

North Bay Cooperative Library System

RESOLUTION # 520

The attached Revised Budget Fiscal Year 2004/2005 was adopted at the June 2, 2005 Board meeting after being introduced by Director Ann Cousineau, seconded by Director Carol Starr and adopted by a unanimous vote.

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

Date: June 2, 2005

Attested:

Signature



Signature

Larry Hlavsa, Chair
NBCLS Board of Directors

**6. APPROVAL OF
CONSENT
CALENDAR:**

Ms. Milliron noted that there was a revision to the FY 2004/05 budget that was included in the Board Packet. She stated that at year end, the State tends to move LSTA grant monies around which resulted in an adjustment to the NBC FY 2004/05 budget. Ms. Milliron passed out the revised budget. A Motion to approve the Consent Calendar as presented with the addition of the revised FY 2004/05 Budget was made by Ann Cousineau and seconded by Carol Starr. The Motion passed unanimously.

7. CORRESPONDENCE: Ms. Milliron-DeBacker passed around the correspondence. A guide to the CA library training clearinghouse from Infopeople and brochures, the quarterly report from the Treasurer; NBC is earning 2.4% after fees and a letter from OCLC about World Cat.

**8. E-RATE
DISCUSSION:**

Ms. Milliron briefly summarized the discussion about E-rate and California Teleconnect Fund from the March Board meeting. The result of that discussion was to invite Jim Rosaschi, head of technical services at Sonoma County Library, and representatives from SBC to the June Board meeting to continue the discussion.

Jim Rosaschi informed the Board that he has worked for Sonoma County Library (SCL) since 1982. He has worked with both Jeff Davis and Jackie Siminitius on E-rate. He noted that Jackie Siminitius is an active advocate for schools and libraries in California and is a great resource to use. He reported that the SCL has been receiving E-Rate discounts for the past 8 years. There are three types of E-Rate money; Internet service, internal connections (equipment), phone service. Libraries are required to filter content in order to receive the Internet Service and Internal Connections discounts. Phone lines and tariff service do not require filtering. Mr. Rosaschi noted that SCL had decided many years ago not to filter their internet service and chose to forgo the E-Rate discount. Therefore, SCL only receives a discount for tariff services; the phone lines and the network circuits/service to the branches. Mr. Rosaschi reported that SCL receives \$30,000/year for 120 various items on their phone bill. He noted that he can go online and download the SCL phone bill into a spreadsheet and review the discounts on each line item. The cost to SCL is approximately 60 hours of staff time annually out of the \$30,000 received from the E-Rate program. Form 470 needs to be completed to begin the E-Rate discount process. This form, which takes about 4 hours to complete, will get you in the queue for the program; essentially it "holds" your place in line. Form 471 is the next form to complete; for a library system the size of SCL, it will require about 30 hours to complete as you will need to list all circuits and lines in the system, as well as list what discount the library anticipates. SBC will provide the library with a grid that lists all of the library's circuits, along with the monthly costs and how much the library anticipates paying. This grid is acceptable for the libraries to submit as their estimated costs for certification. The final process is the Form 486, which is when all numbers are certified together and seals your discount rate. Mr. Rosaschi stressed that libraries should never budget with E-Rate in mind. In order for libraries to be eligible, they are required to identify the poverty level of every school in every district in the County and then identify the school that is closest to their library branch. He noted that start-up of this program can entail about 60 hours of staff time; but does not believe it cost SCL \$30,000 to get E-Rate started. He further noted the library has experienced a net gain through this program each year it has participated. He noted that Mary Lasika is the SBC E-rate Specialist that can assist anyone with questions.

Jackie Siminitius, SBC Library Advocate, reported that her research shows that the rural parts of the State is not taking advantage of the E-Rate program. She spoke with Susan Hildreth about the growing gap between rural and urban networks and discussed that she would like to focus on a rural high speed network as a goal for a few years down the road. Ms. Siminitius understands the filtering issue and emphasized that there are three buckets of money available through the program. The easiest one to apply for is telecommunications, which the libraries, as opposed to the schools, are more likely to apply for due to the simplicity. Also, a technology plan isn't required for the telecommunications application, although a plan is

