



**Tuesday, March 3, 2020
6:00 P.M.**

Library Meeting Room, 1100 E Street

CALL TO ORDER

- **Roll Call**

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of December 9, 2019

MEETING OPEN TO THE PUBLIC

Public Comment from the audience regarding items not listed on the agenda.
Speakers are encouraged to limit comments to 3 minutes.

MATTERS BEFORE THE COMMITTEE

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

2. Review the FY 2019/2020 2nd Quarter Annual Revenue and Expenditure Budget Report

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 City Hall, 1400 Fifth Avenue. 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.



City Manager’s Conference Room – 1400 Fifth Avenue, San Rafael, CA

December 9, 2019 – 6:00 P.M.

CALL TO ORDER

Chair Brinckerhoff called the meeting to order at 6:01 P.M.

Roll Call

Board Members Present: Phyllis Brinckerhoff, Gregg Kellogg, Peter Lee, Pamela Cook, and Gil Pruitt

Board Members Absent: None

Staff Present: Henry Bankhead, Assistant Library & Recreation Director/City Librarian

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of Nov. 19, 2019

A motion was made by Board Member Lee, seconded by Board Member Kellogg, to approve the minutes of the November 19, 2019 meeting with spelling and capitalization and grammar corrections. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. **Public Comment**

none

MATTERS BEFORE THE COMMITTEE

3. **Approve FY 2018/2019 Annual Revenue and Expenditure Report from Committee to City Council**

Members reviewed the draft report from the committee to the City Council on measure D expenditures for Fiscal Year 18/19. Members agreed that the final numbers were correct as affirmed by the finance director such that the qualifier “preliminary/unaudited” could be removed. Members commented that the Library’s budgeted general fund expenditure would have produced a higher percentage compared to the overall general fund if the total budgeted amount had been spent. Member Brinkerhoff asked about the content of the staff report that will accompany the committee’s report as she had concerns about last year’s staff report. Assistant Director Bankhead shared the general sense of what the report discussed, including the affirmation that the 4.41 percentage was a shared goal. Members held a round of applause for member Cook as this was her last meeting.

ADJOURNMENT

The meeting was adjourned 7:03 P.M.

Tentative date for next meeting – February 18



**March 3, 2020
Item #3**

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

SUMMARY

Annually, the Library Parcel Tax Committee reviews the Library's budget expenditures and revenue on a quarterly basis.

RECOMMENDATION:

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

BACKGROUND:

Quarterly, the Parcel Tax Committee 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 Committee.

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.									