



SAN RAFAEL
LIBRARY AND RECREATION

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

**Tuesday, February 9, 2021
6:00 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-2021-2-9>

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 95880220937#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of January 12, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Presentation by Supervising Librarian Jamie Poirier on Marin County Emergency Rental Assistance for COVID 19
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 FY 2020-2021 Second Quarter Library Budget Report

5. Review of Proposed Library Board of Trustees Workplan for 2021

BOARD REPORTS AND COMMENTS

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

STAFF REPORTS AND COMMENTS

7. 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 9, 2021

FUTURE AGENDA TOPICS

- Master Fee Schedule Update

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

January 12, 2021 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=k23Z2MGncas>

CALL TO ORDER

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

Roll Call

Present: Chair Cortes
Trustee Duque Hughes
Trustee Han
Trustee Lentini
Trustee 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 December 8, 2020

The minutes of December 8, 2020 were approved as submitted.

Trustee Han moved, and Trustee Lentini seconded to approve the minutes of the December 8, 2020 meeting.

Ayes: Trustees: Duque Hughes, Han, Lentini, Ross, & Cortes

Noes: Trustees: None

Absent: Trustees: None
Abstain: Trustees: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Presentation on Book to Action Program by Supervising Librarian Jill Harris
Jill Harris, Supervising Librarian, presented the staff report.
Staff responded to questions from the Trustees.
Chair Cortes invited public comment; however, there was none.
Trustees provided comments.

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

None.

MATTERS BEFORE THE BOARD

4. MARINet RFID Update

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian, requested that the Board have a discussion as to the selection of the Chair
Staff responded to questions from the Trustees.
Chair Cortes invited public comment; however, there was none.
Trustees provided comments.

BOARD REPORTS AND COMMENTS

5. None

STAFF REPORTS AND COMMENTS

6. Staff provided updates regarding the following meetings and events:

A. Measure D Parcel Tax Committee

The Committee's final Fiscal Year 19/20 Report was approved by City Council on Monday, December 2, 2020. The next meeting will be scheduled in the first quarter of 2021. A new member joined the Committee, Gail Grasso. The Committee now has five members.

- B. Friends of the San Rafael Public Library
The Friends will not be closing their book store. They now have a new business model and their next meeting is Wednesday, January 13, 2021.
- C. San Rafael Public Library Foundation
The Foundation met on Friday, December 11, 2020. They received an update on the progress of the Albert Park option new library conceptual design process. They discussed fundraising options.
- D. MARINet Board
The Board met on Thursday, December 17, 2020. They agreed on RFID tagging. They will be meeting later this month for their annual retreat. The topic this year will be universal borrowing, particularly for e-resources. Equity and collaborative collection development approach for the consortium.
- E. NorthNet Board
Has not met.
- F. New Library Building Update
An architectural firm has been selected for the Albert Park option new library conceptual design. The contract will be presented to City Council this month.
- G. City Librarian Update
The Library is continuing to offer curbside service during the purple tier County pandemic status.

NEXT MEETING: February 9, 2021

FUTURE AGENDA TOPICS

Master Fee Schedule
Quarterly Budget Report

ADJOURNMENT

The meeting was adjourned at 7:04 P.M.



**February 9, 2021
Item #4**

**TITLE: REVIEW OF FY 2020-2021 SECOND 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 2020/21 2nd 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 second quarter of 2020/2021. As of this report, 50% of the fiscal year has elapsed. The overall activity was 46% expended. General Fund expenditures ended at 51% of budget. This is due to MARINet costs for the year that have been paid during the first quarter. The Parcel Tax expenditures ended at 35% of budget.

