



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/PT-2-22-2022>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (720) 707-2699 and enter 825-6096-4966#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of November 18, 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 2021/2021 1st Quarter Annual Revenue and Expenditure Budget Report
4. Review of FY 2021/2021 2nd 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 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 – 1100 E Street, San Rafael, CA
November 18, 2021 – 5:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=ccjsXyb2f0I>

CALL TO ORDER

Chair Kellogg called the meeting to order at 5:03 P.M.

Roll Call

Present: Member Brinckerhoff
Member Grasso
Chair Kellogg
Member Young

Absent: Member Pruitt

**Member Young joined the meeting immediately after agenda item 1 was announced.*

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 4, 2021

The minutes of November 4, 2021 were approved as submitted.

Member Brinckerhoff moved, and Member Young seconded to approve the minutes of the November 4, 2021 meeting.

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

Noes: Members: None

Absent: Members: 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 the Draft Annual Report of the Special Library Parcel Tax Committee**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,
Review of the Draft Annual Report of the Special Library Parcel Tax Committee
Staff responded to questions from the Committee Members.
Chair Kellogg invited public comment; however, there was none.
Committee Members provided comments.

Member Brinckerhoff pointed out that the “November 4, 2021” date in the third paragraph, second page, of “City of San Rafael Special Library Parcel Tax Committee Report FY 2020-2021 – Attachment 1” should be changed to “June 30, 2021”.

The report was accepted with the specified change.
Member Brinckerhoff moved, and Member Young seconded the acceptance of the report.

Ayes: Members: Brinckerhoff, Grasso, Young, & Chair Kellogg
Noes: Members: None
Absent: Members: Pruitt
Abstain: Members: None

The report was accepted with the specified change above.

Member Brinckerhoff requested annual reports from recent years be emailed to the Committee.

ADJOURNMENT

The meeting was adjourned at 5:24 P.M.

Tentative date for next meeting – TBD



**February 22, 2022
Item #3**

**TITLE: REVIEW OF FY 2021/22 FIRST 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 FY 2021/22 first quarter library budget report.

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 first quarter of FY 2021/22. As of this report, 25% of the fiscal year has elapsed. The overall activity was 28% expended. General Fund expenditures ended at 31% of budget. The General Fund expenditure is significantly higher due to the large one-time payment to MARINet. With MARINet removed from the budget/expenditure, the General Fund overall activity would show 25% expended. The Parcel Tax expenditures ended at 20% of budget. The Parcel Tax expenditure is significantly lower due to staff vacancies.

Revenue Highlights

- The General Fund provides approximately 71% of the Library's total operations budget. Revenue this year is estimated to be \$12,200. Other revenue includes the contribution from the Friends of the Library, which provides less than 1% of the Library's total operations budget. The expected contribution for FY 2021/22 is \$28,815.
- The Parcel Tax revenue provides approximately 28% of the Library's total operations budget. The Parcel Tax revenue (property tax) for FY 2021/22 is estimated to be \$1,101,828.

