



**Tuesday, August 11, 2020
4:30 P.M.**

Virtual via Zoom

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: <https://tinyurl.com/BLT-2020-08-11>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (669) 900-9128 and enter 869-1656-8941#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of July 14, 2020

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - A. Introduction of new Board Member (alternate) Cheryl Lentini.
 - B. Presentation on Racial and Social Equity, Supervising Librarian Jill Harris
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE BOARD OF TRUSTEES

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Review of Draft Teen Space Safety Policy

5. Review of FY 2019-2020 Fourth Quarter Library Budget Report
6. Review of 2020 Revised Library Board of Trustees Workplan

BOARD REPORTS AND COMMENTS

7. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.

STAFF REPORTS AND COMMENTS

8. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff:
 - A. Measure D Parcel Tax Committee
 - B. Friends of the San Rafael Public Library
 - C. San Rafael Public Library Foundation
 - D. MARINet Board
 - E. NorthNet Board
 - F. New Library Building Update
 - G. City Librarian Update

NEXT MEETING: September 8, 2020

FUTURE AGENDA TOPICS

*see workplan

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting shall be available for inspection in the Library, 1100 E Street. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



SAN RAFAEL
LIBRARY AND RECREATION

BOARD OF LIBRARY TRUSTEES

MINUTES

**San Rafael Library – 1100 E Street, San Rafael, CA
July 14, 2020 – 6:00 P.M.**

Virtual Meeting Recording Link:

https://www.youtube.com/watch?v=Ot7nW5gzLuQ&feature=emb_logo

CALL TO ORDER

Chair Libresco called the meeting to order at 6:00 P.M.

Roll Call

Present: Chair Libresco
Trustee Cortes
Trustee Duque Hughes
Trustee Fromm
Trustee Robert Ross

Absent: None

Also Present: Susan Andrade-Wax, Library & Recreation Director
Henry Bankhead, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst
Jill Harris, Supervising Librarian

AGENDA AMENDMENTS

None.

MINUTES

1. Approve Regular Meeting Minutes of February 11, 2020

The minutes of February 11, 2020 were approved as submitted.

Trustee Ross moved, and Trustee Cortes seconded to approve the minutes of the February 11, 2020 meeting.

Ayes: Trustees: Cortes, Duque Hughes, Fromm, Ross & Libresco

Noes: Trustees: None.

Absent: Trustees: None.

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

A. Introductions of new Board Member Adriana Duque Hughes

Trustees introduced themselves and welcomed Trustee Adriana Duque Hughes to the Board of Library Trustees.

B. Library Curbside Service – Ms. Harris

Supervising Librarian Jill Harris presented the staff presentation.

Staff responded to questions from the Trustees.

Chair Libresco invited public comment; however, there was none.

Trustees provided comments.

Chair Libresco provided feedback and suggested posting the video from the presentation on the library's Facebook account.

3. Public Comment from the audience regarding items not listed on the agenda

None

MATTERS BEFORE THE BOARD

4. Library's COVID 19 Response and Service Modifications – Mr. Bankhead

Henry Bankhead, Assistant Library and Recreation Director, presented the staff report.

Staff responded to questions from the Trustees.

Chair Libresco invited public comment; however, there was none.

Trustees provided comments.

Trustee Cortes provided feedback and suggested offering 3D printing as part of curbside services.

Chair Libresco provided feedback and suggested reaching out to the homeless population about services the library and the City is currently offering.

5. FY 2020/21 Library Budget Update – Mr. Bankhead

Henry Bankhead, Assistant Library and Recreation Director, presented the staff report.

Staff responded to questions from the Trustees.

Chair Libresco invited public comment; however, there was none.

Trustees provided comments.

Board Member Ross left the meeting at approximately 7:30 P.M.
Chair Libresco provided feedback and suggested offering as many programs as possible for children as they are currently out of school.

