



**Tuesday, May 11, 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-2021-5-11>

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 98053297252#

### **CALL TO ORDER**

- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve regular meeting minutes of April 13, 2021

### **MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
  - Mall Re-opening Presentation – Jill Tokutomi, Supervising Librarian
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. Proposed Updates to Library Fee Schedule
5. FY 2020-2021 3rd Quarter Annual Revenue and Expenditure Budget Report

### **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: June 8, 2021**

## FUTURE AGENDA TOPICS

- Lucas Road Book Drop

## 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](mailto: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**

**April 13, 2021 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=9CD1b10PGpM>

**CALL TO ORDER**

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

**Roll Call**

**Present:** Chair Cortes  
Trustee Han  
Trustee Lentini  
Trustee Ross

**Absent:** Trustee Duque Hughes

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

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve Regular Meeting Minutes of March 9, 2021**

The minutes of March 9, 2021 were approved as submitted.

Trustee Han moved, and Trustee Lentini seconded to approve the minutes of the March 9, 2021 meeting.

Ayes: Trustees: Han, Lentini, & Cortes

Noes: Trustees: None

Absent: Trustees: Duque Hughes & Ross  
Abstain: Trustees: None

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

### **2. Introductions/Awards/Recognitions/Presentations**

MARINet Collection Development Working Group Presentation - Jamie Poirier, Supervising Librarian

Jamie Poirier, 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. National Library Week**

Presentation by Jill Harris, Supervising Librarian, National Library Week

Staff responded to questions from the Trustees.

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

Trustees provided comments.

**Trustee Ross joined meeting at 6:25 P.M.**

**Chair Cortes recommended including this event on the meeting agenda prior to its occurrence so that there is opportunity for promotion.**

### **5. Ranganathan and the Five Laws of Library Science**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Ranganathan and the Five Laws of Library Science

Staff responded to questions from the Trustees.

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

Trustees provided comments.

**BOARD REPORTS AND COMMENTS**

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

None.

**STAFF REPORTS AND COMMENTS**

7. **Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff**

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian and Susan Andrade-Wax, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

- 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:** May 11, 2021

**FUTURE AGENDA TOPICS**

Review of Library Budget FY 2020/21, 3rd Quarter

**ADJOURNMENT**

The meeting was adjourned at 7:13 P.M.



---

**May 11, 2021  
Item #4**

**TITLE: PROPOSED UPDATES TO THE LIBRARY FEE SCHEDULE**

**SUMMARY**

In 2015, the San Rafael Public Library eliminated daily fines for children's materials. Then in 2016 the Library Board of Trustees voted to eliminate all daily fines and forwarded their recommendation to the City Council Finance Committee for their review and consideration. Unfortunately, the request was denied.

Since then, several large Library systems throughout the San Francisco Bay Area have stopped charging all daily fines for overdue Library material. Most recently the Marin County Free Library, which makes up 50% of the MARINet consortium which includes the City of San Rafael, announced as of July 1, 2019 they will no longer charge daily fines.

Over the past year, the City has been working with MGT consulting group to conduct a comprehensive analysis and update of the City's user fees. MGT recently completed their analysis. The City is now in the process of determining the best path forward for updating the diverse range of user fees. Part of this study included the recommendation to eliminate daily fines for adults as well as eliminating the library card replacement fee.

**RECOMMENDATION:**

That the Board of Trustees receive the report and provide feedback.

**BACKGROUND:**

In 2011, the City adopted its Master Fee Schedule which included fees and fines for a variety of City services and programs. With the support of the Library Board of Trustees, the City Council adopted a resolution in April 2015 to eliminate late fines for children's materials, provide an amnesty program for youth with accrued fines, and eliminate the replacement fee for youth Library cards.

After the City eliminated late fines for children's related Library materials, the response from the community was universally positive. Many patrons have commented to staff that they are checking out more items now that they aren't afraid of accruing high late fines on stacks of picture books for their children. Numerous staff have reported patrons expressing joy when told they do not owe money for late fines on their children's items anymore.

Since then, several large Library systems throughout the San Francisco Bay Area have stopped charging all daily fines for overdue Library material. Most recently the Marin County Free Library, which makes up 50% of the MARINet consortium which includes the City of San Rafael, announced as of July 1, 2019 they will no longer charge daily fines.

An informational report on the status of library fines was presented to the San Rafael Library Board of Trustees on July 8, 2019 with the conclusion that, “The City plans to engage a consultant to review all fines and fees throughout the City in the upcoming fiscal year. At that time, staff will be recommending that the City remove all library fines consistent with the current practice of Marin County Free Library.”

**DISCUSSION:**

The result of MGT’s comprehensive analysis and update of the City’s Library fees is included below:

<b>San Rafael Public Library Comparison Survey</b>						
<b>San Rafael</b>	<b>Current Fee</b>	Sausalito	Marin County	San Anselmo	Larkspur	Mill Valley
<i><b>Fines</b></i>						
Books	\$.25 a day, max of \$10 for adult items. No fines on children's or teen	No longer charges late fees as of July 13, 2020	No longer charges late fees as of July 1, 2019	\$0.25 a day, max of \$10 per item for adult books. \$0.10 a day, max of \$5 per item for children's books.	No longer charges late fees as of April 19, 2020	\$0.20 per day for adult books, max of \$7. \$0.10 per day for children's books, max of \$3.
DVD's	\$.50 a day, max of \$15 for adult items. No fines on children's or teen	No longer charges late fees as of July 13, 2020	No longer charges late fees as of July 1, 2019	\$0.50 a day, max of \$14 per item for adult DVD's. \$0.50 a day, max of \$7 per children's DVD.	No longer charges late fees as of April 19, 2020	\$1.00 per day, max of \$14.
Audio Books	\$.25 a day, max of \$10 for adult items. No fines on children's or teen	No longer charges late fees as of July 13, 2020	No longer charges late fees as of July 1, 2019	\$0.25 a day, max of \$10 per item for adult audio books. \$0.10 a day, max of \$5 per item for children's/teen audio books.	No longer charges late fees as of April 19, 2020	\$0.20 per day, max of \$7 for adult materials and \$3 for children's materials.
Other Media (music, children’s audio)	\$.25 a day, max of \$10 for adult items. No fines on children's or teen	No longer charges late fees as of July 13, 2020	No longer charges late fees as of July 1, 2019	\$0.25 a day, max of \$10 per item for adult other media. \$0.10 a day, max of \$5 per item for children's other media	No longer charges late fees as of April 19, 2020	\$0.20 per day, max of \$7 for adult materials and \$3 for children's materials.
Magazines	\$.25 a day, max of \$2 for adult items. No fines on children's or teen	No longer charges late fees as of July 13, 2020	No longer charges late fees as of July 1, 2019	\$0.25 a day, max of \$10 per item for adult magazines. \$0.10 a day, max of \$5 per item for children's magazines.	No longer charges late fees as of April 19, 2020	\$0.10 per day, max of \$7 for adult materials and \$3 for children's materials.

## **Replacement Fees for Library Materials**

San Rafael Public Library will still require that all library materials be returned to the library. San Rafael Public Library sends out notices to residents when an item is due in 3 days, and again once the item is overdue. If materials are not returned, after six weeks the library user will immediately hit the \$10 cap on fines/fees after which their account is frozen and they are prevented from future use until items are returned or paid for. In this way, the Library does not anticipate any loss of materials due to this elimination of daily fines.

<b>Replacement cost if lost/damaged</b>						
<b>San Rafael</b>	<b>Current Fee</b>	<b>Sausalito</b>	<b>Marin County</b>	<b>San Anselmo</b>	<b>Larkspur</b>	<b>Mill Valley</b>
<b>Books and DVDs</b>	Cost of item + \$8 processing fee	Cost of item + \$7 processing fee	Cost of item + \$6 processing fee	Cost of item + \$5 processing fee	Cost of item + \$7 processing fee for Adult book Cost of item + \$3.50 processing fee for Youth book	Cost of item + \$6 processing fee
<b>Audio Books</b>	Cost of item + \$8 processing fee. Individual disc(s): if replaceable \$10/disc + \$8 processing fee	Cost of item + \$7 processing fee	Cost of item + \$6 processing fee Individual disc(s): if replaceable \$10/disc + \$6 processing fee	\$8 per A/V disc	Cost of item + \$7 processing fee for Adult book Cost of item + \$3.50 processing fee for Youth book Individual disc(s): if replaceable, \$10/disc	Cost of item + \$6 processing fee
<b>Other Media (music, children's audio)</b>	Cost of item + \$8 processing fee	Cost of item + \$7 processing fee	Cost of item + \$6 processing fee	\$8 per A/V disc	Cost of item + \$7 processing fee for Adult media Cost of item + \$3.50 processing fee for Youth media	Cost of item + \$6 processing fee
<b>Magazines</b>	Cover price of magazine, no processing fee	Cost of item + \$7 processing fee	Cost of item + \$6 processing fee	Cost of item + \$5 processing fee	Cover price of magazine, no processing fee	Cost of item + \$6 processing fee

## **Replacement Fees for Library Cards**

There are several reasons to re-examine the replacement fee for library cards. Only adults are charged this fee, as it has already been eliminated for youth. The fee does not bring a significant amount of revenue and is very disproportionate to the actual cost of library cards. Library cards cost the library only \$0.09 less than one-tenth of the replacement fee of \$1.00. On average we issue about 195 replacement cards per year for adults, and with this estimate, the elimination of the replacement fee for adults would cost the City only \$17.55 per year. In addition, as the Library has been issuing many cards virtually due to the pandemic, a replacement fee becomes even less relevant.



Lost Library Cards & Other Fees						
San Rafael	Current Fee	Sausalito	Marin County	San Anselmo	Larkspur	Mill Valley
Lost Library Card	Adults: \$1 Children: \$0	\$0.50 per card	No fee	\$1 per card	\$1 per card	\$1 per card
Printing and Photocopy	\$0.20 for black/white, \$1 color	\$0.10 per copy	\$0.15 for black/white, no color printing	\$0.20 for black/white, \$0.75 color	\$0.15/pg. for photocopying \$0.15/pg. for black and white printing, \$1/pg. for color	\$0.15/pg. for black and white printing, \$0.30/pg. for color

**SUMMARY:**

These changes to fines and fees will eliminate barriers and improve equity of access for all San Rafael residents. Additionally, the national trend of eliminating overdue fines has been found to not adversely affect the return of Library materials, but instead to increase the use of the Library and its resources. This trend has been reinforced by San Rafael Public Library’s own experiences and data over the past four years after eliminating youth overdue fines.

Eliminating daily fines would align our practices with many libraries in the greater Bay Area and, most importantly, with the largest library in our consortium, Marin County Free Library (MCFL). A large percentage of San Rafael residents use the Marin County Free Library Civic Center branch as well as San Rafael Libraries. Being consistent with MCFL policy in this area will eliminate confusion in communicating to patrons about this issue. The San Rafael Public Library has been approached by patrons who are surprised that we are still charging fines, assuming that the change by MCFL in July 2019 applied to all the libraries in the consortium. Implementing this policy will eliminate the need to collect late fees and therefore allow staff resources to be reallocated to our patron needs.

**FISCAL IMPACT:**

In anticipation of the reduction of revenue, the library reduced the FY 2020/21 operating budget by \$30,000 in expenses. This reduction will also be carried forward to the proposed FY 2021/22 operating budget, in anticipation that the recommendation to eliminate daily fines for adults will be approved.

Submitted by:



Henry Bankhead  
Assistant Library & Recreation Director / City Librarian



---

**May 11, 2021  
Item #5**

**TITLE: REVIEW OF FY 2020-2021 THIRD 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 3rd 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 third quarter of 2020-2021. As of this report, 75% of the fiscal year has elapsed. The overall activity was 66% expended. General Fund expenditures ended at 73% of budget. The Parcel Tax expenditures ended at 49% of budget. The Parcel Tax expenditure is significantly lower than 75% as City Finance has directed the Library to spend down the General Fund before the Parcel Tax.

