



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-06-24-2021>

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 94961786911#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of March 23, 2021

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 3rd 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 Vivalon Rides 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
March 23, 2021 – 4:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=aLreUK7qkKo>

CALL TO ORDER

Chair Brinckerhoff called the meeting to order at 4:02 P.M.

Roll Call

Present: Chair Brinckerhoff
Member Grasso
Member Kellogg
Member Lee
Member Pruitt

Absent: None

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 November 30, 2020

The minutes of November 30, 2020 were approved as submitted.

Member Kellogg moved, and Member Pruitt seconded to approve the minutes of the November 30, 2020 meeting.

Ayes: Members: Grasso, Kellogg, Pruitt, & Chair Brinckerhoff

Noes: Members: None

Absent: Members: None
Abstain: Members: Lee

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. Review of FY 2020/2021 2nd Quarter Annual Revenue and Expenditure Budget Report**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Review of FY 2020/2021 2nd Quarter Annual Revenue and Expenditure Budget Report
Staff responded to questions from the Committee Members.

Chair Brinckerhoff invited public comment; however, there was none.
Committee Members provided comments.

Member Kellogg recommended adding the revenue for the previous fiscal year to the quarterly budget report spreadsheet.

Chair Brinckerhoff corrected the Friends funding amount on the quarterly budget report spreadsheet from \$10,000 to \$23,710.

ADJOURNMENT

The meeting was adjourned at 4:39 P.M.

Tentative date for next meeting – UNKNOWN



**June 24, 2021
Item #3**

TITLE: REVIEW OF FY 2020-2021 THIRD QUARTER LIBRARY BUDGET REPORT

SUMMARY:

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

RECOMMENDATION:

It is recommended that the Committee 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 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-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	
Revenue (estimated)	38,005	18,581					1,082,648	1,092,091					1,120,653	1,110,672				
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%
Personnel Services	2,543,048	1,919,618	1,556,840	1,348,309	61%	70%	869,006	858,956	601,463	456,448	69%	53%	3,412,054	2,778,574	2,158,303	1,804,758	63%	65%
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%
Non-Personnel Services	791,024	701,717	620,825	565,040	78%	81%	254,918	238,575	142,697	80,078	56%	34%	1,045,942	940,292	763,522	645,118	73%	69%
Total	3,334,072	2,621,335	2,177,664	1,913,349	65%	73%	1,123,924	1,097,531	744,160	536,527	66%	49%	4,457,996	3,718,866	2,921,824	2,449,876	66%	66%

Other Budget Sources	
Friends of the Library (books, programs)	23,710.00
TOTAL	23,710.00
Special Funds	
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
TOTAL	3,207,907

Budget Sources	Annual	% of Total
General Fund	2,621,335	70.04%
Parcel Tax	1,097,531	29.33%
Other	23,710.00	0.63%
TOTAL	3,742,576	100.00%

Budget Sources + Special Funds: 6,950,483

NOTE: MARINet removed from GF Contract Services budget & expenditure, would equate 70%, total 63%

NOTE: Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance