



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-11-04-2021>

The City is not responsible for any interrupted service.

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CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of June 24, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions of New Members
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 COMMITTEE

4. Review of FY 2020/2021 4th Quarter Annual Revenue and Expenditure Budget Report
 5. Selection of Chair and Vice-Chair
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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
June 24, 2021 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=1OhPPpJN7aQ>

CALL TO ORDER

Chair Brinckerhoff called the meeting to order at 6:03 P.M.

Roll Call

Present: Chair Brinckerhoff
Member Grasso
Member Lee

Absent: Member Kellogg
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 23, 2021

The minutes of March 23, 2021 were approved as submitted.

Member Lee moved, and Member Grasso seconded to approve the minutes of the March 23, 2021 meeting.

Ayes: Members: Grasso, Lee, & Chair Brinckerhoff

Noes: Members: None

Absent: Members: Kellogg & Pruitt

Abstain: Members: None

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 3rd Quarter Annual Revenue and Expenditure Budget Report**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Review of FY 2020/2021 3rd 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.

ADJOURNMENT

The meeting was adjourned at 6:50 P.M.

Tentative date for next meeting – UNKNOWN



**November 4, 2021
Item #4**

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

SUMMARY:

Quarterly, the Special Library Parcel Tax Committee reviews the library's budget expenditures for the fiscal year in preparation for creating a final report to be delivered at the last council meeting of the calendar year.

RECOMMENDATION:

It is recommended that the Committee receive the Library budget for FY 2020/21 4th quarter report and provide comment.

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.

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 FINAL

SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 20/21																		
AS OF: 9/30/2021 (OFFICIAL)	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							Budget Sources		Annual		% of Total							
Actual Friends of the Library	24,301.00						General Fund		2,621,335		70.03%							
TOTAL	24,301.00						Parcel Tax		1,097,531		29.32%							
Special Funds							Other		24,301.00		0.65%							
Estimated 214 Fund Balance as of 6/30/21	21,710						TOTAL		3,743,167		100.00%							
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	281,382																	
MD Parcel Tax Fund Balance as of 6/30/21	730,581																	
Donation for New Building	300																	
Immigration Services Grant	-3																	
TOTAL	3,487,299																	
	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 have been adjusted as of 6/30/2021 NOTE: PT & 214, Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance																	



**November 4, 2021
Item #5**

TITLE: SELECTION OF COMMITTEE CHAIR AND VICE CHAIR

SUMMARY

Annually, the Special Library Parcel Tax Committee selects a Chair and Vice Chairperson to facilitate meetings.

RECOMMENDATION:

It is recommended that the Special Library Parcel Tax Committee select a Chair and Vice Chairperson and review board assignments for the current period through December 2022.

BACKGROUND

Annually, the Special Library Parcel Tax Committee meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Committee, to be held preferably in December of each year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Committee members so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a committee member would not serve as Chair more than once in seven consecutive years.

FISCAL IMPACT:

None

ALTERNATIVE ACTION

Any other action as determined by the Committee

Submitted by:

A handwritten signature in black ink, appearing to read "Henry Bankhead".

Henry Bankhead
Assistant Library & Recreation Director / City Librarian