



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/SLPT-2020-10-20>

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 915-8369-5781#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of August 18, 2020

MEETING OPEN TO THE PUBLIC

2. 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

3. Review of FY 2020/2021 1st Quarter Annual Revenue and Expenditure Budget Report

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.



San Rafael Library – 1100 E Street, San Rafael, CA
August 18, 2020 – 6:00 P.M.
Virtual Meeting Recording Link:
<https://www.youtube.com/watch?v=F7sWVVSDo4s>

CALL TO ORDER

Chair Brinckerhoff called the meeting to order at 6:05 P.M.

Roll Call

Present: Chair Brinckerhoff
Member Kellogg
Member Lee

Absent: Member Pruitt

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

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of March 3, 2020

The minutes of March 3, 2020 were approved as submitted.

Member Lee moved, and Member Kellogg seconded to approve the minutes of the March 3, 2020 meeting.

Ayes: Members: Lee, Kellogg, & Libresco

Noes: Members: None

Absent: Members: Pruitt

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

- 2. Public Comment from the audience regarding items not listed on the agenda**
None

MATTERS BEFORE THE COMMITTEE

- 3. Library's COVID19 Response and Service Modifications – Mr. Bankhead**
Henry Bankhead, Assistant Library and Recreation Director, presented the staff report. Staff responded to questions from the Committee Members.
Chair Brinckerhoff invited public comment; however, there was none.
Committee Members provided comments.
- 4. FY 2020/2021 Library Budget Update – Mr. Bankhead**
Henry Bankhead, Assistant Library and Recreation Director, presented the staff report. Staff responded to questions from the Committee Members.
Chair Brinckerhoff invited public comment; however, there was none.
Committee Members provided comments.
- 5. Review of FY 2019/2020 4th Quarter Annual Revenue and Expenditure Budget Report – Mr. Bankhead**
Henry Bankhead, Assistant Library and Recreation Director, presented the staff report. Staff responded to questions from the Committee Members.
Chair Brinckerhoff invited public comment; however, there was none.
Committee Members provided comments.

ADJOURNMENT

The meeting was adjourned at 7:15 P.M.

Tentative date for next meeting – UNKNOWN



**October 20, 2020
Item #3**

TITLE: REVIEW OF THE LIBRARY BUDGET FOR FY 2020/21 1st QUARTER

SUMMARY

Quarterly, the Special Library Parcel Tax Committee reviews the actual Measure D budget versus the library's Measure D budget expenditures for the fiscal year.

RECOMMENDATION:

It is recommended that the Committee review the actual Measure D budget versus the library's Measure D budget expenditures for FY 2020/21 and provide feedback.

BACKGROUND:

The Library Board of Trustees currently meets on the second Tuesday of each month at 6:00 p.m. 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 year-to-date figures on the General Fund and Parcel Tax funding spending for the first quarter of 2020/2021. As of this report, 25% of the fiscal year has elapsed. The overall activity was 26.29% expended. This is due to MARINet costs for the year that have been paid during the first quarter. General Fund expenditures ended at 30.30% of budget and Parcel Tax expenditures ended at 16.70% of budget.

Revenue Highlights

- The General Fund provides approximately 70% of the Library's total operations budget. The revenue is estimated to be \$18,581. This includes the contribution from the Friends of the Library, which provides less than one percent of the Library's total operations budget. The expected total is \$10,000 for FY 20/21.
- The Parcel Tax revenue provides approximately 29% of the Library's total operations budget. The revenue is estimated to be \$1,092,091.

Expenditure Highlights

- General Fund expenditures:
 1. Regular Hire Salaries & Benefits expenditures are slightly lower due to personnel vacancies.

2. Extra Hire expenditures are underspent as the Parcel Tax funds are expended/depleted first.
 3. Building Maintenance Contracts expenditures are overspent due to annual service contract payments that were due in the first quarter.
 4. Maintenance Building Improvement expenditures are underspent as some of the regular services have not occurred/scheduled at this time.
 5. Utilities-Gas & Electricity expenditures are underspent as the service payment for the latter part of the first quarter hasn't been paid.
 6. Contract Services expenditures are overspent (85% expended) due to the large annual MARINet payment of \$280,240.67 (\$259,417.14), of which \$20,823.53 for CENIC was paid by the City's Digital Service & Open Government Department. Without the MARINet expenditure the overall GF percentage expended for Q1 20/21 drops to 23%, and the combined budget expenditure drops to 21%.
 7. Audio/Video Materials expenditures are overspent due an influx of orders that were released once the new fiscal year started. These orders had been placed on hold when the pandemic began.
 8. The following lines are underspent due to budget constraints as a result of the pandemic:
 - a. Office Supplies
 - b. Periodicals
 - c. Digital Branch Resources (e-Books grant budget) expenditures are underspent as the grant money has not been issued yet.
 - d. Professional Dues & Subscriptions
 - e. Credit Card Fees (decrease in transactions)
- Parcel Tax expenditures:
 1. County Administration Fee expenditures are underspent as the Finance Department has not received the bill for this service at this time.
 2. Programming Supplies expenditures are underspent as all programs are occurring virtually at this time.
 3. Books expenditures are underspent as the ordering didn't begin until mid-quarter due to City budgetary concerns.
 4. Periodicals expenditures are underspent as physical periodicals are unnecessary at this time and have been cancelled for the fiscal year.
 5. Digital Resources expenditures are underspent as the library has not been invoiced for annual services at this time.
 6. Technology Supplies & Materials expenditures are underspent, however there are plans to use these funds to upgrade existing equipment.
 7. Training & Instruction expenditures are underspent at this time, but this budget will be utilized as opportunities arise.

FISCAL IMPACT:

None

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:

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

Henry Bankhead
Assisant Library & Recreation Director / City Librarian

Attachments:

1. FY 2020-2021-Q1-Library Budget Spreadsheet
2. FY 2019-2020-Q1-Library Budget Spreadsheet

San Rafael Public Library Budget - Fiscal Year 20/21									
AS OF: 10/14/2020	Budget and Expenditures								
	GF Budget	GF YTD Q1	GF % Total Spent	PT Budget	PT YTD Q1	PT % Total Spent	Total	Total YTD Q1	% Total Spent
Total for Revenue (estimated)	18,581.00			1,092,091.00			1,110,672.00		
Regular Hire Salaries & Benefits	1,861,869.77	443,822.29	23.84%	743,320.26	138,612.44	18.65%	2,605,190.03	582,434.73	22.36%
Extra Hire	57,748.07	0.00	0.00%	115,636.00	20,502.60	17.73%	173,384.07	20,502.60	11.82%
Personnel Services	1,919,617.84	443,822.29	23.12%	858,956.26	159,115.04	18.52%	2,778,574.10	602,937.33	21.70%
Bldg.Maint.Contracts	33,805.00	11,437.25	33.83%	0.00	0.00	-	33,805.00	11,437.25	33.83%
Maint.Bldg.Improv.	17,000.00	0.00	0.00%	0.00	0.00	-	17,000.00	0.00	0.00%
Utilities-Gas & Electricity	47,455.00	9,573.66	20.17%	0.00	0.00	-	47,455.00	9,573.66	20.17%
County Administrative Fee	0.00	0.00	-	28,342.00	0.00	0.00%	28,342.00	0.00	0.00%
Contract Services (MARINet, security, etc.)	312,764.00	266,496.83	85.21%	0.00	0.00	-	312,764.00	266,496.83	85.21%
Internal Service Charges (IT, phone, ins)	217,694.00	54,423.47	25.00%	0.00	0.00	-	217,694.00	54,423.47	25.00%
Programming Supplies	0.00	0.00	-	10,000.00	599.90	6.00%	10,000.00	599.90	6.00%
Office Supplies	23,073.00	509.31	2.21%	0.00	0.00	-	23,073.00	509.31	2.21%
Books	15,845.00	0.00	0.00%	137,983.00	17,700.28	12.83%	153,828.00	17,700.28	11.51%
Periodicals	7,000.00	1,536.98	21.96%	6,250.00	0.00	0.00%	13,250.00	1,536.98	11.60%
Digital Branch Resources	15,681.00	0.00	0.00%	45,000.00	5,752.27	12.78%	60,681.00	5,752.27	9.48%
Audio/Video Materials	10,000.00	6,425.87	64.26%	0.00	0.00	-	10,000.00	6,425.87	64.26%
Technology Supplies & Materials	0.00	0.00	-	6,000.00	0.00	0.00%	6,000.00	0.00	0.00%
Training & Instruction	0.00	0.00	-	5,000.00	140.00	2.80%	5,000.00	140.00	2.80%
Professional Dues & Subscriptions	1,000.00	0.00	0.00%	0.00	0.00	-	1,000.00	0.00	0.00%
Credit Card Fees	400.00	30.00	7.50%	0.00	0.00	-	400.00	30.00	7.50%
Unbudgeted items	0.00	0.00	-	0.00	0.00	-	0.00	0.00	-
Non-Personnel Services	701,717.00	350,433.37	49.94%	238,575.00	24,192.45	10.14%	940,292.00	374,625.82	39.84%
Total	2,621,334.84	794,255.66	30.30%	1,097,531.26	183,307.49	16.70%	3,718,866.10	977,563.15	26.29%
Other Budget Sources									
Friends of the Library (books, programs)	10,000.00			Budget Sources	Annual	% of Total			
TOTAL	10,000.00			General Fund	\$2,621,334.84	70.30%			
				Parcel Tax	\$1,097,531.26	29.43%			
				Other	\$10,000.00	0.27%	312,764	259,417.14	53,347
				TOTAL	\$3,728,866.10	100.00%	266,496.83		7079.69
Special Funds									
Estimated 214 Fund Balance	21,431.80								
Copy Fund	3,349.04								
Donations Fund	111,028.11								
Kay Corlett Memorial Fund	494,676.93								
Kenneth Edlin Memorial Fund	422,158.68								
Robert and Lorraine Joses Memorial Fund	1,398,049.71								
MC Parcel Tax Capital Set-Aside Balance	353,335.00								
MD Parcel Tax Fund Balance as of 6/30/19	378,885.73								
Donation for New Building	300.00								
Immigration Services Grant	-3.08								
TOTAL	3,183,211.92								
				Budget Sources + Special Funds:		\$6,912,078.02			
				NOTE: MARINet removed from Contract Services budget & expenditure, would equate 22.64%, total 20.76%					
				NOTE: Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance					

