



SAN RAFAEL
THE CITY WITH A MISSION

**SAN RAFAEL PUBLIC LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Tuesday, February 11, 2020
6:00 P.M.**

**Library Meeting Room
1100 E. Street, San Rafael, CA 94901**

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of January 14, 2020

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - A. Staff Presentation on Mystery Maker Bags by Jill Harris, Supervising Librarian for Downtown Library.
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. Allergy Awareness Signage
5. Review of Board of Trustees Draft Workplan for 2020
6. FY 2019/2020 Library Budget Mid-Year Status Report

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: March 10, 2020

FUTURE AGENDA TOPICS

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

CALL TO ORDER

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

Roll Call

Board Members Present: Josh Libresco, Claudia Fromm, Beverly Rose, and Robert Ross

Board Members Absent: Jaimi Cortes and Catherine Sumser (Catherine has resigned)

Staff Present: Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Susan Andrade-Wax, Library & Recreation Director, Jill Harris, Supervising Librarian, Miriam Wallen, Librarian II, and Jinder Banwait, Senior Administrative Assistant

AGENDA AMENDMENTS

Item 4 - Allergy Awareness Signage

A motion was made by Board Member Fromm, seconded by Board Member Rose, to postpone Item 4 - Allergy Awareness Signage, to the February 11, 2020 meeting. **The motion was approved unanimously.**

MINUTES

1. **Approve regular meeting minutes of November 12, 2019**

Chair Libresco requested that the following be added to page 3, item 7, at the end of paragraph 3:

“Chair Libresco noted that these same concerns about Ms. Andrade-Wax’s comments related to the results of the City Council meeting were raised by Foundation Board members at the November 8, 2019 meeting.”

A motion was made by Board Member Rose, seconded by Board Member Fromm, to approve the minutes of the November 12, 2019 meeting. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Presentation - New Teen Area and Lobby Painting Projects

Ms. Wallen presented pictures of the recently painted lobby area. New updates include self-checkout furniture, a bench, a bulletin board, and a help phone. Ms. Harris presented pictures of the newly created teen area upstairs. New book shelving, tables, and seating was added to the area. Ms. Wallen and Ms. Harris lead the Board Members on a tour of the lobby and the teen area. **No action required.**

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

A member of the public asked if there were any updates about the new library project and whether there was a timeline as to when the staff are going to the City Council. Ms. Andrade-Wax replied that an update would be provided during agenda item 7, Staff Reports and Comments.

MATTERS BEFORE THE BOARD

4. Allergy Awareness Signage - Postponed until February 11, 2020.

5. Review of Board of Trustees Meeting Schedule for 2020

Ms. Andrade-Wax presented the Board’s Meeting Calendar for 2020 and mentioned there was only one (1) potential meeting conflict on March 10, 2020 with the Jewish Holiday, “Purim”. The Board Members all agreed that March 10th would not present a conflict with anyone’s schedule. A motion was made by Board Member Rose, seconded by Board Member Ross, to approve the Meeting Calendar as presented and to look at agenda items month by month to determine potential meeting cancellations. **The motion was approved unanimously.**

BOARD REPORTS AND COMMENTS

6. Board Member Rose attended the Boards and Commissions Holiday event at Falkirk and thought it was lovely. She said it was great to meet staff from other departments, volunteers, and City officials.

STAFF REPORTS AND COMMENTS

8. Staff provided updates regarding the following meetings and events:
 - A. The Parcel Tax Committee finalized the FY18/19 Measure D report and presented it along with a staff report to the City Council on December 16, 2019. The report is available through the City Clerk's webpage. The Committee is currently looking to fill one (1) committee member vacancy.
 - B. The Friends of the San Rafael Public Library met on Wednesday, January 8th and discussed future book sales. The Friends Book Store anniversary celebration will be from May 5-9, 2020. There will be a Lawn Sale sometime in June. Now that Recreation has combined with the Library, the Friends can possibly utilize one of the community centers for their Rare and Special Books Sale. This will help the Friends save on facility rental costs.

Board Member Ross recommended that the Library Board sponsor the Friends events as an outreach opportunity.

Mr. Bankhead explained that Boards and Commissions members are welcome to attend meetings of any other group and report back to the group.