Expenditure Highlights

- **General Fund** expenditures:
 1. **Regular Hire Salaries & Benefits** expenditures are slightly higher than 25% due to the furlough reimbursement at the beginning of FY 2021/22. City employees were furloughed in FY 2020/21 but ended the year with a surplus. Part of the union negotiations outcome was a reimbursement of the furloughed hours.
 2. **Extra Hire** expenditures are unspent as Parcel Tax funds were being used before the General Fund. However, Finance has recently instructed us to spend down the General Fund before the Parcel Tax funds.
 3. **Building Maintenance Contracts** expenditures are significantly higher due to annual contract payments paid at the start of FY 2021/22 (elevator, alarm, etc.).
 4. **Maintenance Building Improvement** expenditures are slightly overspent due to HVAC maintenance/repairs.
 5. **Utilities-Gas & Electricity** expenditures are underspent due to reduced hours from Monday-Saturday and continued Sunday's closure.
 6. **Contract Services** expenditures are overspent as majority of this budget was paid to MARINet at the start of the FY. With MARINet removed from the budget/expenditure, the General Fund overall activity would show 25% expended.
 7. **Internal Service Charges** expenditures are on target.
 8. **Office Supplies** expenditures are unspent as Parcel Tax funds were being used before the General Fund.
 9. **Books** are unspent as Parcel Tax funds were being used before the General Fund.
 10. **Periodicals** are unspent but have been ordered and invoiced in the second quarter.
 11. **Digital Branch Resources** expenditures are unspent as Parcel Tax funds were being used before the General Fund.
 12. **Audio/Video Materials** expenditures are underspent but will be fully expended by the end of the FY.
 13. **Travel & Conference** expenditures are underspent but there may be upcoming local conferences where these funds may be utilized.
 14. **Training & Instruction** expenditures are underspent due to the many free trainings available online. However, we did recently pay for a Librarians Guide to Homelessness online training for all staff.
 15. **Professional Dues & Subscriptions** expenditure are underspent as only staff involved with professional organizations are encouraged to pay for membership.
 16. **Credit Card Fees** line was not budgeted, but fees are minimal.

- **Parcel Tax** expenditures:
 1. **County Administration Fee** expenditures are unspent as this fee is paid mid to end of the FY. This line is budgeted by City Finance.
 2. **Contract Services** expenditures line is not budgeted. This line will be used to pay for the New Library Conceptual Design Project. The MC Parcel Tax

Capital Set-Aside Balance will be reduced at the end of the FY 2021/22 by the amount paid to Noll & Tam Architects.

3. **Programming Supplies** expenditures are underspent due to a reduction in programming. However, programming will continue to increase in FY 2021/22 as staff vacancies are filled and in person programming slowly returns.
4. **Office Supplies** expenditures are underspent at this time.
5. **Books** expenditures are underspent, but these funds are continually monitored by selectors and will be fully expended by the end of the FY 2021/22.
6. **Periodicals** are unspent but have been ordered and invoiced in the second quarter.
7. **Digital Branch Resources** expenditures are underspent, but these funds are continually monitored by selectors and will be fully expended by the end of the FY 2021/22.
8. **Technology Supplies & Materials** expenditures are underspent at this time.
9. **Training & Instruction** expenditures are underspent due to the many free trainings available online. However, we did recently pay for a Librarians Guide to Homelessness online training for all staff.

FISCAL IMPACT:

There are no costs associated with accepting this report.

ALTERNATIVE ACTION:

Any other action as determined by the Committee.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian

Attachment:

1. FY 2021/22-Q1-Library Budget Spreadsheet

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 21/22																				
3	GENERAL FUND - Q1						PARCEL TAX - Q1						GENERAL FUND & PARCEL TAX TOTAL - Q1							
4	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
5	BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS			
6	Revenue (FY21 ACTUAL END OF FY FIG.)	9,542	12,200					1,075,007	1,101,828					1,084,550	1,114,028					
8	Regular Hire Salaries & Benefits	1,861,870	2,336,755	443,822	596,981	24%	26%	743,320	865,689	138,612	163,602	19%	19%	2,605,190	3,202,444	2,537,403	760,584	97%	24%	
9	Extra Hire	57,748	58,090	0	0	0%	0%	115,636	115,636	20,503	43,894	18%	38%	173,384	173,726	201,501	43,894	116%	25%	
10	Personnel Services	1,919,618	2,394,845	443,822	596,981	23%	25%	858,956	981,325	159,115	207,497	19%	21%	2,778,574	3,376,170	602,937	804,478	22%	24%	
12	Bldg.Maint.Contracts	33,805	36,628	11,437	12,587	34%	34%	0	0	0	0	0%	0%	33,805	36,628	31,908	12,587	94%	34%	
13	Maint.Bldg.Improv.	17,000	12,000	0	3,350	0%	28%	0	0	0	0	0%	0%	17,000	12,000	13,094	3,350	77%	28%	
14	Utilities-Gas & Electricity	47,455	47,455	9,574	10,155	20%	21%	0	0	0	0	0%	0%	47,455	47,455	50,867	10,155	107%	21%	
15	County Administrative Fee	0	0	0	0	0%	0%	28,342	28,342	0	0	0%	0%	28,342	28,342	25,834	0	91%	0%	
16	Contract Services (MARINet, pre-pro., etc.)	312,764	329,050	266,497	286,183	85%	87%	0	0	0	3,554	0%	-	312,764	329,050	300,956	289,737	96%	88%	
17	Internal Service Charges (IT, phone, ins)	217,694	214,431	54,423	53,608	25%	25%	0	0	0	0	0%	0%	217,694	214,431	234,323	53,608	108%	25%	
18	Programming Supplies	0	0	0	0	0%	0%	10,000	10,000	600	195	6%	2%	10,000	10,000	6,306	195	63%	2%	
19	Office Supplies	23,073	7,764	509	0	2%	0%	0	10,396	0	469	0%	5%	23,073	18,160	20,729	469	90%	3%	
20	Books	15,845	15,845	0	0	0%	0%	137,983	137,983	17,700	27,043	13%	20%	153,828	153,828	81,794	27,043	53%	18%	
21	Periodicals	7,000	7,000	1,537	0	22%	0%	6,250	6,250	0	0	0%	0%	13,250	13,250	10,349	0	78%	0%	
22	Digital Branch Resources	15,681	10,000	0	0	0%	0%	45,000	45,000	5,752	2,105	13%	5%	60,681	55,000	41,815	2,105	69%	4%	
23	Audio/Video Materials	10,000	10,000	6,426	1,926	64%	19%	0	0	0	0	0%	0%	10,000	10,000	18,783	1,926	188%	19%	
24	Technology Supplies & Materials	0	0	0	0	0%	0%	6,000	6,000	0	0	0%	0%	6,000	6,000	1,448	0	24%	0%	
25	Travel & Conference	0	2,500	0	0	0%	0%	0	0	0	0	0%	0%	0	2,500	0	0	0%	0%	
26	Training & Instruction	0	2,500	0	0	0%	0%	5,000	5,000	140	0	3%	0%	5,000	7,500	8,456	0	169%	0%	
27	Professional Dues & Subscriptions	1,000	1,000	0	405	0%	41%	0	0	0	0	0%	0%	1,000	1,000	780	405	78%	41%	
28	Credit Card Fees	400	0	30	30	8%	-	0	0	0	0	0%	0%	400	0	255	30	64%	-	
29	Non-Personnel Services	701,717	696,173	350,433	368,243	50%	53%	238,575	248,971	24,192	33,366	10%	13%	940,292	945,144	374,626	401,610	40%	42%	
31	Total	2,621,335	3,091,018	794,256	965,225	30%	31%	1,097,531	1,230,296	183,307	240,863	17%	20%	3,718,866	4,321,314	977,563	1,206,088	26%	28%	
33	Other Budget Sources						Budget Sources		Annual		% of Total									
34	Actual Friends of the Library	28,815.00						General Fund	3,091,018		71.06%									
35	TOTAL	28,815.00						Parcel Tax	1,230,296		28.28%									
36								Other	28,815.00		0.66%									
37	Special Funds						TOTAL		4,350,129		100.00%									
38	Estimated 214 Fund Balance as of 9/30/21	21,427						Budget Sources + Special Funds:		7,836,028										
39	Copy Fund	1,031																		
40	Donations Fund	113,964																		
41	Kay Corlett Memorial Fund	495,717																		
42	Kenneth Edlin Memorial Fund	440,613																		
43	Robert and Lorraine Joses Memorial Fund	1,400,887																		
44	MC Parcel Tax Capital Set-Aside Balance	281,382																		
45	MD Parcel Tax Fund Balance	730,581																		
46	Donation for New Building	300																		
47	Immigration Services Grant	-3																		
48	TOTAL	3,485,899																		