BOARD REPORTS AND COMMENTS

6. None

STAFF REPORTS AND COMMENTS

7. Staff provided updates regarding the following meetings and events:
- A. Measure D Parcel Tax Committee
No update.
 - B. Friends of the San Rafael Public Library
No update.
 - C. San Rafael Public Library Foundation
The San Rafael Public Library Foundation met twice and are planning their annual fundraising event.
 - D. MARINet Board
The MARINet Board has been working together with the Marin County Health Office to deploy the library curbside services. Mr. Bankhead is now a Vice-Chair of the MARINet Board.
 - E. NorthNet Board
The NorthNet Board, official State Library Consortium, has been working with a local San Rafael consultant on their response to the COVID 19 situation.
 - F. New Library Building Update
The City decided to move forward with a Request for Proposal (RFP) for a new library conceptual plan and staff are working on the RFP. The 2003 and 2017 library study reports were requested to be placed online.
 - G. City Librarian Update
Mr. Bankhead explained that the City and the Police Chief issued an official statement about racial justice and the library developed a booklist for the community specifically for racial justice.

NEXT MEETING: August 11, 2020

FUTURE AGENDA TOPICS

- Racial Justice

ADJOURNMENT

The meeting was adjourned at 7:50 P.M.



**August 11, 2020
Item #4**

TITLE: REVIEW OF DRAFT LIBRARY TEEN SPACE SAFETY POLICY

SUMMARY

As part of the best practices involving teen spaces, public libraries limit the use of the space to teens or tutors or parents working with those teens. The collection housed in the teen space is available to all patrons regardless of age, but only teens and those working with them are usually permitted to sit in the designated teen area.

RECOMMENDATION:

That the Board of Trustees review the draft Library Teen Space Safety Policy and provide feedback.

BACKGROUND:

The Library recently opened a new Teen Space on the second floor of the downtown library early in January 2020. This was a group effort, involving multiple staff as well as the Teen Advisory Board (TAB) that redesigned a space to house the newly merged Teen and Young Adult (YA) collections into one collection. Previously the YA collection for 6-8 grades had been in the children's area while the teen collection for 9-12 grades had been in the adult area. The new Teen space also offers one enclosed location that gives the teens a sense of ownership of the space, in a well-defined and area that is accessible to staff oversight.

DISCUSSION:

As part of the best practices involving teen spaces, many public libraries limit the use of the space to teens, in 6th through 12th grades, or tutors or parents working with those teens. Enforcement of this policy is sometimes cumbersome at first, as adult patrons need to be educated about why they cannot use a seemingly empty space. However, the benefit of this approach is to make the Teen area an inviting space just for teens. Allowing adults to inhabit the space prevents the space from being a fully teen-friendly space. The collection housed in the teen space remains available to all patrons regardless of age. This means that anyone can go into the space to browse the collection. However, only teens and those working with them are permitted to sit and occupy the designated teen area.

Currently, City staff is seeking the Board of Trustees assistance in refining or amending the Teen Space Safety Policy.

FISCAL IMPACT:

There is no financial impact associated with the review of this item.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:

A handwritten signature in black ink, appearing to read 'Henry Bankhead', is written over a light-colored rectangular background.

Henry Bankhead
Assistant Library & Recreation Director / City Librarian

Attachment:

1. Draft Teen Space Safety Policy

Teen Space Safety Policy

The San Rafael Public Library is committed to providing an inviting and safe space for teenage patrons to access Library services. Teens are welcomed and celebrated in the San Rafael Public Library. The Teen Space was designated and designed with their unique needs and safety in mind.

Access to the Teen Space

1.1 The Teen Space at the San Rafael Public Library is for junior high and high school students in 6th - 12th grades.

1.2 The Library recognizes that some families homeschool their children. Homeschool students that are in 6th - 12th grades, are welcome to utilize the space and collection.

1.3 While patrons of all ages are welcome to browse and check out materials from the Teen Collection, the use of the space and furniture for recreation and studying is reserved for patrons in 6th -12th grades.

1.4 Tutors may utilize the space if they are working with a student in 6th -12th grades.

1.5 The Library reserves the right to utilize the Teen Room for scheduled teen programs and events.

Behavior Guidelines

Teens are expected to respect the overall Library environment and may not engage in activities or communications that disrupt other Library users or staff. All other Library policies apply to the Teen Space. The library reserves the right to restrict the use of the library by teens who, in the judgment of the library staff, are infringing upon the rights of other library users by inappropriate behavior.



