

# MUSEUM

MUSEUM..... 7110

ALISON GLASSEY, *Interim Director*

## MUSEUM'S BUDGET UNITS

Museum .....	7110
<a href="#">Museum Book &amp; Gift Store</a> .....	7111
<a href="#">Museum Special Projects</a> .....	7112

## PROGRAM DISCUSSION

**Programs:** Assures ongoing public and County support for execution of Mendocino County Museum’s mission to “Tell the Community Story,” by preserving the heritage and history of Mendocino County and the region and presenting that heritage by maintaining a public Museum, Archives, and Grassroots History Publications. Museum staff includes an Interim Director, one Curator, a Supervising Staff Assistant, and Receptionist. Staff members serve in diverse jobs ranging from greeting the public, assisting with school and tour groups, coordinating activities between *Roots of Motive Power Events* and *Mendocino College* classes, managing a Book & Gift Store and serving Book Store customers. As the official archival depository for Mendocino County (and State of California in regard to certain shipwreck materials), document and photographic collections have grown rapidly. Mendocino County Museum hires two professional archivists on a time-limited contract to organize collections and serve writers, students and researchers.

**Public Trust:** The Museum is a guardian of history and culture in Mendocino County and the Redwood Empire; entrusted with the care and maintenance of artifact, documents, photographs and oral histories for the benefit of future generations.

**Practices:** The Museum is a professional institution, member of the *American Association of Museums*, *California Association of Museums*, and the *American Association of State & Local History*, promoting trust and reliability in preserving, demonstrating, exhibiting and archiving the cultural icons of past and present eras.

**People:** Museum staff, contract help, and trained volunteers provide Mendocino County with museum services rarely found in rural counties.

- Beginning in 2008, Grassroots History Publication is and continues to be on “hold” due to lack of staff and resources.
- With the saved data from twelve years of entry on now outdated computers, the Museum’s database is being used more and more consistently, in many cases with photographs to accompany each artifact, and particularly the cataloging of extensive photographic collections.
- Storage space constructed in 2002/03 is now being used with a lot of collections yet to be moved. This follows several years of problems with environmental controls, but makes possible more space for public exhibits.
- Plans for exhibit revisions and entirely new exhibits have been developed and will await a new administration and improved economic times to execute. The Museum could and should be an important feature of regional tourism, and moving in that direction will be a goal for this fiscal year.
- An important liaison with the Mendocino County Promotional Alliance is being nurtured and has already resulted in important signage for the public benefit.

**Public Trust:** Continued to develop a professional reputation to engender growing trust in the public perception of the Museum and what it has to offer the public.

**Practices:** Operated three research libraries (Steam-powered logging & railroad equipment, Curatorial Reference Library, and History/Archival Library).

**People:** Current Museum staff has grown smaller with the retirement of the Director. Staff is: an “Interim Director” on contract, one Curator, a Supervising Staff Assistant, and one Receptionist. Part-time Archivists on contract and volunteers aid and assist the regular staff.

## GOALS/OBJECTIVES FOR F/Y 2009-2010

### Programs:

- Seek non-government funding in support of Archivists.
- Weather the problems of a national economic downturn, loss of a significant percentage of tourism, and sharp decline in philanthropy. This era should improve in the coming months.

## MAJOR ACCOMPLISHMENTS IN F/Y 2008-2009

### Programs:

- Archive Development moved forward with the services of two professional archivists on a contract basis. The Museum is experiencing increasing requests for access to archival and photographic collections, but is severely limited by lack of staff and resources.

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*ALISON GLASSEY, Interim Director*

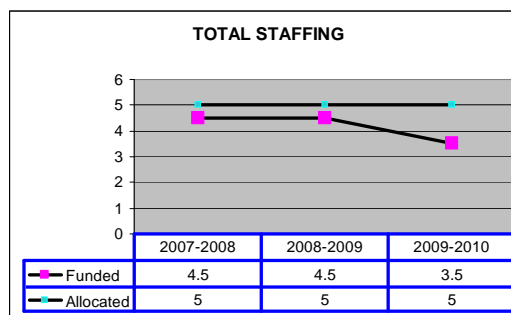
- Continue endowment building and estate planning for long-term, non-tax derived future support in a wide range of programs & projects.
- Develop a volunteer data-entry assistant to continue the entry of collections and archival information in the museum's data base. This will give the public greater access to information on historical and cultural subjects.
- When possible, resume Grassroots History Publications now on "hold".
- Develop a volunteer base.

**Public Trust:** Continue care and maintenance of artifacts, archives, and photographic items deposited and donated to the Museum.