- C. The San Rafael Public Library Foundation met on Friday, January 10th. They received some additional funding from a trust and are always looking to raise money for the new library. The Foundation mails approximately 1,000 appeal letters annually, which include library statistics, community pictures, and testimonials. They received 50 donations in December totaling roughly \$160,000. The Foundation wants to focus on outreach and marketing as something ongoing moving forward and are researching various options.
- D. MARINet Board met twice since the last Library Board meeting in November. The MARINet consortium include seven (7) public libraries, Dominican University, and College of Marin. Therefore, the MARINet Board is looking to rewrite the Joint Powers Agreement (JPA). The Board is also working on placing book drops in areas of the county that are less accessible. One location is near Lucas Valley Road between Los Gamos Dr. and Miller Creek Rd. The delivery contract with Sprint

Delivery Services will increase by 25% as part of the contract. Which will have an impact on the overall consortium budget. The Board is also looking more into RFID technology.

- E. NorthNet North Bay Cooperative Library System has not met since the Library Board's last meeting.
- F. The Zip Books program has received additional state funding. This program allows users to order books and audiobooks that aren't available in the consortium's collection and have them delivered directly to their residence.

The Northgate Mall would like to continue the lease agreement with the City and County libraries. There may be an option to expand into a larger space in the future.

McMillan, one of the big five publishers, have instituted an embargo where they will only sell one (1) eBook to a library during the first eight (8) weeks. Blackstone Audio has also implemented such a policy. MARINet has not decided to join the nationwide libraries boycott. The message from these companies is that they value libraries less than the retail space. McMillan may change direction due to the libraries boycott but having one (1) book available for the community is better than none.

Staff is working on a draft Request for Proposal (RFP) for a conceptual design of the Albert Park option for the new library and community center. Having a conceptual design will help the Library Foundation with fundraising. Ms. Andrade-Wax explained that the staff will also be working on a potential reuse plan for the Carnegie Building and are also looking at the two previous (2003 & 2017) Group 4 studies that were completed on the Carnegie Building. The new conceptual design, the current library location option report, and the reuse plan of the Carnegie Building will then be presented to the City Council. Both sites will be considered by the City Council. No decision is being made, but equal amounts of information will be presented so that both sites can be reviewed and considered.

NEXT MEETING: February 11, 2020

FUTURE AGENDA TOPICS

Chair Libresco recommended having "New Library Update" as an ongoing standing item on all future agendas. Ms. Andrade-Wax explained that the staff are developing a Work Plan for the Board to review and consider which will help with setting the Board's future meeting agenda topics.

ADJOURNMENT

The meeting was adjourned at 7:36 P.M.



**February 11, 2020
Item #4**

TITLE: ALLERGY AWARENESS SIGNAGE

SUMMARY

On October 15, 2019, the Library Board of Trustees discussed the Guidelines for Library Use <https://srpubliclibrary.org/about/guidelines-for-library-use/> which allows the limited consumption of food within the library. Concern was voiced that verbiage be developed to make library patrons aware of the hazards of consuming peanuts and tree nuts and related food products in the library children's area.

Based on their feedback, staff developed some verbiage and presented it to the Board of Trustees at their November 12, 2019 meeting for their review and consideration. The Trustees made suggestions as to where to post signage and making it available in both English and Spanish. Staff notified the Board that they would be having the City Attorney's office review the recommendations for their review. Upon further review by the City Attorney's office, they are recommending that the signage should serve to raise awareness rather than prohibit consumption of peanuts entirely.

RECOMMENDATION

That the Board accept the report and provide feedback.

BACKGROUND

On October 15, 2019, the Library Board of Trustees discussed the Guidelines for Library Use <https://srpubliclibrary.org/about/guidelines-for-library-use/> which allows the limited consumption of food within the library. A concern was voiced that verbiage be developed to make library patrons aware of the hazards of consuming peanuts and tree nuts and related food products in the library children's area.

Based on their feedback, staff developed some verbiage and presented it to the Board of Trustees at their November 12, 2019 meeting for their review and consideration. The Trustees made suggestions as to where to post signage and making it available in both English and Spanish. Staff notified the Board that they would be having the City Attorney's office review the recommendations for their review.

DISCUSSION

The Board of Trustees has previously suggested that staff develop some signage that would serve as a warning and raise awareness both for those who may inadvertently consume or bring potentially allergenic substances into the library and for those who may be subject to food allergies.

Draft verbiage was developed and shared with the City Attorney's Office for their review and guidance. Upon their review, the City Attorney's office is recommending that the signage should serve to raise awareness rather than prohibit consumption of peanuts entirely.