**August 11, 2020
Item #5**

**TITLE: REVIEW OF FY 2019-2020 FOURTH QUARTER LIBRARY
BUDGET REPORT**

SUMMARY:

Quarterly, the Library Board of Trustees reviews the library's budget expenditures for the fiscal year.

RECOMMENDATION:

It is recommended that the Board receive the Library budget for FY 2019/20 4th quarter.

BACKGROUND:

The Library budget is comprised of the Parcel Tax Budget, the General Fund Budget and the contributions from the Friends of the Library.

This report provides year-to-date figures on the General Fund and Parcel Tax funding spending for the fourth quarter of 2019/2020. As of this report, 100% of the fiscal year has elapsed. The City's Finance Department has not officially closed FY2019/20, therefore this report provides estimates that will be very close to the final numbers. The overall activity was 80.61% expended. This is due to multiple personnel vacancies and the spending moratorium that began in March 2020 with the COVID-19 Pandemic. General Fund expenditures ended at 80.67% of budget and Parcel Tax expenditures ended at 80.42% of budget.

Revenue Highlights

- The General Fund provides approximately 74% of the Library's total operations budget. The revenue was estimated to be \$38,005, but the actual was \$27,114.02, 71.34% of the projected amount. This is due to the elimination of library fines during the COVID-19 shutdown.
- The Parcel Tax revenue provides approximately 25% of the Library's total operations budget. The revenue was estimated to be \$1,082,648, but the actual was \$1,073,804.27, 99.18% of the projected amount. This is in part due cumulative Senior Exemptions over the life of the Parcel Tax Measure.
- The Friends of the Library provide approximately 1% of the Library's total operations budget. The expected total was \$35,165, but the actual was \$28,399, 80.76% of the total budgeted. This is mainly due to the elimination of Friend's-sponsored programs

since the beginning of the COVID-19 Pandemic.

Expenditure Highlights

General Fund expenditures:

1. Extra Hire expenditures are slightly higher due to personnel vacancies and leave.
2. Utilities-Gas & Electricity expenditures are slightly higher due to increasing energy costs.
3. The spending freeze that began in March 2020 resulted in underspending of the following lines:
 - a. Building Maintenance Contracts
 - b. Maintenance Building Improvement
 - c. Maintenance & Repair; Equipment & Machine
 - d. Office Supplies
 - e. Books
 - f. Periodicals
 - g. Audio/Video Materials
 - h. Travel & Conference
4. Professional Dues & Subscriptions is underspent due to change in policy of staff obtaining certain memberships.
5. Credit Card Fees is underspent to a decrease in transaction volume.

Parcel Tax expenditures:

1. County Administration Fee is underspent as the Finance Department anticipated an increase in cost for this service.
2. The spending freeze that began in March 2020 resulted in underspending of the following lines:
 - a. Programming Supplies
 - b. Books
 - c. Periodicals
 - d. Digital Branch Resources (also the elimination of Kanopy)
 - e. Technology Supplies & Materials
3. Training & Instruction expenditure are significantly higher due to the spending freeze in the General Fund toward the end of Q3. The Q3 Training & Instruction expenditures (personnel related) were expected to come out of the General Fund, but due to the spending moratorium, Parcel Tax funds were utilized.

FISCAL IMPACT:

None

ALTERNATIVE ACTION:

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assisant Library & Recreation Director / City Librarian

Attachment:

