

North Bay Cooperative Library System

RESOLUTION # 523


The attached Budget Fiscal Year 2006/2007 was adopted at the May 11, 2006 Board meeting after being introduced by Director Debbie Mazzolini, seconded by Director Bonnie Thoreen and adopted by a unanimous vote.

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

Date: May 11, 2006

Attested:

Signature 
Annette Milliron DeBacker
Secretary/Clerk of the Board

Signature 
Carol Starr, Chair
NBCLS Board of Directors

Budget06/07
rev:05/31/06

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Budget FY 2006/07
Adopted May 11, 2006

REVENUES

	LSTA Health	LSTA Nutrition	LSTA Read	LSTA ROR	LOCAL	SUPERS	ContEd	REF	C&D	SAB	ADMIN	RETIRE :	PROJECTED BUDGET
Rev Carried Forward	0	0	0		0	46,576	0	15,832	0	0	37,247	0 :	99,655
4645 Trust to General Fund	0	0	0	0	0	0	0	0	0	0	0	0 :	0
1700 Interest Earned	0	0	0	0	0	0	0	0	9,024	0	10,020	4,980 :	24,024
TOTAL INTEREST	0	0	0	0	0	0	0	0	9,024	0	10,020	4,980 :	24,024
2560 CLSA Reference	0	0	0	0	0	0	0	91,949	0	0	22,987	0 :	114,936
2562 CLSA SAB	0	0	0	0	0	0	0	0	0	697	174	0 :	871
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	4,560	0	0	0	0 :	4,560
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0	0	0	0 :	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0	64,390	0	16,098	0 :	80,488
TOTAL CLSA	0	0	0	0	0	0	0	96,509	64,390	697	39,259	0 :	200,855
LSTA Health	22,725	0	0	0	0	0	0	0	0	0	2,273	0 :	24,998
LSTA Nutrition	0	90,000	0	0	0	0	0	0	0	0	9,000	0 :	99,000
LSTA Read	0	0	420,500	0	0	0	0	7,622	0	0	16,321	5,557 :	450,000
LSTA ROR	0	0	0	27,730	0	0	0	0	0	0	2,770	0 :	30,500
2803 LSTA	22,725	90,000	420,500	27,730	0	0	0	7,622	0	0	30,364	5,557 :	604,498
3480 Tech. Serv. Fees	0	0	0	0	0	98,268	0	0	204,316	0	0	0 :	302,584
3482 Contract Fee/	0	0	0	0	0	0	0	0	0	0	92,280	0 :	92,280
Black Gold Contract	0	0	0	0	0	0	0	14,000	0	0	2,985	0 :	16,985
North State Contract	0	0	0	0	0	0	0	12,871	842	0	51,287	0 :	65,000
PLS Contract	0	0	0	0	0	0	0	37,500	0	0	0	0 :	37,500
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0	0	0	0 :	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0	0	0	0 :	0
4040 Miscellaneous	0	0	0	0	100	0	0	0	0	0	100	0 :	200
4102 Donations/Reimb	0	0	0	0	0	0	700	3,537	0	0	6,136	6,476 :	16,849
4157 Member Reimb	0	0	0	0	250,000	0	0	0	0	0	0	0 :	250,000
TOTAL LOCAL	0	0	0	0	250,100	98,268	700	67,908	205,158	0	152,788	6,476 :	781,398
Equip. Reserve													0
GRAND TOTAL REVENUES	22,725	90,000	420,500	27,730	250,100	144,844	700	187,871	278,572	697	269,678	17,013 :	1,710,430

