



SAN RAFAEL
LIBRARY AND RECREATION

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

**Tuesday, September 14, 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-09-14-2021>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (253) 215-8782 and enter 827-1116-7618#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of August 10, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Presentation, Webstars Drop-in Tech Support and 3D Printing: Supervising Librarian Jill Tokutomi
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. FY 2020-2021 3rd Quarter Annual Revenue and Expenditure Budget Report
5. Update on Universal Borrowing

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: October 12, 2021

FUTURE AGENDA TOPICS

- Realignment of library open hours to public use patterns and needs

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

August 10, 2021 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=frvt7A0nWd8>

CALL TO ORDER

Chair Cortes called the meeting to order at 6:02 P.M.

Roll Call

Present: Chair Cortes
Trustee Duque Hughes
Trustee Han
Trustee Lentini
Trustee Vahdat

Absent: None

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

AGENDA AMENDMENTS

None.

MINUTES

1. Approve Regular Meeting Minutes of June 8, 2021

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

Trustees provided comments.

The minutes of June 8, 2021 were approved as submitted.

Trustee Lentini moved, and Trustee Han seconded to approve the minutes of the June 8, 2021 meeting.

Ayes: Trustees: Duque Hughes, Han, Lentini, Vahdat, & Cortes
Noes: Trustees: None
Absent: Trustees: None
Abstain: Trustees: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Introduction of new Board of Trustee member Alex Vahdat

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

Presentation - San Rafael Library's New Staff

Presentation by Jamie Poirier, Supervising Librarian,
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. Selection of Library Board of Trustees Vice Chair

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

Trustee Duque Hughes was selected as the Vice Chair.

Trustee Han moved, and Trustee Lentini seconded to approve the selection of Trustee Duque Hughes as the Vice Chair.

Ayes: Trustees: Duque Hughes, Han, Lentini, Vahdat, & Cortes
Noes: Trustees: None
Absent: Trustees: None
Abstain: Trustees: None

Trustee Duque Hughes selected as the Vice Chair.

5. Selection of One (1) Trustee to Serve on the Parks and Recreation Master Plan Steering Committee and One (1) Trustee to Serve as the Alternate

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

Trustees provided comments.

Trustee Lentini was selected as the primary representative to serve on the Parks and Recreation Master Plan Steering Committee and Trustee Vahdat was selected as the alternate representative to serve on the Parks and Recreation Master Plan Steering Committee.

Trustee Duque Hughes moved, and Chair Cortes seconded to approve the selection of Trustee Lentini as the primary and Trustee Vahdat as the alternate.

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

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

Trustee Lentini selected as the primary and Trustee Vahdat selected as the alternate to serve on the Parks and Recreation Master Plan Steering Committee.

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: September 14, 2021

FUTURE AGENDA TOPICS

Update on Universal Borrowing

ADJOURNMENT

The meeting was adjourned at 7:16 P.M.

DRAFT



**September 14, 2021
Item #4**

**TITLE: REVIEW OF FY 2020-2021 FOURTH 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 4th 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 fourth quarter of 2020-2021. As of this report, 100% of the fiscal year has elapsed. The overall activity was 91% expended. General Fund expenditures ended at 99% of budget. The Parcel Tax expenditures ended at 72% of budget. The Parcel Tax expenditure is significantly lower than 100% as City Finance provided additional funding in the General Fund and directed the Library to spend down the General Fund before the Parcel Tax.

NOTE: The City Finance is undergoing an annual audit which will complete in late September. Therefore, the numbers in this report are unofficial.

Revenue Highlights

- The General Fund provides approximately 70% of the Library's total operations budget. Revenue this year was estimated to be \$18,581, however the year ended with an approximate revenue of \$9,542. Which is mainly due to the reduction/elimination of library fines.
Other revenue 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 was approximately \$23,710 for FY 20/21. The actual contribution was \$24,301.

- The Parcel Tax revenue provides approximately 29% of the Library’s total operations budget. The Parcel Tax revenue (property tax) for FY 20/21 was estimated to be \$1,092,091. The actual revenue was \$1,075,007. The slight reduction in the revenue is due to additional senior exemptions and the marginally overestimated revenue for FY 20/21.