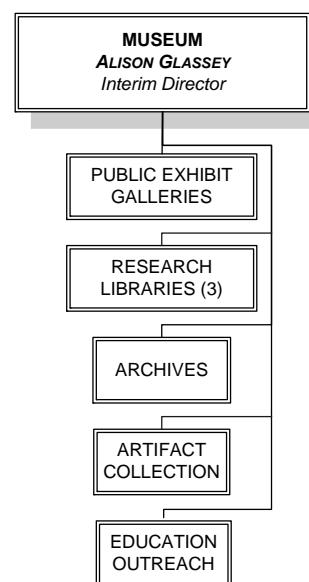
**Practices:** Goals include: environmental control for the protection of all collections; development of updated policies to support 24-hour care of collections; and monitoring of environmental controls. (Museums do not turn the lights and AC off at night.)

**People:** A newly configured "Board of Advisors" was established in late 2007 and now has nine acting members and two ex-officio members. The Board of Advisors meets quarterly to confer and advise the Museum Director and "Board of Trustees" also known as the Mendocino County Board of Supervisors. Continue to support and nourish an effective development of the Board of Advisors and supporting staff.

## STAFFING CHART



## PROGRAM CHART



## SUMMARY OF MAJOR BUDGET ACCOUNTS

### Salaries & Employee Benefits

- ✧ Acct. 1011 Provides funding for 3.5 positions. No additional funding recommended this year by CEO.

### Services & Supplies

- ✧ Acct. 2239 Provides for special supplies, equipment needs of Curator.

### Revenues

- ✧ Acct. 4200 Provides funding from Mendocino College for classroom rentals and income from an endowment account at Community Foundation of Mendocino County (paid quarterly).
- ✧ Acct. 4110 Interest from Endowment Trust.

## CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. The CEO has recommended a review or restructure of this budget and program in the future.

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*ALISON GLASSEY, Interim Director*

State Controller  
County Budget Act  
(1985)

County of Mendocino  
State of California  
Budget Unit Financing Uses Detail  
Recommended Budget for Fiscal Year 2009-10

County Budget Form  
Schedule 9

Classification:

Function: 7 Recreation and Culture

Budget Unit: 7110 Mendocino County Museum

Activity: 702 Recreation and Culture - Culture

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Salaries & Employee Benefits

861011 Regular Employees	201,177	202,482	214,802	172,585	133,710	133,710	
861012 Extra Help	1,000	0	0	0	0	0	
861013 Overtime Reg Emp	0	971	0	595	0	0	
861021 Co Cont Retirement	18,654	23,177	23,322	18,769	13,447	13,447	
861022 Co Cont OASDI	9,791	12,323	13,129	10,436	8,110	8,110	
861023 Co Cont Medicare	2,353	2,882	3,070	2,441	1,897	1,897	
861024 Co Cont Retire Incr	9,246	9,343	9,913	7,978	4,935	4,935	
861030 Co Cont Health Ins	16,430	24,529	27,821	22,904	19,911	19,911	
861031 Co Cont Unemp Ins	3,546	3,546	2,056	2,056	2,056	927	
861035 Co Cont Workers Comp	837	837	1,815	1,815	1,815	1,993	
<b>Total Salaries &amp; Employee Benefits</b>	<b>263,034</b>	<b>280,090</b>	<b>295,928</b>	<b>239,579</b>	<b>185,881</b>	<b>184,930</b>	<b>0</b>

Services & Supplies

862060 Communications	3,750	5,671	3,250	2,474	3,250	3,250	
862090 Household Expense	750	538	500	475	500	500	
862101 Insurance - General	5,107	5,107	5,257	5,257	5,257	19,868	
862120 Maint - Equip	250	0	75	0	0	0	
862130 Maint - Strc/Imp/Grnds	3,500	0	2,000	0	0	0	
862150 Memberships	275	752	275	519	275	275	
862160 Misc Expense	500	0	150	0	0	0	
862170 Office Expense	5,000	3,574	3,000	2,220	3,000	3,000	
862187 Education & Training	500	0	0	0	0	0	
862189 Prof/Spec Svcs - Other	25,000	31,805	0	13,140	58,000	58,000	
862190 Publ/Legal Notice	100	214	100	0	100	100	
862200 Rent/Lease - Equip	2,630	2,246	2,360	1,941	2,360	2,360	
862220 Small Tool/Instrument	250	0	100	0	100	100	
862239 Spec Dept Expense	5,000	3,255	1,500	2,525	1,500	1,500	
862250 Trans/Travel	500	42	300	145	500	500	
862253 Travel Out of County	1,000	0	500	0	500	500	
862260 Utilities	35,000	28,727	28,500	27,781	30,000	30,000	
<b>Total Services &amp; Supplies</b>	<b>89,112</b>	<b>81,932</b>	<b>47,867</b>	<b>56,477</b>	<b>105,342</b>	<b>119,953</b>	<b>0</b>