211,765

Budget06/07
rev: 5/31/06

NORTH BAY COOPERATIVE LIBRARY SYSTEM
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EXPENDITURES

	LSTA Health	LSTA Nutrition	LSTA Read	LSTA ROR	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	0	0	0	2,711	0	2,711
5910 Perm. Positions	0	0	0	0	0	31,156	0	116,167	20,796	0	150,753	0	318,872
5911 Extra Help	0	0	0	0	0	0	0	0	0	0	0	0	0
5921 Retirement Cont.	0	0	0	0	0	2,482	0	9,255	1,657	0	12,011	0	25,405
5924 Medicare	0	0	0	0	0	452	0	1,684	369	0	2,186	2,046	6,737
5925 Deferred Comp.	0	0	0	0	0	0	0	0	0	0	0	0	0
5930 Health Insurance	0	0	0	0	0	12,669	0	31,739	2,222	0	29,793	14,747	91,169
5931 Disability Ins.	0	0	0	0	0	629	0	2,347	483	0	3,045	0	6,504
5932 Dental Insurance	0	0	0	0	0	621	0	3,334	493	0	2,101	0	6,549
5933 Life Insurance	0	0	0	0	0	23	0	85	49	0	430	0	587
5934 Vision Insurance	0	0	0	0	0	135	0	501	108	0	630	220	1,594
5935 Unemployment Ins	0	0	0	0	0	0	0	0	0	0	0	0	0
5940 Workers Comp	0	0	0	0	0	446	0	2,017	397	0	2,656	0	5,515
TOTAL SAL. & BEN.	0	0	0	0	0	48,613	0	167,129	26,573	0	206,315	17,013	465,643
Services and Supplies:													
6040 Comm. - E Mail	0	0	8,500	0	0	220	0	0	1,400	0	0	0	10,120
6045 Comm. - Tphone	0	300	9,000	0	0	6,000	0	0	6,183	0	0	0	21,483
6085 Janitorial Service	0	0	0	0	0	309	0	0	1,500	0	0	0	1,809
6100 Insurance	0	0	0	0	0	0	0	0	3,760	0	0	0	3,760
6140 Maint. of Equip.	0	0	0	0	0	200	0	0	2,931	0	0	0	3,131
6280 Memberships	0	0	0	0	0	0	0	0	0	0	0	0	0
6302 Dept Revolving	0	0	0	0	0	0	0	0	0	0	0	0	0
6400 Office Expense	1,500	750	19,500	3,783	0	500	100	200	6,328	150	500	0	33,311
6410 Postage	0	500	1,050	0	0	0	0	0	2,000	0	0	0	3,550
6415 Library Mat.	0	5,000	125,000	0	100	0	0	0	600	0	0	0	130,700
6461 Purchases for Members	0	0	0	0	250,000	0	0	0	0	0	0	0	250,000
6500 Other Prof Serv	14,225	79,600	92,945	22,647	0	35,000	500	13,987	204,316	0	8,389	0	471,609
6516 Data Proc'ing Serv	0	0	0	0	0	0	0	0	0	0	3,000	0	3,000
6517 Online Serv, OCLC	0	0	0	0	0	67	0	150	0	0	0	0	217
6521 County Services	0	0	0	0	0	0	0	0	0	0	7,852	0	7,852
6800 Dup/Photocopy	2,000	2,150	45,500	0	0	100	100	150	7,500	334	0	0	57,834
6820 Rental of Equip	0	0	0	0	0	0	0	0	0	0	0	0	0
6840 Bldg.Rent/Lease	0	0	0	0	0	4,866	0	1,060	13,811	0	2,333	0	22,070
7000 Special Dept.Exp.	0	0	0	0	0	42,678	0	0	0	0	27,804	0	70,482
7110 Staff Devel.	0	0	0	0	0	338	0	1,135	250	0	2,650	0	4,373
7120 In-Serv Training	0	400	26,925	0	0	0	0	0	0	0	0	0	27,325
7302 Conf. & Travel	5,000	1,300	84,080	1,300	0	2,766	0	2,000	0	155	4,525	0	101,126
7303 Private Car Exp.	0	0	0	0	0	1,160	0	2,060	0	58	5,560	0	8,838
7320 Utilities	0	0	0	0	0	2,027	0	0	1,420	0	700	0	4,147
TOTAL SERV & SUPPLIES	22,725	90,000	412,500	27,730	250,100	96,231	700	20,742	251,999	697	63,363	0	1,236,787
Fixed Assets:													
8560 Equipment	0	0	8,000	0	0	0	0	0	0	0	0	0	8,000
8800 Equip. Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FIXED ASSETS	0	0	8,000	0	0	0	0	0	0	0	0	0	8,000
GRAND TOTAL EXPENDITURES	22,725	90,000	420,500	27,730	250,100	144,844	700	187,871	278,572	697	269,678	17,013	1,710,430

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
May 11, 2006

1. CONVENING:

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Upper Valley Campus of Napa Valley College, in St. Helena, California with Chair Carol Starr presiding. The meeting convened at 10:41 a.m.