Revenue Highlights

- The General Fund provides approximately 70% of the Library's total operations budget. Revenue this year 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 approximately \$10,000 for FY 20/21.
- The Parcel Tax revenue provides approximately 29% of the Library's total operations budget. The Parcel Tax revenue for 20/21 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 slightly overspent due to annual service contract payments that were due in the first and second quarters.
 4. **Maintenance Building Improvement** expenditures are underspent as some of the regular services have not occurred/scheduled at this time. Some invoices are outstanding for services rendered. This line may be underspent overall for the FY due to the absence of public traffic in the facility, thereby reducing maintenance cost.
 5. **Utilities-Gas & Electricity** expenditures are underspent as the service payment for the latter part of the second quarter hasn't been paid. In addition, the energy costs reduce during the winter months. There may also be an impact from not having public traffic in the facility as the doors remain closed.
 6. **Contract Services** expenditures are overspent (90% 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 GF percentage expended for Q2 20/21 drops to 45%, and the combined budget expenditure drops to 42%.
 7. The following lines are underspent due to budget constraints because of the pandemic:
 - a. **Office Supplies**, conservative approach, the absence of public traffic in the facility has also resulted in less usage of supplies
 - b. **Periodicals**, planning to move these funds via mid-year budget adjustment (\$7,000) to **Audio/Video Materials**
 - c. **Digital Branch Resources** (e-Books grant budget) expenditures are underspent as the grant money has not been disbursed
 - d. **Professional Dues & Subscriptions**, staff have not been involved with library organizations, therefore, have not renewed memberships
 - e. **Credit Card Fees** decrease in transactions
 8. **Books** expenditure is underspent as the Parcel Tax funds for books are expended/depleted first in order to more fully utilize Parcel Tax funding.
 9. **Audio/Video Materials** expenditures are overspent due to an influx of orders that were released once the new fiscal year started. These orders had been placed on hold when the pandemic began. See **Periodicals** notes above.
- **Parcel Tax** expenditures:
 1. **County Administration Fee** expenditures are overspent; however, this line should not go over budget as the total fee for FY19/20 was \$25,834, 91% of budget. This line is budgeted by the Finance Department.
 2. **Programming Supplies** expenditures are underspent due to a reduction in programming. The programming that is occurring, is currently occurring virtually.
 3. **Books** expenditures are underspent as the ordering didn't begin until mid-quarter due to City budgetary concerns. The approach here has also been conservative. However, if it is determined during the later discussion that these funds can be expended as budgeted, we'd like to increase this budget by \$15,000 using funds from the Measure D Fund Balance as part of our mid-year budget adjustment.

4. **Periodicals** expenditures are underspent as physical periodicals are unnecessary at this time and have been cancelled for the fiscal year. We are planning on moving these funds (\$6,250) to **Digital Branch Resources** as part of our mid-year budget adjustment.
5. **Digital Branch Resources** expenditures are underspent as the library has not been invoiced for some annual services at this time (e.g. Kanopy, Orange Boy).
6. **Technology Supplies & Materials**, A conservative approach and the absence of public traffic in the facility has resulted in less usage of supplies (e.g. 3D printing). However, these funds may be utilized to upgrade existing 3D printing equipment with new 3rd generation equipment.
7. **Training & Instruction** expenditures are underspent at this time, due to a conservative approach in spending, however this budget will be utilized as opportunities arise.
8. **New Library Conceptual Design Cost**, \$81,924 will be moved to account number 215-51-11001-9270 to support the approved contract for the Library & Community Center Conceptual Design Project at Albert Park.

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 2020-2021-Q2-Library Budget Spreadsheet

| SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 20/21 | | | | | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------|------------------|------------|------------|-----------------------|------------------|----------------|------------------|------------|------------|--------------------------------------|------------------|------------------|------------------|------------|------------|
| AS OF: 1/21/2021 | GENERAL FUND - Q2 | | | | | | PARCEL TAX - Q2 | | | | | | GENERAL FUND & PARCEL TAX TOTAL - Q2 | | | | | |
| | FY20 | FY21 | FY20 | FY21 | FY20 | FY21 | FY20 | FY21 | FY20 | FY21 | FY20 | FY21 | FY20 | FY21 | FY20 | FY21 | FY20 | FY21 |
| | BUDGET | | EXPENDITURE | | STATUS | | BUDGET | | EXPENDITURE | | STATUS | | BUDGET | | EXPENDITURE | | STATUS | |
| Revenue (estimated) | | 18,581 | | | | | | 1,092,091 | | | | | | 1,110,672 | | | | |
| Regular Hire Salaries & Benefits | 2,462,723 | 1,861,870 | 988,494 | 878,589 | 40% | 47% | 753,370 | 743,320 | 347,410 | 276,485 | 46% | 37% | 3,216,094 | 2,605,190 | 1,335,904 | 1,155,074 | 42% | 44% |
| Extra Hire | 80,325 | 57,748 | 38,179 | 109 | 48% | 0% | 115,636 | 115,636 | 99,161 | 36,862 | 86% | 32% | 195,961 | 173,384 | 137,341 | 36,971 | 70% | 21% |
| Personnel Services | 2,543,048 | 1,919,618 | 1,026,674 | 878,699 | 40% | 46% | 869,006 | 858,956 | 446,571 | 313,347 | 51% | 36% | 3,412,054 | 2,778,574 | 1,473,245 | 1,192,045 | 43% | 43% |
| Bldg.Maint.Contracts | 39,493 | 33,805 | 25,378 | 18,030 | 64% | 53% | 0 | 0 | 0 | 0 | 0% | 0% | 39,493 | 33,805 | 25,378 | 18,030 | 64% | 53% |
| Maint.Bldg.Improv. | 20,000 | 17,000 | 2,648 | 2,141 | 13% | 13% | 0 | 0 | 0 | 0 | 0% | 0% | 20,000 | 17,000 | 2,648 | 2,141 | 13% | 13% |
| Maintenance & Repair;Equip & Machine | 1,000 | 0 | 0 | 0 | 0% | 0% | 0 | 0 | 0 | 0 | 0% | 0% | 1,000 | 0 | 0 | 0 | 0% | 0% |
| Utilities-Gas & Electricity | 44,245 | 47,455 | 25,882 | 18,921 | 59% | 40% | 0 | 0 | 0 | 0 | 0% | 0% | 44,245 | 47,455 | 25,882 | 18,921 | 59% | 40% |
| County Administrative Fee | 0 | 0 | 0 | 0 | 0% | 0% | 28,342 | 28,342 | 19,376 | 19,267 | 68% | 68% | 28,342 | 28,342 | 19,376 | 19,267 | 68% | 68% |
| Contract Services (MARINet, security, etc.) | 305,134 | 312,764 | 304,134 | 281,085 | 100% | 90% | 0 | 0 | 0 | 0 | 0% | 0% | 305,134 | 312,764 | 304,134 | 281,085 | 100% | 90% |
| Internal Service Charges (IT, phone, ins) | 234,323 | 217,694 | 117,161 | 108,847 | 50% | 50% | 0 | 0 | 0 | 0 | 0% | 0% | 234,323 | 217,694 | 117,161 | 108,847 | 50% | 50% |
| Programming Supplies | 0 | 0 | 0 | 0 | 0% | 0% | 15,000 | 10,000 | 3,971 | 966 | 26% | 10% | 15,000 | 10,000 | 3,971 | 966 | 26% | 10% |
| Office Supplies | 34,308 | 23,073 | 15,419 | 4,552 | 45% | 20% | 0 | 0 | 0 | 0 | 0% | 0% | 34,308 | 23,073 | 15,419 | 4,552 | 45% | 20% |
| Books | 60,736 | 15,845 | 393 | 0 | 1% | 0% | 137,983 | 137,983 | 50,979 | 34,685 | 37% | 25% | 198,719 | 153,828 | 51,372 | 34,685 | 26% | 23% |
| Periodicals | 7,000 | 7,000 | 4,162 | 0 | 59% | 0% | 6,250 | 6,250 | 6,250 | 0 | 100% | 0% | 13,250 | 13,250 | 10,412 | 0 | 79% | 0% |
| Digital Branch Resources | 3,000 | 15,681 | 3,000 | 0 | 100% | 0% | 56,343 | 45,000 | 20,873 | 18,002 | 37% | 40% | 59,343 | 60,681 | 23,873 | 18,002 | 40% | 30% |
| Audio/Video Materials | 27,000 | 10,000 | 9,346 | 11,493 | 35% | 115% | 0 | 0 | 0 | 0 | 0% | 0% | 27,000 | 10,000 | 9,346 | 11,493 | 35% | 115% |
| Technology Supplies & Materials | 0 | 0 | 0 | 0 | 0% | 0% | 6,000 | 6,000 | 202 | 823 | 3% | 14% | 6,000 | 6,000 | 202 | 823 | 3% | 14% |
| Travel & Conference | 8,640 | 0 | 3,298 | 0 | 38% | 0% | 0 | 0 | 0 | 0 | 0% | 0% | 8,640 | 0 | 3,298 | 0 | 38% | 0% |
| Training & Instruction | 4,000 | 0 | 0 | 0 | 0% | 0% | 5,000 | 5,000 | 3,499 | 183 | 70% | 4% | 9,000 | 5,000 | 3,499 | 183 | 39% | 4% |
| Professional Dues & Subscriptions | 1,545 | 1,000 | 365 | 0 | 24% | 0% | 0 | 0 | 0 | 0 | 0% | 0% | 1,545 | 1,000 | 365 | 0 | 24% | 0% |
| Credit Card Fees | 600 | 400 | 125 | 60 | 21% | 15% | 0 | 0 | 0 | 0 | 0% | 0% | 600 | 400 | 125 | 60 | 21% | 15% |
| Unbudgeted items | 0 | 0 | 0 | 0 | 0% | 0% | 0 | 0 | 0 | 0 | 0% | 0% | 0 | 0 | 0 | 0 | 0% | 0% |
| Non-Personnel Services | 791,024 | 701,717 | 511,312 | 445,129 | 65% | 63% | 254,918 | 238,575 | 105,150 | 73,926 | 41% | 31% | 1,045,942 | 940,292 | 616,462 | 519,055 | 59% | 55% |
| Total | 3,334,072 | 2,621,335 | 1,537,986 | 1,323,828 | 46% | 51% | 1,123,924 | 1,097,531 | 551,721 | 387,272 | 49% | 35% | 4,457,996 | 3,718,866 | 2,089,707 | 1,711,100 | 47% | 46% |
| Other Budget Sources | | | | | | | | | | | | | | | | | | |
| Friends of the Library (books, programs) | 10,000.00 | | | | | | Budget Sources | | | Annual | | | % of Total | | | | | |
| TOTAL | 10,000.00 | | | | | | General Fund | | | 2,621,335 | | | 70.30% | | | | | |
| | | | | | | | Parcel Tax | | | 1,097,531 | | | 29.43% | | | | | |
| | | | | | | | Other | | | 10,000.00 | | | 0.27% | | | | | |
| | | | | | | | TOTAL | | | 3,728,866 | | | 100.00% | | | | | |
| Special Funds | | | | | | | | | | | | | | | | | | |
| Estimated 214 Fund Balance | 21,432 | | | | | | | | | | | | | | | | | |
| Copy Fund | 609 | | | | | | | | | | | | | | | | | |
| Donations Fund | 111,028 | | | | | | | | | | | | | | | | | |
| Kay Corlett Memorial Fund | 495,233 | | | | | | | | | | | | | | | | | |
| Kenneth Edlin Memorial Fund | 422,613 | | | | | | | | | | | | | | | | | |
| Robert and Lorraine Joses Memorial Fund | 1,399,565 | | | | | | | | | | | | | | | | | |
| MC Parcel Tax Capital Set-Aside Balance | 353,335 | | | | | | | | | | | | | | | | | |
| MD Parcel Tax Fund Balance as of 6/30/20 | 378,886 | | | | | | | | | | | | | | | | | |
| Donation for New Building | 300 | | | | | | | | | | | | | | | | | |
| Immigration Services Grant | -3 | | | | | | | | | | | | | | | | | |
| TOTAL | 3,182,998 | | | | | | | | | | | | | | | | | |
| NOTE: MARINet removed from GF Contract Services budget & expenditure, would equate 45%, total 42% NOTE: Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance | | | | | | | | | | | | | | | | | | |



**February 9, 2021
Item #5**

**TITLE: REVIEW OF PROPOSED LIBRARY BOARD OF TRUSTEES
 WORK PLAN FOR 2021**

SUMMARY

In the previous year, 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. These objectives are provided in the form of a workplan that helps the Board and staff anticipate and balance items to be discussed on the agenda of each monthly meeting. Staff has drafted a proposed one-year work plan for 2021 designed to inform the community of the Board of Trustees “shared vision” and to provide the board with ongoing feedback regarding the Library’s facilities, programs and services, policies, and allocation of resources during the continuing 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 2020 workplan was further revised. Staff has drafted a new one-year work plan for 2021 designed to inform the community of the Board of Trustees “shared vision” and to provide the board with ongoing feedback regarding the Library’s facilities, programs and services, policies, and allocation of resources during the continuing pandemic situation.

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 2021

**Library Board of Trustees
Workplan – 2021**

| Meeting Date | Agenda Items | Presentations |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| January 12 | <ul style="list-style-type: none"> • RFID Update | Book to Action |
| February 9 | <ul style="list-style-type: none"> • Review of Library Budget FY 2020/21, 2nd Quarter • Review of the Library Board of Trustees Workplan 2021 | Marin County Emergency Rental Assistance COVID 19 |
| March 9 | <ul style="list-style-type: none"> • Review of City Master Fee Study Recommendations (Library) • Book Industry Standards and Communications (BISAC) | Virtual Programming Recap |
| April 13 | <ul style="list-style-type: none"> • Ranganathan and the 5 laws of Library Science • National Library Week | Beatty Awards |
| May 11 | <ul style="list-style-type: none"> • Raspberry Pi for library OPACs pilot project • Savannah Messaging Platform | Leadership for Equity and Opportunity Report |
| June 8 | <ul style="list-style-type: none"> • Review of Library Budget FY 2020/21, 3rd Quarter • Cultivating Racial Equity Program Report | Summer Reading |
| July 13 | <ul style="list-style-type: none"> • Update on Universal Borrowing • Chromebooks for Library Computing | Curbside Update |
| August 10 | <ul style="list-style-type: none"> • Services to Spanish Speaking Families • Lucas Road Book Drop | Cultivating Racial Equity |
| September 14 | <ul style="list-style-type: none"> • Review of Library Budget FY 2020/21, 4th Quarter | Books Beyond Borders |
| October 12 | <ul style="list-style-type: none"> • Little Free Libraries • Preferred, Not Required (Change to not require MLIS for Librarian position) | |
| November 9 | <ul style="list-style-type: none"> • Review of Library Budget FY 2021/2022, 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 2022 | Staff Training Overview |

Possible topics: MARINet, Holds Limit, Car-accessible Book drop, Fees/Fines, Cooperative Behavior Incentivization, Open Forum with Invitees from other Boards & Commissions