage	0	0	0	0	0	1,421	0	0	0	1,421
6415	Library Mat.	0	100	0	0	0	550	0	0	0	650
6461	Purchases for Members	0	200,000	0	0	0	0	0	0	0	200,000
6500	Other Prof Serv	66,182	0	33,856	500	4,877	166,331	0	5,550	0	277,296
6516	Data Proc'ing Serv	0	0	0	0	0	0	0	2,600	0	2,600
6517	Online Serv, OCLC	0	0	67	0	150	0	0	0	0	217
6521	County Services	0	0	0	0	0	300	0	6,828	0	7,128
6800	Dup/Photocopy	0	0	100	100	0	6,492	352	0	0	7,044
6820	Rental of Equip	0	0	0	0	0	0	0	0	0	0
6840	Bldg.Rent/Lease	0	0	4,433	0	2,393	9,097	0	3,514	0	19,437
7000	Special Dept.Exp.	0	0	43,224	0	0	0	0	0	0	43,224
7110	Staff Devel.	0	0	338	0	1,135	250	0	2,650	0	4,373
7120	In-Serv Training	0	0	0	0	0	0	0	0	0	0
7302	Conf. & Travel	0	0	806	0	1,540	0	190	2,852	0	5,388
7303	Private Car Exp.	0	0	917	0	2,492	0	57	2,146	0	5,612
7320	Utilities	0	0	2,023	0	0	1,739	0	0	0	3,762
TOTAL	SERV & SUPPLIES	66,182	200,100	101,099	700	13,387	201,976	779	27,190	0	611,413
Fixed Assets:											
8560	Equipment	0	0	1,045	0	0	0	0	0	0	1,045
8800	Equip. Reserve	0	0	0	0	0	0	0	0	0	0
TOTAL	FIXED ASSETS	0	0	1,045	0	0	0	0	0	0	1,045
GRAND TOTAL EXPENDITURES		66,182	200,100	148,032	700	152,980	236,381	779	197,056	10,148	1,012,358

Budget0405
rev:06/01/04

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Preliminary Budget FY 2004/05
Presented June 3, 2004

REVENUES

		LSTA	LOCAL	SUPERS	ContEd	REF	C&D	SAB	ADMIN	RETIRE :	PROJECTED BUDGET
	Rev Carried Forward		0	43,451	0	0	0	0	0	0 :	43,451
	4645 Trust to General Fund	0	0	0	0	0	0	0	8,857	0 :	8,857
1700	Interest Earned	0	0	0	0	0	0	0	22,000	0 :	22,000
	TOTAL INTEREST	0	0	0	0	0	0	0	22,000	0 :	22,000
2560	CLSA Reference	0	0	0	0	102,206	0	0	25,552	0 :	127,758
2562	CLSA SAB	0	0	0	0	0	0	779	195	0 :	974
2563	CLSA TBR-ILL	0	0	0	0	4,000	0	0	0	0 :	4,000
2564	CLSA Data Base	0	0	5,500	0	0	0	0	0	0 :	5,500
2565	CLSA Comm. & Del.	0	0	0	0	0	69,332	0	17,333	0 :	86,665
	TOTAL CLSA	0	0	5,500	0	106,206	69,332	779	43,080	0 :	224,897
2803	LSTA	66,182	0	0	0	27,316	842	0	28,806	9,928 :	133,074
3480	Tech. Serv. Fees	0	0	99,081	0	0	166,207	0	0	0 :	265,288
3482	Contract Fee/ Black Gold Contract	0	0	0	0	0	0	0	88,228	0 :	88,228
4025	Sales - Pers.Prop.	0	0	0	0	17,000	0	0	2,985	0 :	19,985
4030	Sales - Taxable	0	0	0	0	0	0	0	0	0 :	0
4040	Miscellaneous	0	100	0	0	0	0	0	100	0 :	200
4102	Donations/Reimb	0	0	0	700	2,458	0	0	3,000	220 :	6,378
4157	Member Reimb	0	200,000	0	0	0	0	0	0	0 :	200,000
	TOTAL LOCAL	0	200,100	99,081	700	19,458	166,207	0	94,313	220 :	580,079
	Equip. Reserve									:	0
GRAND TOTAL REVENUES		66,182	200,100	148,032	700	152,980	236,381	779	197,056	10,148 :	1,012,358