ROLL CALL:

Carol Starr, Marin County Free Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Kathy Jansen, Lake County Library
Ann Cousineau, Solano County Library
Larry Hlavsa, St. Helena Public Library
Angela Brunton, Sonoma Developmental Center
David Dodd, San Rafael Public Library
Anji Brenner, Mill Valley Public Library
Diane Smikahl, Benicia Public Library
Bonnie Thoreen, Napa Valley College Library
Mary Richardson, Sausalito Public Library
Janet McCoy, Napa City-County Library
Jim Rosachi, Sonoma County Library

ABSENT:

Monique le Conge, Richmond Public Library
Sara Loyster, San Anselmo Public Library
Gregg Atkins, Dixon Public Library
Jay Field, Solano Community College
Sandy Cooper, Sonoma County Library
Melanie Lightbody, Mendocino County Library
Susan Gilroy, Mitchell Memorial Library, Travis AFB
Will Baty, Plover Library, Santa Rosa Jr. College
Nancy Sieck, Petaluma High School Library
Frances Gordon, Larkspur Public Library

ALSO PRESENT:

Annette Milliron DeBacker, Administrator, North Bay Cooperative Library System
Kelli Logasa, Secretary, North Bay Cooperative Library System
Dorothy Bertucci, Commissioner for Sonoma County Library

2. INTRODUCTIONS:

The Board introduced themselves to Dorothy Bertucci, Commissioner for Sonoma County Library.

3. PUBLIC INVITED TO ADDRESS BOARD:

None.

4. APPROVAL OF AGENDA:

A Motion to approve the agenda was made by David Dodd and seconded by Kathy Jansen. The Motion passed unanimously.

5. APPROVAL OF 02/02/06 MINUTES:

NBC policy to read that a library either needs to be a member, an affiliate member or contracted with NBC for administrative services in order to be able to participate in the NBC database purchase program was made by Ann Cousineau and seconded by Angie Brunton. The Motion passed unanimously.

C. DELIVERY SERVICE

Ms. Starr reported that the Steering Committee has been working diligently the past month on delivery fee issues. She noted that the Committee reviewed 6-8 different methods of calculating delivery fees, before coming back to where they started from. The Steering Committee has decided to stay with the current method of calculating delivery fees and will stick with the current written policy. It was explained that in January, delivery fees are determined from the statistics for the first two quarters of the current year. If a library adds a stop, they will need to pay for a full fiscal year until statistics are determined for that delivery stop.

It was suggested language be added to the delivery service policy that states there will be an annual review of the delivery formula and charges. It was noted that if a library requests to add a new stop and it wasn't easy to add into the route, the delivery method might not via a truck stop; it might be via UPS. There will not be a guarantee that a NBC delivery truck would be ran to a distant point and therefore require all libraries to absorb the cost; there might be alternatives. This language will also be added to the delivery service policy.

Ms. Milliron noted that a library's percentage of volume determines their delivery cost for the following year. For example, the total delivery cost for next year is \$208,000, so each library's percentage of volume was used to determine their delivery charges.

A Motion was made to approve the policy on delivery fee allocation by Ann Cousineau and seconded by Angie Brunton. The Motion passed unanimously.

A Motion to amend the agenda to address an emergency membership issue for San Anselmo was made by Mary Richardson and seconded by Ann Cousineau. The Motion passed unanimously. It was discussed that the New Year's flooding in San Anselmo drastically affected the San Anselmo Library. The library has an annual budget of \$500,000 and has been directed to cut \$200,000. Ms. Milliron discussed waiving San Anselmo's membership fee for the year. She noted the Board has already set precedent; this has been done with Mendocino County, Santa Rosa Junior College, and Solano College at various times in the past. Ms. Milliron stated that NBC could absorb the membership fee and that it wouldn't be passed on to the other Member libraries. A Motion to waive the membership fee for San Anselmo for one year was made by David Dodd and seconded by Debbie Mazzolini. The Motion passed unanimously.

10. PRELIMINARY BUDGET FY 2006/07:

The proposed budget for FY 2006/07 was discussed. Ms. Milliron noted that the NSCLS amount would be increased to \$72k once the North State Council approved the contract. She noted that she would be significantly redoing the budget in September. A Motion to accept the preliminary budget and give Ms. Milliron the ability to make minor changes to the NSCLS and MVLS items was made by Debbie Mazzolini and seconded by Bonnie Thoreen. The Motion passed unanimously.

11. PLAN OF SERVICE FY 2006/07:

Ms. Milliron reported that there were no sweeping changes in the Plan of Service, but NBC will lose money because Richmond Public Library is moving over to the BALIS System. She noted that NBC won't talk about MVLS or Black Gold in the Reference portion of the plan as those System's aren't meeting NBC's needs, but that those systems will address NBC meeting their needs in their own Plans of Service. A Motion to approve the Plan of Service for FY 2006/07 was made by Bonnie Thoreen and seconded by Angie Brunton. The Motion passed unanimously.

12. MVLS RFQ FOR SERVICES:

Ms. Milliron reported in January, she was told that Sacramento Public Library would be providing administrative services to MVLS and that MVLS wanted NBC to provide reference services. She was then contacted mid-March and advised that Sacramento Public withdrew their administrative contract offer and MVLS would like NBC to provide