Expenditure Highlights

- **General Fund** expenditures:
 1. **Regular Hire Salaries & Benefits** expenditures were slightly lower due to personnel vacancies. In addition, the budget for these vacancies was reduced as the positions were frozen due to uncertainty because of the ongoing pandemic.
 2. **Extra Hire** expenditures were on target.
 3. **Building Maintenance Contracts AND Maintenance Building Improvement** expenditures were lower, but the funds were used elsewhere as FY 20/21 was an exception year where it was treated as a “Bottom Line Budget”. A Bottom Line Budget allows the use of all available funds no matter the intended purpose, while staying within the overall budget.
 4. **Utilities-Gas & Electricity** expenditures are underspent as the building was not open on Sundays, due to reduced hours from Monday-Saturday, and the building was closed to public traffic for part of the fiscal year.
 5. **Contract Services** expenditures were on target.
 6. **Internal Service Charges** expenditures were on target.
 7. **Office Supplies** expenditures were higher as FY 20/21 was a Bottom Line Budget.
 8. **Books** expenditure were overspent by a substantial amount as City Finance authorized additional funds, specifically due to personnel vacancies savings (Bottom Line Budget).
 9. **Periodicals** were unnecessary during most of FY 20/21 due to the ongoing pandemic. These funds were used for **Audio/Video Materials**.
 10. **Digital Branch Resources** (e-Books grant budget) expenditures are underspent as the grant money received was significantly less than anticipated. In addition, digital resources were purchased through the **Books** budget instead of this budget line. The additional funds were approved by City Finance toward the end of the FY. Therefore, it was less feasible to purchase physical copies of books in a short window of time. E-Books can be purchased more efficiently and can become available immediately. Since the library services were limited during the ongoing pandemic, e-resources have continued to be in high demand.
 11. **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 (Bottom Line Budget).
 12. **Travel & Conference AND Training & Instruction** expenditures are overspent as City Finance had directed the Library to spend down the General Fund, overall (Bottom Line Budget).

13. **Professional Dues & Subscriptions** expenditure are underspent as staff have not been involved with library organizations. Therefore, have not renewed memberships.

14. **Credit Card Fees** expenditures are underspent due to a decrease in transactions.

- **Parcel Tax** expenditures:

1. **County Administration Fee** expenditures are slightly underspent. This is budgeted by City Finance.

2. **Contract Services** expenditures were not budgeted, but these funds were approved to pay for the New Library Conceptual Design Project. The MC Parcel Tax Capital Set-Aside Balance will be reduced from \$353,335 to \$281,382. As a result, the MD Parcel Tax Fund Balance will increase for FY 21/22 by the same amount of \$71,953.

3. **Programming Supplies** expenditures are underspent due to a reduction in programming. Almost all programming occurred virtually. In addition, City Finance had directed the Library to spend down the General Fund, overall.

4. **Books** expenditures are underspent as City Finance had directed the Library to spend down the General Fund and had approved additional funds.

5. **Periodicals** expenditures were underspent as physical periodicals were unnecessary and were cancelled for the FY.

6. **Digital Branch Resources** expenditures were underspent as City Finance had directed the Library to spend down the General Fund, overall.

7. **Technology Supplies & Materials**, A conservative approach and the absence of public traffic in the facility resulted in less usage of supplies (e.g. 3D printing).

8. **Training & Instruction** expenditures were underspent due to a conservative approach in spending. However, staff took advantage of many free online training opportunities.

FISCAL IMPACT:

None

ALTERNATIVE ACTION:

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian

Attachment:

1. FY 2020-2021-Q4-Library Budget Spreadsheet

SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 20/21

| AS OF: 8/25/2021 (UNOFFICIAL) | GENERAL FUND - Q4 | | | | | | PARCEL TAX - Q4 | | | | | | GENERAL FUND & PARCEL TAX TOTAL - Q4 | | | | | |
|---|-------------------|------------------|------------------|------------------|------------|-------------|------------------|------------------|----------------|----------------|------------|------------|--------------------------------------|------------------|------------------|------------------|------------|-------------|
| | 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 | 27,114 | 9,542 | | | | | 1,082,648 | 1,075,007 | | | | | 1,109,762 | 1,084,550 | | | | |
| Regular Hire Salaries & Benefits | 2,462,723 | 1,861,870 | 1,913,863 | 1,762,528 | 78% | 95% | 753,370 | 743,320 | 623,540 | 539,941 | 83% | 73% | 3,216,094 | 2,605,190 | 2,537,403 | 2,302,469 | 79% | 88% |
| Extra Hire | 80,325 | 57,748 | 89,683 | 57,852 | 112% | 100% | 115,636 | 115,636 | 111,818 | 84,271 | 97% | 73% | 195,961 | 173,384 | 201,501 | 142,123 | 103% | 82% |
| Personnel Services | 2,543,048 | 1,919,618 | 2,003,546 | 1,820,379 | 79% | 95% | 869,006 | 858,956 | 735,358 | 624,212 | 85% | 73% | 3,412,054 | 2,778,574 | 2,738,904 | 2,444,592 | 80% | 88% |
| Bldg.Maint.Contracts | 39,493 | 33,805 | 31,908 | 29,058 | 81% | 86% | 0 | 0 | 0 | 0 | 0% | 0% | 39,493 | 33,805 | 31,908 | 29,058 | 81% | 86% |
| Maint.Bldg.Improv. | 20,000 | 17,000 | 13,094 | 12,743 | 65% | 75% | 0 | 0 | 0 | 0 | 0% | 0% | 20,000 | 17,000 | 13,094 | 12,743 | 65% | 75% |
| Maintenance & Repair;Equip & Machine | 1,000 | 0 | 763 | 0 | 76% | 0% | 0 | 0 | 0 | 0 | 0% | 0% | 1,000 | 0 | 763 | 0 | 76% | 0% |
| Utilities-Gas & Electricity | 44,245 | 47,455 | 50,867 | 41,989 | 115% | 88% | 0 | 0 | 0 | 0 | 0% | 0% | 44,245 | 47,455 | 50,867 | 41,989 | 115% | 88% |
| County Administrative Fee | 0 | 0 | 0 | 0 | 0% | 0% | 28,342 | 28,342 | 25,834 | 25,689 | 91% | 91% | 28,342 | 28,342 | 25,834 | 25,689 | 91% | 91% |
| Contract Services (MARINet, pre-pro., etc.) | 305,134 | 312,764 | 300,956 | 313,834 | 99% | 100% | 0 | 0 | 0 | 71,953 | 0% | - | 305,134 | 312,764 | 300,956 | 385,787 | 99% | 123% |
| Internal Service Charges (IT, phone, ins) | 234,323 | 217,694 | 234,323 | 217,694 | 100% | 100% | 0 | 0 | 0 | 0 | 0% | 0% | 234,323 | 217,694 | 234,323 | 217,694 | 100% | 100% |
| Programming Supplies | 0 | 0 | 0 | 0 | 0% | 0% | 15,000 | 10,000 | 6,306 | 1,416 | 42% | 14% | 15,000 | 10,000 | 6,306 | 1,416 | 42% | 14% |
| Office Supplies | 34,308 | 23,073 | 20,729 | 27,420 | 60% | 119% | 0 | 0 | 0 | 0 | 0% | 0% | 34,308 | 23,073 | 20,729 | 27,420 | 60% | 119% |
| Books | 60,736 | 15,845 | 393 | 113,530 | 1% | 717% | 137,983 | 137,983 | 81,401 | 52,988 | 59% | 38% | 198,719 | 153,828 | 81,794 | 166,518 | 41% | 108% |
| Periodicals | 7,000 | 7,000 | 4,099 | 0 | 59% | 0% | 6,250 | 6,250 | 6,250 | 0 | 100% | 0% | 13,250 | 13,250 | 10,349 | 0 | 78% | 0% |
| Digital Branch Resources | 3,000 | 15,681 | 3,000 | 7,411 | 100% | 47% | 56,343 | 45,000 | 38,815 | 18,002 | 69% | 40% | 59,343 | 60,681 | 41,815 | 25,413 | 70% | 42% |
| Audio/Video Materials | 27,000 | 10,000 | 18,783 | 18,773 | 70% | 188% | 0 | 0 | 0 | 0 | 0% | 0% | 27,000 | 10,000 | 18,783 | 18,773 | 70% | 188% |
| Technology Supplies & Materials | 0 | 0 | 0 | 0 | 0% | 0% | 6,000 | 6,000 | 1,448 | 823 | 24% | 14% | 6,000 | 6,000 | 1,448 | 823 | 24% | 14% |
| Travel & Conference | 8,640 | 0 | 6,029 | 150 | 70% | - | 0 | 0 | 0 | 0 | 0% | 0% | 8,640 | 0 | 6,029 | 150 | 70% | 0% |
| Training & Instruction | 4,000 | 0 | 0 | 614 | 0% | - | 5,000 | 5,000 | 8,456 | 183 | 169% | 4% | 9,000 | 5,000 | 8,456 | 797 | 94% | 16% |
| Professional Dues & Subscriptions | 1,545 | 1,000 | 780 | 355 | 50% | 36% | 0 | 0 | 0 | 0 | 0% | 0% | 1,545 | 1,000 | 780 | 355 | 50% | 36% |
| Credit Card Fees | 600 | 400 | 255 | 120 | 43% | 30% | 0 | 0 | 0 | 0 | 0% | 0% | 600 | 400 | 255 | 120 | 43% | 30% |
| 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 | 685,979 | 783,692 | 87% | 112% | 254,918 | 238,575 | 168,510 | 171,053 | 66% | 72% | 1,045,942 | 940,292 | 854,489 | 954,745 | 82% | 102% |
| Total | 3,334,072 | 2,621,335 | 2,689,525 | 2,604,072 | 81% | 99% | 1,123,924 | 1,097,531 | 903,868 | 795,265 | 80% | 72% | 4,457,996 | 3,718,866 | 3,593,393 | 3,399,337 | 81% | 91% |