**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 \$23,710 for FY 20/21.
- The Parcel Tax revenue provides approximately 29% of the Library's total operations budget. The Parcel Tax revenue (property tax) 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 due previous budget constraints.
  3. **Building Maintenance Contracts** expenditures are on target.
  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 third 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 (95% 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 Q3 20/21 drops to 70%, and the combined budget expenditure drops to 63%.
  7. **Internal Service Charges** expenditures are on target.
  8. **Office Supplies** expenditures are slightly underspend, but on target.
  9. **Books** expenditure is overspent and will be overbudget as City Finance has approved additional funds.
  10. **Periodicals** line will offset the overage in the Audio/Video Materials line.
  11. **Digital Branch Resources** (e-Books grant budget) expenditures are underspent as the grant money has not been disbursed.
  12. **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.
  13. **Training & Instruction** expenditures are overspent as City Finance has directed the Library to spend down the General Fund, overall.
  14. **Professional Dues & Subscriptions** expenditure are underspent as staff have not been involved with library organizations, therefore, have not renewed memberships.
  15. **Credit Card Fees** expenditures are underspent due to a decrease in transactions.
  
- **Parcel Tax** expenditures:
  1. **County Administration Fee** expenditures are slightly underspent; 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 City Finance Department.
  2. **Programming Supplies** expenditures are underspent due to a reduction in programming. The programming that is occurring, is currently occurring virtually. In addition, City Finance has directed the Library to spend down the General Fund, overall.

3. **Books** expenditures are underspent as City Finance has directed the Library to spend down the General Fund and has approved additional funds.
4. **Periodicals** expenditures are underspent as physical periodicals are unnecessary at this time and have been cancelled for the fiscal year.
5. **Digital Branch Resources** expenditures are underspent and will remain underspent as City Finance has directed the Library to spend down the General Fund, overall.
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 3<sup>rd</sup> 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-Q3-Library Budget Spreadsheet

SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 20/21																		
AS OF: 4/20/2021	GENERAL FUND - Q3						PARCEL TAX - Q3						GENERAL FUND & PARCEL TAX TOTAL - Q3					
	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	
<b>Revenue (estimated)</b>	<b>38,005</b>	<b>18,581</b>					<b>1082648</b>	<b>1,092,091</b>					<b>1,120,653</b>	<b>1,110,672</b>				
Regular Hire Salaries & Benefits	2,462,723	1,861,870	1,467,157	1,319,883	60%	71%	753,370	743,320	490,403	414,123	65%	56%	3,216,094	2,605,190	1,957,560	1,734,006	61%	67%
Extra Hire	80,325	57,748	89,683	28,426	112%	49%	115,636	115,636	111,060	42,326	96%	37%	195,961	173,384	200,743	70,752	102%	41%
<b>Personnel Services</b>	<b>2,543,048</b>	<b>1,919,618</b>	<b>1,556,840</b>	<b>1,348,309</b>	<b>61%</b>	<b>70%</b>	<b>869,006</b>	<b>858,956</b>	<b>601,463</b>	<b>456,448</b>	<b>69%</b>	<b>53%</b>	<b>3,412,054</b>	<b>2,778,574</b>	<b>2,158,303</b>	<b>1,804,758</b>	<b>63%</b>	<b>65%</b>
Bldg.Maint.Contracts	39,493	33,805	31,908	23,303	81%	69%	0	0	0	0	0%	0%	39,493	33,805	31,908	23,303	81%	69%
Maint.Bldg.Improv.	20,000	17,000	10,713	2,275	54%	13%	0	0	0	0	0%	0%	20,000	17,000	10,713	2,275	54%	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	39,237	26,249	89%	55%	0	0	0	0	0%	0%	44,245	47,455	39,237	26,249	89%	55%
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, pre-pro., etc.)	305,134	312,764	311,903	296,768	102%	95%	0	0	0	0	0%	0%	305,134	312,764	311,903	296,768	102%	95%
Internal Service Charges (IT, phone, ins)	234,323	217,694	175,742	163,270	75%	75%	0	0	0	0	0%	0%	234,323	217,694	175,742	163,270	75%	75%
Programming Supplies	0	0	0	0	0%	0%	15,000	10,000	4,444	1,416	30%	14%	15,000	10,000	4,444	1,416	30%	14%
Office Supplies	34,308	23,073	19,635	14,839	57%	64%	0	0	0	0	0%	0%	34,308	23,073	19,635	14,839	57%	64%
Books	60,736	15,845	393	15,862	1%	100%	137,983	137,983	76,234	40,388	55%	29%	198,719	153,828	76,627	56,250	39%	37%
Periodicals	7,000	7,000	5,636	0	81%	0%	6,250	6,250	6,250	0	100%	0%	13,250	13,250	11,886	0	90%	0%
Digital Branch Resources	3,000	15,681	3,000	3,400	100%	22%	56,343	45,000	31,449	18,002	56%	40%	59,343	60,681	34,449	21,402	58%	35%
Audio/Video Materials	27,000	10,000	16,935	18,773	63%	188%	0	0	0	0	0%	0%	27,000	10,000	16,935	18,773	63%	188%
Technology Supplies & Materials	0	0	0	0	0%	0%	6,000	6,000	963	823	16%	14%	6,000	6,000	963	823	16%	14%
Travel & Conference	8,640	0	4,754	0	55%	0%	0	0	0	0	0%	0%	8,640	0	4,754	0	55%	0%
Training & Instruction	4,000	0	0	210	0%	-	5,000	5,000	3,981	183	80%	4%	9,000	5,000	3,981	393	44%	8%
Professional Dues & Subscriptions	1,545	1,000	780	0	50%	0%	0	0	0	0	0%	0%	1,545	1,000	780	0	50%	0%
Credit Card Fees	600	400	188	90	31%	23%	0	0	0	0	0%	0%	600	400	188	90	31%	23%
Unbudgeted items	0	0	0	0	0%	0%	0	0	0	0	0%	0%	0	0	0	0	0%	0%
<b>Non-Personnel Services</b>	<b>791,024</b>	<b>701,717</b>	<b>620,825</b>	<b>565,040</b>	<b>78%</b>	<b>81%</b>	<b>254,918</b>	<b>238,575</b>	<b>142,697</b>	<b>80,078</b>	<b>56%</b>	<b>34%</b>	<b>1,045,942</b>	<b>940,292</b>	<b>763,522</b>	<b>645,118</b>	<b>73%</b>	<b>69%</b>
<b>Total</b>	<b>3,334,072</b>	<b>2,621,335</b>	<b>2,177,664</b>	<b>1,913,349</b>	<b>65%</b>	<b>73%</b>	<b>1,123,924</b>	<b>1,097,531</b>	<b>744,160</b>	<b>536,527</b>	<b>66%</b>	<b>49%</b>	<b>4,457,996</b>	<b>3,718,866</b>	<b>2,921,824</b>	<b>2,449,876</b>	<b>66%</b>	<b>66%</b>
<b>Other Budget Sources</b>						<b>Budget Sources</b>			<b>Annual</b>			<b>% of Total</b>						
Friends of the Library (books, programs)			23,710.00			General Fund			2,621,335			70.04%						
<b>TOTAL</b>			<b>23,710.00</b>			Parcel Tax			1,097,531			29.33%						
						Other			23,710.00			0.63%						
<b>Special Funds</b>						<b>TOTAL</b>			<b>3,742,576</b>			<b>100.00%</b>						
Estimated 214 Fund Balance			21,648															
Copy Fund			888															
Donations Fund			116,676															
Kay Corlett Memorial Fund			495,490															
Kenneth Edlin Memorial Fund			440,419															
Robert and Lorraine Joses Memorial Fund			1,400,268															
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															
<b>TOTAL</b>			<b>3,207,907</b>															
<p><b>NOTE:</b> MARINet removed from GF Contract Services budget &amp; expenditure, would equate 70%, total 63%</p> <p><b>NOTE:</b> Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance</p>																		