As a result, staff has developed the draft sign below, for the Board's review and consideration:



Tenga en cuenta que: no podemos proporcionar un espacio totalmente libre de cacahuates.

Evite traer cacahuates a la biblioteca. Le agradecemos por ser conciente con quienes son alérgicos al cacahuete.



FISCAL IMPACT

None

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:

Henry Bankhead
Assistant Library and Recreation Director / City Librarian



**February 11, 2020
Item #5**

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

SUMMARY

The Library Board of Trustees has requested the opportunity to discuss and provide input on short-term and long-term objectives for the San Rafael Library. As a result, staff has drafted a 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.

RECOMMENDATION:

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

BACKGROUND:

The Library Board of Trustees has requested the opportunity to discuss and provide input on short-term and long-term objectives for the San Rafael Library. As a result, staff has drafted a one-year work plan designed to inform the community of the Board of Trustees “shared vision” and to provide staff with future agenda items regarding the Library’s facilities, programs and services, policies, and allocation of resources.

At this time, City staff is seeking the Board of Trustees assistance in refining or amending the 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 Draft Work Plan for 2020

**Library Board of Trustees
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 	
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 	Rare and Special Sale, Mystery Maker Bag
March 10	<ul style="list-style-type: none"> • Review of Teen Space Use Policies – Guidelines for Library Use 	Census update
April 14	<ul style="list-style-type: none"> • Conceptual Design RFQ 	Poetry
May 12	<ul style="list-style-type: none"> • Review of Library Budget FY 2019/2020, 3rd Quarter 	Summer Reading Preview
June 9	<ul style="list-style-type: none"> • Review of Proposed Library Budget 2020/21 	Library Card Drive, San Pedro Reading Buddies
July 14	<ul style="list-style-type: none"> • Book Industry Standards and Communications (BISAC) 	Exhibits/ Art Walks
August 11	<ul style="list-style-type: none"> • Review of Library Budget FY 2019/2020, 4th Quarter 	1000 Books Before Kinder
September 8	<ul style="list-style-type: none"> • Rental Collection 	Summer Reading Wrap Up
October 13	<ul style="list-style-type: none"> • 	
November 10	<ul style="list-style-type: none"> • Review of Library Budget FY 2020/2021, 1st Quarter 	
December 8	<ul style="list-style-type: none"> • Selection of Commission Chair, Vice Chair and Committee Assignments (didn't we plan to do in April?) • 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



SAN RAFAEL
LIBRARY AND RECREATION

**LIBRARY BOARD OF TRUSTEES
AGENDA REPORT**

**February 11, 2020
Item #6**

TITLE: FY 2019/2020 LIBRARY BUDGET MID-YEAR STATUS REPORT

SUMMARY

Annually, the Library Board of Trustees reviews the library's budget expenditures and revenue on a quarterly basis.

RECOMMENDATION:

It is recommended that the Board review the FY 2019/2020 Library Budget Mid-Year Status Report and provide comment.

BACKGROUND:

Quarterly, the Board of Trustees reviews the library budget and provides feedback. 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 a mid-year update on the General Fund and Parcel Tax expenditures for the first half of FY 2019/2020. As of December 31, 2019, the General Fund expenditures ended at 46% of budget and Parcel Tax expenditures ended at 49% of budget.

Expenditure Highlights

- General Fund expenditures:
 1. Contract Services expenditures are significantly high as the Library experienced an increase in MARINet costs and the total amount of the MARINet costs for the year has been paid during the first quarter.
 2. Digital Branch Resources is significantly high as part of the MARINet costs, paid in full, is paid out of the Digital Resources account. Additional funds in this budget category are available in the Parcel Tax Fund.
- Parcel Tax expenditures:
 1. Extra-hire costs are high as the library has several open positions which have been backfilled using temporary staffing. It is also high as, contrary to past practice, Measure D is being expended before the General Fund.
 2. Periodical expenditures are significantly high as these are paid on an annual basis as a lump sum in full, usually in November. Additional funds in this budget category are available in the General Fund.
- The General Fund provides 74% of the Library's operational budget.
- Revenue received from the Parcel Tax measure provides 25% of the Library's operational budget.
- The Friends of the Library provide 1% of the Library's operational budget.