| Other Budget Sources | |
|--|------------------|
| Actual Friends of the Library | 24,301.00 |
| TOTAL | 24,301.00 |
| Special Funds | |
| Estimated 214 Fund Balance as of 6/30/21 | 21,716 |
| Copy Fund | 1,024 |
| Donations Fund | 115,088 |
| Kay Corlett Memorial Fund | 495,717 |
| Kenneth Edlin Memorial Fund | 440,613 |
| Robert and Lorraine Joses Memorial Fund | 1,400,887 |
| MC Parcel Tax Capital Set-Aside Balance | 353,335 |
| MD Parcel Tax Fund Balance as of 6/30/21 | 378,886 |
| Donation for New Building | 300 |
| Immigration Services Grant | -3 |
| TOTAL | 3,207,563 |

| Budget Sources | Annual | % of Total |
|--|------------------|------------------|
| General Fund | 2,621,335 | 70.03% |
| Parcel Tax | 1,097,531 | 29.32% |
| Other | 24,301.00 | 0.65% |
| TOTAL | 3,743,167 | 100.00% |
| Budget Sources + Special Funds: | | 6,950,730 |

NOTE: GF & PT, Unlike previous years, FY21 was a "Bottom Line Budget" ,i.e., spend the lines as desired without going over the budget OR over the additional funds approved by Finance

NOTE: GF, Approximately \$98,000 of additional funds were approved by Finance to spend for Books

NOTE: PT, \$71,953 of the Parcel Tax Capital Set-Aside was used for the New Library Conceptual Design Project, the Capital Set-Aside AND Fund Balance figures on left will be adjusted for FY22

NOTE: PT & 214, Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance



**September 14, 2021
Item #5**

TITLE: UPDATE ON UNIVERSAL BORROWING FOR E-RESOURCES

SUMMARY

The best practices of California Public Libraries are to allow any person who lives in the state to have the ability to get a library card and use the resources of any library. The common practice in the San Francisco Bay area is to extend universal borrowing to physical and e-resources. In the past, MARINet restricted access to electronic resources that are purchased by one library but not for the entire consortium, as well as restricting access to all cardholders who do not reside in Marin County.

MARINet has recently allowed universal access to shared e-resources, namely the MARINet Overdrive ebook, e-audio, and video collection. In addition, it appears that greater universal access will be coming for the Kanopy streaming video collection shared by Larkspur, Marin County Free Library and San Rafael.

RECOMMENDATION:

That the Board of Trustees receive and provide feedback.

BACKGROUND:

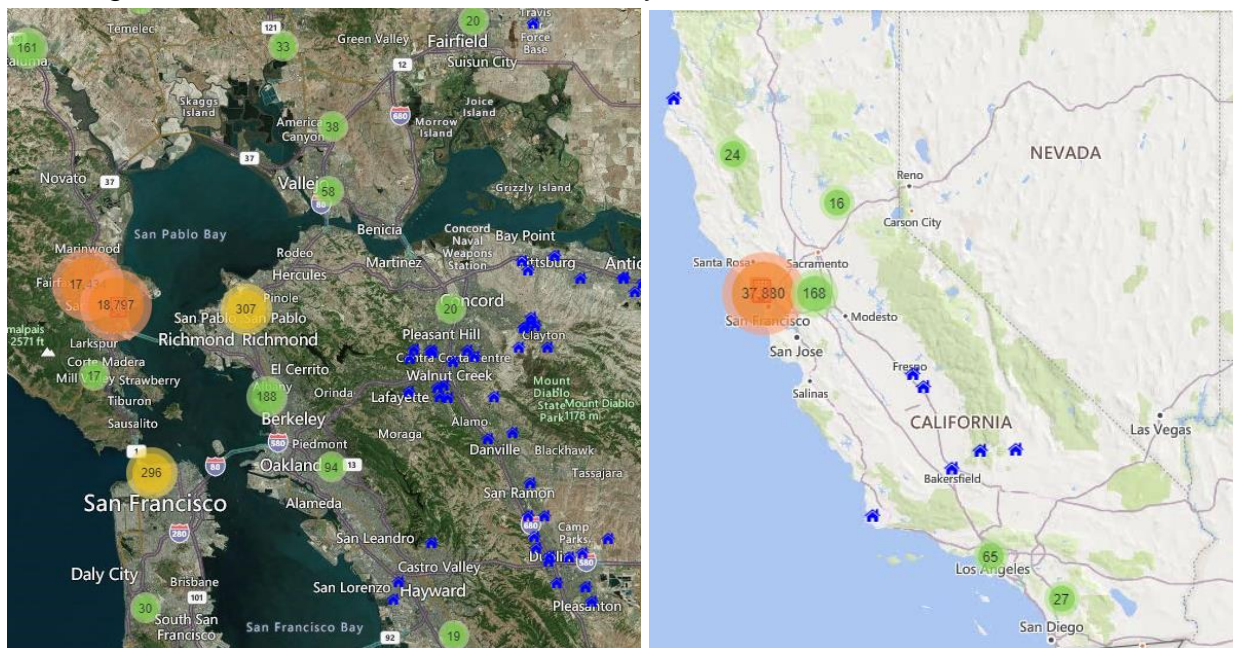
In the past, MARINet restricted all access to electronic resources that are purchased by one library but not for the entire consortium. For example, San Rafael might purchase a database that the entire consortium does not want to have as a group. MARINet then denies access to members from other cities who have not purchased this database. The reasoning is that the City would have paid a reduced cost just for its members to have access, not the whole county.

The practice called “Universal Borrowing” in California is to allow any person who lives in the state to have the ability to get a library card and use the resources of any library. The common practice in the San Francisco Bay area is to extend universal borrowing to physical and e-resources. For example, a San Rafael resident can go to Berkeley or San Francisco and obtain a library card that gives them access to the full suite of e-resources those libraries provide. At the same time, a local resident who lives in an unincorporated portion of San Rafael would be denied access to a resource that the San Rafael Library pays for separate from the Marin County Free Library.

In the past, this policy has been particularly unfortunate when a person who is a teacher at one of San Rafael schools is denied access to the San Rafael Public Library eBook collection because their home address is in Petaluma. As a result, they are denied access to online community resources which impacts their ability to teach the use of these public resources the City owns.

DISCUSSION:

Recent changes made by MARINet have opened access to our most overwhelmingly popular shared resource, the MARINet Overdrive collection. This collection, as well as a core of general shared databases, is shared equally by all the libraries in Marin County, but denied to registered users outside the County. Recently the board approved changes toward making this collection available to anyone in California with a MARINet library card, aligning with the “best-practices” with regards to universal borrowing. With this change library card holders who live outside of Marin will be able to access the Overdrive collection. If you refer to the map below you see that a significant number of San Rafael cardholders live outside of San Rafael and Marin County, as far South as Los Angeles and as far north as Crescent City.



San Rafael's Kanopy streaming video service was recently acquired by Overdrive. San Rafael, Larkspur and Marin County Free Library share a subscription to this service. We have recently been discussing opening access to this resource to anyone with a MARINet library card. The uncertainty with regards to how Kanopy will be combined with Overdrive's existing streaming video element has delayed possible implementation of universal borrowing for Kanopy.

MARINet still continues a practice rarely seen in any other California libraries which is to deny access internally, except for Overdrive and the group of shared databases, to the online resources uniquely held by each member. The accepted practice among both

vendors and libraries is to allow universal borrowing of digital resources to anyone with a state of California address. Even with the changes to the Overdrive collection and potential changes to Kanopy, and despite the core of shared databases, MARINet is still not in alignment with the rest of the state's library systems.

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:

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

Henry Bankhead
Assistant Library & Recreation Director / City Librarian