1. FY 2019-2020 Q4 Library Budget Spreadsheet (ESTIMATED)

San Rafael Public Library Budget - Fiscal Year 19/20									
AS OF: 7/30/2020	Budget and Expenditures								
	GF Budget	GF YTD Q4	GF % Total Spent	PT Budget	PT YTD Q4	PT % Total Spent	Total	Total YTD Q4	% Total Spent
Total for Revenue (actual)	27,114.02			1,073,804.27			1,100,918.29		
Regular Hire Salaries & Benefits	2,462,723.45	1,913,863.00	77.71%	753,370.15	623,539.72	82.77%	3,216,093.60	2,537,402.72	78.90%
Extra Hire	80,324.74	89,682.91	111.65%	115,636.00	111,817.98	96.70%	195,960.74	201,500.89	102.83%
Personnel Services	2,543,048.19	2,003,545.91	78.79%	869,006.15	735,357.70	84.62%	3,412,054.34	2,738,903.61	80.27%
Bldg.Maint.Contracts	39,493.00	31,907.89	80.79%	0.00	0.00	-	39,493.00	31,907.89	80.79%
Maint.Bldg.Improv.	20,000.00	13,093.58	65.47%	0.00	0.00	-	20,000.00	13,093.58	65.47%
Maintenance & Repair;Equip & Machine	1,000.00	763.31	76.33%	0.00	0.00	-	1,000.00	763.31	76.33%
Utilities-Gas & Electricity	44,245.00	50,866.66	114.97%	0.00	0.00	-	44,245.00	50,866.66	114.97%
County Administrative Fee	0.00	0.00	-	28,342.00	25,834.00	91.15%	28,342.00	25,834.00	91.15%
Contract Services (MARINet, security, etc.)	305,134.00	300,955.98	98.63%	0.00	0.00	-	305,134.00	300,955.98	98.63%
Internal Service Charges (IT, phone, ins)	234,322.87	234,322.87	100.00%	0.00	0.00	-	234,322.87	234,322.87	100.00%
Programming Supplies	0.00	0.00	-	15,000.00	6,306.34	42.04%	15,000.00	6,306.34	42.04%
Office Supplies	34,308.00	20,729.25	60.42%	0.00	0.00	-	34,308.00	20,729.25	60.42%
Books	60,736.00	392.86	0.65%	137,983.00	81,400.91	58.99%	198,719.00	81,793.77	41.16%
Periodicals	7,000.00	4,099.25	58.56%	6,250.00	6,250.00	100.00%	13,250.00	10,349.25	78.11%
Digital Branch Resources	3,000.00	3,000.00	100.00%	56,343.00	38,815.26	68.89%	59,343.00	41,815.26	70.46%
Audio/Video Materials	27,000.00	18,783.10	69.57%	0.00	0.00	-	27,000.00	18,783.10	69.57%
Technology Supplies & Materials	0.00	0.00	-	6,000.00	1,447.62	24.13%	6,000.00	1,447.62	24.13%
Travel & Conference	8,640.00	6,028.99	69.78%	0.00	0.00	-	8,640.00	6,028.99	69.78%
Training & Instruction	4,000.00	0.00	0.00%	5,000.00	8,455.72	169.11%	9,000.00	8,455.72	93.95%
Professional Dues & Subscriptions	1,545.00	780.00	50.49%	0.00	0.00	-	1,545.00	780.00	50.49%
Credit Card Fees	600.00	255.03	42.51%	0.00	0.00	-	600.00	255.03	42.51%
Unbudgeted items	0.00	0.00	-	0.00	0.00	-	0.00	0.00	-
Non-Personnel Services	791,023.87	685,978.77	86.72%	254,918.00	168,509.85	66.10%	1,045,941.87	854,488.62	81.70%
Total	3,334,072.06	2,689,524.68	80.67%	1,123,924.15	903,867.55	80.42%	4,457,996.21	3,593,392.23	80.61%
Other Budget Sources (actual)									
Friends of the Library (books, programs)	28,399.00			Budget Sources		Annual		% of Total	
TOTAL	28,399.00			General Fund	\$3,334,072.06	74.32%			
				Parcel Tax	\$1,123,924.15	25.05%			
				Other	\$28,399.00	0.63%			
Special Funds (estimates)									
Estimated 214 Fund Balance	20,431.99			TOTAL		\$4,486,395.21		100.00%	
Copy Fund	5,794.40								
Donations Fund	110,953.06			Budget Sources + Special Funds:			\$7,646,770.35		
Kay Corlett Memorial Fund	490,629.91								
Kenneth Edlin Memorial Fund	418,847.48								
Robert and Lorraine Joses Memorial Fund	1,387,012.39								
MC Parcel Tax Capital Set-Aside Balance	353,335.00								
MD Parcel Tax Fund Balance as of 6/30/20	373,073.99								
Donation for New Building	300.00								
Immigration Services Grant	-3.08								
TOTAL	3,160,375.14			NOTE: Finance will close FY20 toward the end of August 2020 once auditing has completed, therefore, the data in this report is estimated.					
NOTE: Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance									