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NORTH BAY COOPERATIVE LIBRARY SYSTEM
Revised Budget FY 2004/05
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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	2,711	0	2,711
5910	Perm. Positions	0	0	29,692	0	113,332	18,294	145,605	0	306,923
5911	Extra Help	0	0	0	0	0	0	0	0	0
5921	Retirement Cont.	0	0	2,147	0	8,252	1,334	10,606	0	22,339
5924	Medicare	0	0	427	0	1,648	329	2,111	1,738	6,253
5925	Deferred Comp.	0	0	0	0	0	0	0	0	0
5930	Health Insurance	0	0	7,789	0	22,813	1,872	18,572	14,318	65,364
5931	Disability Ins.	0	0	454	0	1,716	341	2,322	0	4,833
5932	Dental Insurance	0	0	660	0	2,529	493	2,056	0	5,738
5933	Life Insurance	0	0	21	0	77	27	700	0	823
5934	Vision Insurance	0	0	131	0	521	103	694	222	1,671
5935	Unemployment Ins	0	0	0	0	0	0	0	0	0
5940	Workers Comp	0	0	719	0	2,408	540	3,553	0	7,220
TOTAL	SAL. & BEN.	0	0	42,040	0	153,296	23,332	188,930	16,278	423,875
Services and Supplies:										
6040	Comm. - E Mail	0	0	220	0	0	1,041	0	0	1,261
6045	Comm. - Tphone	0	0	13,800	0	300	3,700	0	0	17,800
6085	Janitorial Service	0	0	0	0	0	1,751	0	0	1,751
6100	Insurance	0	0	0	0	0	3,760	0	0	3,760
6140	Maint. of Equip.	0	0	79	0	0	2,000	0	0	2,079
6280	Memberships	0	0	0	0	0	0	150	0	150
6302	Dept Revolving	0	0	0	0	0	0	50	0	50
6400	Office Expense	0	0	500	420	100	6,246	180	0	7,447
6410	Postage	0	0	0	0	0	2,000	0	0	2,000
6415	Library Mat.	0	0	0	0	0	590	0	0	590
6461	Purchases for Members	0	301,580	0	0	0	0	0	0	301,580
6500	Other Prof Serv	703,582	0	33,856	200	4,879	170,855	8,000	0	921,372
6516	Data Proc'ing Serv	0	0	0	0	0	0	3,000	0	3,000
6517	Online Serv, OCLC	0	0	67	0	75	0	0	0	142
6521	County Services	0	0	0	0	0	0	6,828	0	6,828
6800	Dup/Photocopy	0	0	100	0	200	7,500	352	0	8,152
6820	Rental of Equip	0	0	0	100	0	0	0	0	100
6840	Bldg.Rent/Lease	0	0	5,395	0	2,364	9,126	3,514	0	20,399
7000	Special Dept.Exp.	0	0	43,224	0	0	0	15,036	0	58,260
7110	Staff Devel.	0	0	338	0	1,135	0	2,650	0	4,123
7120	In-Serv Training	0	0	0	0	0	0	0	0	0
7302	Conf. & Travel	0	0	2,774	0	2,714	0	4,352	0	10,030
7303	Private Car Exp.	0	0	717	0	1,700	0	5,500	0	7,974
7320	Utilities	0	0	2,023	0	0	1,750	0	0	3,773
TOTAL	SERV & SUPPLIES	703,582	301,580	103,093	720	13,467	210,319	779	49,080	1,382,627
Fixed Assets:										
8560	Equipment	0	0	3,738	0	0	2,473	0	0	6,211
8800	Equip. Reserve	0	0	0	0	0	0	0	0	0
TOTAL	FIXED ASSETS	0	0	3,738	0	0	2,473	0	0	6,211
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GRAND TOTAL EXPENDITURES		703,582	301,580	148,871	720	166,763	236,124	779	238,010	1,812,707

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REVENUES

	LSTA	LOCAL	SUPERS	ContEd	REF	C&D	SAB	ADMIN	RETIRE :	PROJECTED BUDGET
Rev Carried Forward		0	43,451	0	0	0	0	0	275 :	43,726
4645 Trust to General Fund	0	0	0	0	0	0	0	0	0 :	0
1700 Interest Earned	0	0	0	0	0	0	0	24,100	0 :	24,100
TOTAL INTEREST	0	0	0	0	0	0	0	24,100	0 :	24,100
2560 CLSA Reference	0	0	0	0	101,998	0	0	25,499	0 :	127,497
2562 CLSA SAB	0	0	0	0	0	0	779	195	0 :	974
2563 CLSA TBR-ILL	0	0	0	0	4,775	0	0	0	0 :	4,775
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	106,773	69,332	779	43,027	0 :	225,411
2803 LSTA	696,525	0	0	0	30,939	0	0	33,148	11,029 :	771,641
3480 Tech. Serv. Fees	0	0	99,081	0	0	165,950	0	0	0 :	265,031
3482 Contract Fee/	0	0	0	0	0	0	0	88,228	0 :	88,228
Black Gold Contract	0	0	0	0	13,580	0	0	0	0 :	13,580
North State Contract	0	0	0	0	12,871	842	0	41,207	0 :	54,920
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0 :	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0 :	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0 :	0
4102 Donations/Reimb	7,057	0	839	720	2,600	0	0	8,300	4,974 :	24,490
4157 Member Reimb	0	301,580	0	0	0	0	0	0	0 :	301,580
TOTAL LOCAL	7,057	301,580	99,920	720	29,051	166,792	0	137,735	4,974 :	747,829
Equip. Reserve									:	0
GRAND TOTAL REVENUES	703,582	301,580	148,871	720	166,763	236,124	779	238,010	16,278 :	1,812,707