San Rafael Public Library Budget - Fiscal Year 19/20

AS OF: 10/23/19

	Budget and Expenditures								
	GF Budget	GF YTD Q1	GF % Total Spent	PT Budget	PT YTD Q1	PT % Total Spent	Total	Total YTD Q1	% Total Spent
Total for Revenue (estimated)	38005.00			1082648.00			1120653.00		
Regular Hire Salaries & Benefits	2462723.45	523262.37	21.25%	753370.15	181058.86	24.03%	3216093.60	704321.23	21.90%
Extra Hire	80324.74	3966.24	4.94%	115636.00	62265.59	53.85%	195960.74	66231.83	33.80%
Personnel Services	2543048.19	527228.61	20.73%	869006.15	243324.45	28.00%	3412054.34	770553.06	22.58%
Bldg. Maint. Contracts	39493.00	7369.48	18.66%	-	-	-	39493.00	7369.48	18.66%
Maint. Bldg. Improv.	20000.00	931.71	4.66%	-	-	-	20000.00	931.71	4.66%
Maintenance & Repair; Equip & Machine	1000.00	0.00	0.00%	-	-	-	1000.00	0.00	0.00%
Utilities-Gas & Electricity	44245.00	15606.61	35.27%	-	-	-	44245.00	15606.61	35.27%
County Administrative Fee	-	-	-	28342.00	0.00	0.00%	28342.00	0.00	0.00%
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	58580.68	25.00%	-	-	-	234322.87	58580.68	25.00%
Programming Supplies	-	-	-	15,000	2772.33	18.48%	15000.00	2772.33	18.48%
Office Supplies	34308.00	9631.64	28.07%	-	-	-	34308.00	9631.64	28.07%
Books	60736.00	0.00	0.00%	137983.00	20301.55	14.71%	198719.00	20301.55	10.22%
Periodicals	7000.00	0.00	0.00%	6250.00	0.00	0.00%	13250.00	0.00	0.00%
Digital Branch Resources	3000.00	3000.00	100.00%	56343.00	14690.60	26.07%	59343.00	17690.60	29.81%
Audio/Video Materials	27000.00	2768.16	10.25%	-	-	-	27000.00	2768.16	10.25%
Technology Supplies & Materials	-	-	-	6000.00	0.00	0.00%	6000.00	0.00	0.00%
Travel & Conference	8640.00	1607.10	18.60%	-	-	-	8640.00	1607.10	18.60%
Training & Instruction	4000.00	0.00	0.00%	5000.00	757.65	15.15%	9000.00	757.65	8.42%
Professional Dues & Subscriptions	1545.00	140.00	9.06%	-	-	-	1545.00	140.00	9.06%
Credit Card Fees	600.00	57.62	9.60%	-	-	-	600.00	57.62	9.60%
Unbudgeted items	-	-	-	-	-	-	-	-	-
Non-Personnel Services	791023.87	403827.00	51.05%	254918.00	38522.13	15.11%	1045941.87	442349.13	42.29%
Total	3334072.06	931055.61	27.93%	1123924.15	281846.58	25.08%	4457996.21	1212902.19	27.21%
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									
"Leprechaun" Fund	62,471.78								
Copy Fund	12,787.85								
Donations Fund	106,166.69								
Kay Corlett Memorial Fund	483,979.89								
Kenneth Edlin Memorial Fund	413,406.56								
Robert and Lorraine Joses Memorial Fund	1,368,875.96								
MC Parcel Tax Capital Set-Aside Balance	353,335.00	previously 541,195.00							
MD Parcel Tax Fund Balance	203,137.27	previously 107,508.68							
Donation for New Building	300.00								
Immigration Services Grant	-3.08								
TOTAL	3,004,457.92								
				Budget Sources + Special Funds:		\$7,497,619.13			
NOTE: GF Contract Services, \$267,887 YTD Expenditures, \$36,247 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.									