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. FY 2019/2020 – 2nd Quarter Library Budget Spreadsheet

San Rafael Public Library Budget - Fiscal Year 19/20									
AS OF: 1/27/2020	Budget and Expenditures								
	GF Budget	GF YTD Q2	GF % Total Spent	PT Budget	PT YTD Q2	PT % Total Spent	Total	Total YTD Q2	% Total Spent
Total for Revenue (estimated)	38005.00			1082648.00			1120653.00		
Regular Hire Salaries & Benefits	2462723.45	988494.39	40.14%	753370.15	347409.90	46.11%	3216093.60	1335904.29	41.54%
Extra Hire	80324.74	38179.42	47.53%	115636.00	99161.47	85.75%	195960.74	137340.89	70.09%
Personnel Services	2543048.19	1026673.81	40.37%	869006.15	446571.37	51.39%	3412054.34	1473245.18	43.18%
Bldg.Maint.Contracts	39493.00	25378.12	64.26%	-	-	-	39493.00	25378.12	64.26%
Maint.Bldg.Improv.	20000.00	2648.22	13.24%	-	-	-	20000.00	2648.22	13.24%
Maintenance & Repair;Equip & Machine	1000.00	0.00	0.00%	-	-	-	1000.00	0.00	0.00%
Utilities-Gas & Electricity	44245.00	25881.98	58.50%	-	-	-	44245.00	25881.98	58.50%
County Administrative Fee	-	-	-	28342.00	19375.50	68.36%	28342.00	19375.50	68.36%
Contract Services (MARINet, security, etc.)	305134.00	304134.00	99.67%	-	-	-	305134.00	304134.00	99.67%
Internal Service Charges (IT, phone, ins)	234322.87	117161.41	50.00%	-	-	-	234322.87	117161.41	50.00%
Programming Supplies	-	-	-	15,000	3971.13	26.47%	15000.00	3971.13	26.47%
Office Supplies	34308.00	15419.26	44.94%	-	-	-	34308.00	15419.26	44.94%
Books	60736.00	392.86	0.65%	137983.00	50979.49	36.95%	198719.00	51372.35	25.85%
Periodicals	7000.00	4162.40	59.46%	6250.00	6250.00	100.00%	13250.00	10412.40	78.58%
Digital Branch Resources	3000.00	3000.00	100.00%	56343.00	20873.19	37.05%	59343.00	23873.19	40.23%
Audio/Video Materials	27000.00	9346.38	34.62%	-	-	-	27000.00	9346.38	34.62%
Technology Supplies & Materials	-	-	-	6000.00	201.59	3.36%	6000.00	201.59	3.36%
Travel & Conference	8640.00	3297.89	38.17%	-	-	-	8640.00	3297.89	38.17%
Training & Instruction	4000.00	0.00	0.00%	5000.00	3498.67	69.97%	9000.00	3498.67	38.87%
Professional Dues & Subscriptions	1545.00	365.00	23.62%	-	-	-	1545.00	365.00	23.62%
Credit Card Fees	600.00	124.77	20.80%	-	-	-	600.00	124.77	20.80%
Unbudgeted items	-	-	-	-	-	-	-	-	-
Non-Personnel Services	791023.87	511312.29	64.64%	254918.00	105149.57	41.25%	1045941.87	616461.86	58.94%
Total	3334072.06	1537986.10	46.13%	1123924.15	551720.94	49.09%	4457996.21	2089707.04	46.88%
Other Budget Sources									
Friends of the Library (books, programs)	35,165.00								
TOTAL	35,165.00								
Budget Sources									
				Annual		% of Total			
				General Fund	\$3,334,072.06	74.20%			
				Parcel Tax	\$1,123,924.15	25.01%			
				Other	\$35,165.00	1%			
				TOTAL	\$4,493,161.21	100.00%			
Special Funds									
Estimated 214 Fund Balance	31,592.54								
Copy Fund	11,759.39								
Donations Fund	106,238.19								
Kay Corlett Memorial Fund	485,943.44								
Kenneth Edlin Memorial Fund	415,013.10								
Robert and Lorraine Joses Memorial Fund	1,374,231.10								
MC Parcel Tax Capital Set-Aside Balance	353,335.00								
MD Parcel Tax Fund Balance as of 6/30/19	203,137.27								
Donation for New Building	300.00								
Immigration Services Grant	-3.08								
TOTAL	2,981,546.95								
				Budget Sources + Special Funds:		\$7,474,708.16			
NOTE: GF Cont. Services, \$277,229 YTD Expenditures, \$26,905 Barbier Security Encumbrances									
NOTE: Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance									
NOTE: MD appropriations are only an estimated budget, actuals are provided at the end of the fiscal year.									