Fixed Assets

864360 Structure/Improvement	3,500	0	0	0	0	0	
<b>Total Fixed Assets</b>	<b>3,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total Net Appropriations

	355,646	362,021	343,795	296,056	291,223	304,883	0
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*ALISON GLASSEY, Interim Director*

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	as of 5/31/09						
Less: Revenues							
824110 Endow Fund Interest	30,000	45,113	31,050	0	30,000	0	
824200 Rent/Concession	7,000	13,763	8,500	6,022	8,500	8,500	
827700 Other	3,500	0	3,500	0	3,500	3,500	
827707 Donation	0	0	16,611	0	16,000	16,000	
827802 Oper Transfer In	12,000	0	0	12,000	0	0	
Total Revenues	<u>52,500</u>	<u>58,876</u>	<u>59,661</u>	<u>18,022</u>	<u>58,000</u>	<u>28,000</u>	<u>0</u>
Total Net County Cost	<u>303,146</u>	<u>303,146</u>	<u>284,134</u>	<u>278,034</u>	<u>233,223</u>	<u>276,883</u>	<u>0</u>

# MUSEUM

## MUSEUM BOOK AND GIFT STORE..... 7111

*ALISON GLASSEY, Interim Director*

### PROGRAM DISCUSSION

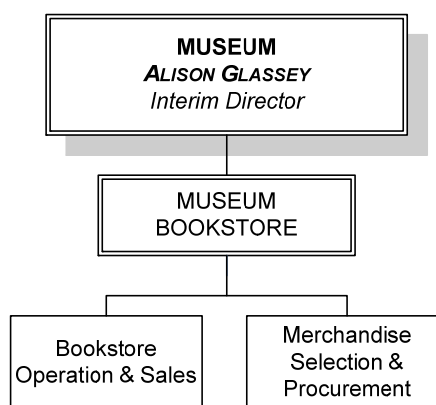
**Programs:** When presented to the citizens of Mendocino County by the Historical Society in 1972, the County assumed responsibility for general operation and the Museum department was charged with funding its programs and outreach via income from sales in a book & gift store, endowment building, estate planning and donations. The Museum Book & Gift Store has grown to be a logical function of the museum and is a resource for historians, writers, and guests from the general public. The Book & Gift Store has plans to expand into a new and larger space in the coming months as general planning is resumed in the expected general economic upturn.

**Public Trust:** Provides appropriate and informational publications for sale in the Book & Gift Store, as an academic, tourist oriented public service as well as an extended service of the museum.

**Practices:** The Book & Gift Store stocks publications and memorabilia from diverse publishers and providers particularly *Grassroots History Publications (GHP)*—the publishing branch of the Museum.

**People:** Museum staff members staff the Book & Gift Store, primarily the Supervising Staff Assistant and the Receptionist with other staff filling in for breaks, lunches and absences. The Bookstore needs its own dedicated staff and/or volunteer guild in order to further develop into a more profitable and supportive entity.

### PROGRAM CHART



### SUMMARY OF MAJOR BUDGET ACCOUNTS

#### **Services & Supplies**

✧ Acct. 2239 Provides for Museum & Roots of Motive Power merchandise, advertising to increase sales, copy fees and payment of use tax to Board of Equalization.

#### **Revenues**

✧ Acct. 7600 Provides for bookstore sales, sales tax earned from taxable sales, merchandise sales for volunteer organizations, etc.

### CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department.

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## MUSEUM BOOK AND GIFT STORE..... 7111

*ALISON GLASSEY, Interim Director*

State Controller  
County Budget Act  
(1985)

County of Mendocino  
State of California  
Budget Unit Financing Uses Detail  
Recommended Budget for Fiscal Year 2009-10

County Budget Form  
Schedule 9

Classification:

Function: 7 Recreation and Culture

Budget Unit: 7111 Museum Bookstore

Activity: 702 Recreation and Culture - Culture

Fund: 1214 Museum Bookstore

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies							
862170 Office Expense	0	0	1,350	20	25	25	
862194 A-87 Costs	0	3,133	0	2,511	2,500	2,500	
862239 Spec Dept Expense	18,650	6,517	11,545	11,459	15,600	15,600	
Total Services & Supplies	18,650	9,650	12,895	13,990	18,125	18,125	0
Total Net Appropriations	18,650	9,650	12,895	13,990	18,125	18,125	0
Less: Revenues							
824100 Interest	0	469	0	138	150	150	
827600 Other Sales	20,360	12,330	10,005	4,581	7,100	7,100	
Total Revenues	20,360	12,798	10,005	4,718	7,250	7,250	0
Total Fund Balance Contribution	(1,710)	(3,148)	2,890	9,272	10,875	10,875	0

