

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
OCTOBER 29, 2013
DRAFT MINUTES**

Call To Order

Board Member Nail (filling in for Board President Eichbauer) called the meeting to order at 6:30 p.m.

Board Members present: Mary Goshert Ekenstam, Carole Nail, Sandra Summerfield Kozak, and Ruth Workman

Excused absence: Board President Eichbauer

Staff present: Diane Smikahl, Library Director, and Toni Yosick, Board Secretary

Public present: Steven Kozak

Notice of Fundamental Rights

Board Member Nail read the prepared notice.

Approval of Agenda

On motion of Board Member Kozak, seconded by Board Member Workman, the agenda was unanimously approved as presented.

New Business

A. Library's Budget – Revenue, expenditures, reserves, carry-forwards

The Library Director presented the 2013-15 budget sheets and reminded the Board Members that she brings the budget to the Board before it goes to the City Council for approval.

In this year's budget is a summary sheet that was prepared by the Interim Finance Director, Brenda Olwin. Ms. Olwin prepared these sheets for each department to show the full span of control for each department.

General Fund: The Library Director explained this money comes from the City and it cannot be rolled to the next year. Funds must be used by June 30 or they get returned to the City's General Fund.

Measure B: The Library Director explained that Measure B is sales tax money specifically allocated for the Library. The funds received can go up or down depending on sales tax revenues. The Interim Finance Director indicated she thinks this will be a good year.

Restricted Donations: The Library Director explained that when the granting organization requires reporting documents (quarterly reports, etc.), the grants are placed in this fund. The State Library grants were used as an example: these are placed in this account, where expenses are tracked and provided to the State quarterly. In some cases, the funds are donated for multi-years and may roll into the next year. Funds that are in the

account now will probably be cleared out over the next couple of years, and when new grants are received, those funds will probably go into that account.

Friends Donations: The Library Director said that the Friends usually make two payments per year. These funds can be rolled over to the next year. The funds are used for contract services, summer reading program, children's programs and adult programs. In addition, the Friends funds are also used for part-time staff, Safety Coordinator and TAB Coordinators.

Valero grants: The Library Director explained that Valero is very generous to the Library. Tomorrow morning the Library Director and Children's Services Librarian will accept another grant from Valero for Children's services.

Unrestricted: These funds come from small grants that do not have to be tracked, such as the Valero Intern. Valero has just provided us with \$1,500 for a Fall Intern (instead of Summer Intern).

ILL Fund: The State used to fund this, but the balance is a carry over which will be used over the next couple years. The State cut funding for libraries in 2011-12: Literacy funding was reinstated, but other funding was not.

The Library Director stated that the Board has the ability to go to the Legislature and rally for the Library's needs. Board Members are our advocates.

Literacy Program State funded: There is a lot of monitoring through the State for these funds. The State baseline is \$10,000 and any additional funds are given as a match for the amount budgeted by the City. A formula is used to determine the additional amount that will be provided by the state and it includes the number of learners, etc. State funding is to be used for Adult Literacy Services which serves those who speak English as their primary language.

ESL Program is not supported by State funds and is for English as a Second Language learners only. The ESL program is funded by City funds and donations.

B. Management Report/Expenditures/Revenues

This report actually mirrors the budget, and describes each fund.

C. Review of Policy Manual

This item was tabled to the November meeting.

D. Correspondence/Articles/Other

No discussion

Public Comment

No public Comment

Items for Next Agenda

Policy Review (ongoing)

Next Meeting

November 12, 2013

Adjournment

Board Member Nail adjourned the meeting at 7:26 p.m.

//SPECIAL MEETING10-29-13//