**August 11, 2020
Item #6**

**TITLE: REVIEW OF REVISED LIBRARY BOARD OF TRUSTEES WORK
 PLAN FOR 2020**

SUMMARY

In February 2020 the Library Board of Trustees had requested the opportunity to discuss and provide input on short-term and long-term objectives for the San Rafael Library. As a result of the Covid-19 Shelter-in-Place (SIP), the workplan has been revised. Staff has drafted a revised one-year work plan designed to inform the community of the Board of Trustees “shared vision” and to provide staff with feedback regarding the Library’s facilities, programs and services, policies, and allocation of resources during the current pandemic situation.

RECOMMENDATION:

That the Board of Trustees review the draft work plan and provide input.

BACKGROUND:

In February 2020 the Library Board of Trustees had requested the opportunity to discuss and provide input on short-term and long-term objectives for the San Rafael Library. As a result of the Covid-19 Shelter-in-Place (SIP), the workplan has been revised. Staff has drafted a revised one-year work plan designed to inform the community of the Board of Trustees “shared vision” and to provide staff with feedback regarding the Library’s facilities, programs and services, policies, and allocation of resources during the current pandemic situation.

At this time, City staff is seeking the Board of Trustees assistance in refining or amending the revised draft work plan. The Work Plan will help to facilitate and generate agenda items that will be scheduled for future Library Board of Trustees meetings.

FISCAL IMPACT:

There is no financial impact associated with the review of this item.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian

Attachment:

1. Library Board of Trustees Revised Draft Work Plan for 2020

**Library Board of Trustees
Revised Workplan – 2020**

Meeting Date	Agenda Items	Presentations
January 14	<ul style="list-style-type: none"> • Allergy Awareness Signage • Review of Board of Trustees Meeting Schedule 2020 	New Teen Area and Lobby Painting Projects
February 12	<ul style="list-style-type: none"> • Allergy Awareness Signage • Review of Library Budget FY 2019/20, 2nd Quarter • Review of the Library Board of Trustees Workplan 2020 	Mystery Maker Bags
March 10	<ul style="list-style-type: none"> • 	
April 14	<ul style="list-style-type: none"> • 	
May 12	<ul style="list-style-type: none"> • 	
June 9	<ul style="list-style-type: none"> • 	
July 14	<ul style="list-style-type: none"> • Library COVID19 Response and Service Modifications • Library Budget Update 	Curbside Pickup
August 11	<ul style="list-style-type: none"> • Review of Library Budget FY 2019/2020, 4th Quarter • Review of Teen Space Use Policies – Guidelines for Library Use • Review of the Library Board of Trustees Workplan 2020 	Racial Equity
September 8	<ul style="list-style-type: none"> • Budget Presentation from Finance Manager • Conceptual Design RFQ update 	
October 13	<ul style="list-style-type: none"> • Review of City Master Fee Study Recommendations (Library) • Book Industry Standards and Communications (BISAC) 	Census update
November 10	<ul style="list-style-type: none"> • Review of Library Budget FY 2020/2021, 1st Quarter 	Senior Outreach update
December 8	<ul style="list-style-type: none"> • Selection of Commission Chair, Vice Chair and Committee Assignments • Review of Board of Trustees Meeting Schedule 2021 	

Possible topics: MARINet, Holds Limit, Library Planning Process (Review of Conceptual Design & Re-Use Plan), Car-accessible Book drop, Fees/Fines, Cooperative Behavior Incentivization, Open Forum with Invitees from other Boards & Commissions, Presentation by the City's Emergency Management Project Manager on General Disaster Planning