# MUSEUM

## MUSEUM SPECIAL PROJECTS..... 7112

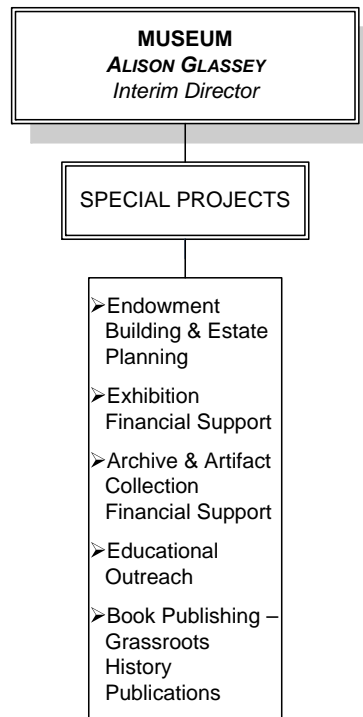
*ALISON GLASSEY, Interim Director*

### PROGRAM DISCUSSION

**Programs:** Budget Unit 7112 “Special Projects” was established to provide for donations, endowment, and trusts. All funds in this budget unit are non-tax derived, cannot be used other than as stipulated by estate plans, and other donor stipulations. The original 1972 agreement between the Historical Society and County stipulates that income generated is to be kept and maintained for support of Museum projects and programs.

**Public Trust:** To utilize non-tax derived funds according to estate plans, wills, specific project support, and to be accountable for expenditures and investment. The Museum has an established account with *Community Foundation of Mendocino County* with monies invested and professionally managed through *Capital Guardian Trust of San Diego*. These funds are independently audited. Interest and dividends are transferred quarterly to the Museum on a formula determined by the Museum Director. (20% principal rollback – 80% used to support Museum projects and programs, and sometimes to fill gaps in County general fund appropriations.) Other trust funds are maintained and audited by the Mendocino County Auditor-Controller according to stipulations of donors.

### PROGRAM CHART



### SUMMARY OF MAJOR BUDGET ACCOUNTS

#### **Services & Supplies**

- ◇ Acct. 2239 Provides funding for Artifact Storage furnishing, Exhibition preparation and presentation, educational program, special events, lectures, and other Museum programming.

#### **Expend Transfer & Reimbursement**

- ◇ Acct. 5802 Provides for a transfer to the Museum operations budget (BU 7110).

#### **Revenues**

- ◇ Acct. 7707 Provides funding from visitations by the public, grants, memberships, endowment revenue, etc.

### CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department.

# MUSEUM

## MUSEUM SPECIAL PROJECTS..... 7112

*ALISON GLASSEY, Interim Director*

State Controller  
County Budget Act  
(1985)

County of Mendocino  
State of California  
Budget Unit Financing Uses Detail  
Recommended Budget for Fiscal Year 2009-10

County Budget Form  
Schedule 9

Classification:

Function: 7 Recreation and Culture

Budget Unit: 7112 Museum Spec Projects

Activity: 702 Recreation and Culture - Culture

Fund: 1215 Museum Spec Projects

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies

862194 A-87 Costs	0	3,129	0	2,636	2,500	2,500	
862239 Spec Dept Expense	28,500	20,191	28,500	3,555	30,915	30,915	
Total Services & Supplies	28,500	23,320	28,500	6,191	33,415	33,415	0

Expend Transfer & Reimb

865802 Oper Transfer Out	12,000	8,364	0	12,000	12,000	12,000	
Total Expend Transfer & Reimb	12,000	8,364	0	12,000	12,000	12,000	0

Total Net Appropriations	40,500	31,684	28,500	18,191	45,415	45,415	0
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Less: Revenues

824100 Interest	2,500	7,077	2,500	1,938	2,500	2,500	
827600 Other Sales	7,000	2,883	7,000	373	7,315	7,315	
827707 Donation	18,000	16,985	18,000	9,998	24,660	24,660	
Total Revenues	27,500	26,945	27,500	12,308	34,475	34,475	0

Total Fund Balance Contribution	13,000	4,739	1,000	5,882	10,940	10,940	0
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