NOTE: GF & PT, As in previous non-pandemic years, the PT is being spent down first where possible before the GF

NOTE: GF, the TOTAL FY22 percentage should be at 25%, however because the MARINet payment of \$289,296.27 (of which \$22,705.27 was paid by DSOG for CENIC) is paid at the beginning of the FY, it is showing 31% W/O MARINet (\$266,590.91) in budget, Budget: \$2,824,427, Expenditure: \$698,634, Status: 24.74%

NOTE: GF & PT, the Periodicals line does not show in the budget, but Finance is aware and will fix this error, email to Van on 7/14/2021

NOTE: GF, credit card fees not budgeted, but very minimal

NOTE: PT, the Capital Set-Aside AND Fund Balance figures on left have been adjusted as of 6/30/2021, \$3,554 will come out set-aside

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



**February 22, 2022
Item #4**

TITLE: REVIEW OF FY 2021/22 SECOND 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 FY 2021/22 second quarter library budget report.

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 FY 2021/22. As of this report, 50% of the fiscal year has elapsed. The overall activity was 49% expended. General Fund expenditures ended at 53% of budget. The General Fund expenditure is slightly higher due to the large one-time payment to MARINet. With MARINet removed from the budget/expenditure, the General Fund overall activity would show 49% expended. The Parcel Tax expenditures ended at 38% of budget. The Parcel Tax expenditure is significantly lower due to staff vacancies and due to the General Fund budget being depleted where possible before the Parcel Tax budget.

Revenue Highlights

- The General Fund provides approximately 71% of the library's total operations budget. Revenue this year is estimated to be \$12,200. Other revenue includes the contribution from the Friends of the Library, which provides less than 1% of the library's total operations budget. The expected contribution for FY 2021/22 is \$28,815.
- The Parcel Tax revenue provides approximately 28% of the library's total operations budget. The Parcel Tax revenue (property tax) for FY 2021/22 is estimated to be \$1,101,828.

Expenditure Highlights

- **General Fund** expenditures:
 1. **Regular Hire Salaries & Benefits** expenditures are slightly lower, but on target.
 2. **Extra Hire** expenditures are higher as General Fund is being depleted before the Parcel Tax.
 3. **Building Maintenance Contracts** expenditures are slightly higher, but on target. Some cost savings were realized with the recent contract with a new janitorial service provider. These savings will be used to pay for some Maintenance Building Improvement unanticipated expenditures (HVAC).
 4. **Maintenance Building Improvement** expenditures are significantly higher due to HVAC maintenance/repairs. However, there is enough remaining to pay for the two quarterly preventative maintenance services in the remainder of this fiscal year. Additional funds are available from Building Maintenance Contracts to pay for unforeseen repairs.
 5. **Utilities-Gas & Electricity** expenditures are slightly lower, but on target.
 6. **Contract Services** expenditures are overspent as majority of this budget was paid to MARINet at the start of the fiscal year. With MARINet removed from the budget/expenditure, the General Fund overall activity would show 49% expended in comparison to the 53%. In addition, the balance of \$29,307 in this line is enough to cover all budgeted expenditures in the remainder of the fiscal year.
 7. **Internal Service Charges** expenditures are on target.
 8. **Office Supplies** expenditures are lower, however there are plans to use some of these funds to pay for additional public computers/staff monitors.
 9. **Books** expenditures are fully expended as the General Fund is being depleted before the Parcel Tax.
 10. **Periodical's** expenditures are lower in the General Fund. However, the overall expenditure for this line between the General Fund and the Parcel Tax is slightly over, but on target.
 11. **Digital Branch Resources** expenditures are fully expended as the General Fund is being depleted before the Parcel Tax.
 12. **Audio/Video Materials** expenditures are overspent, but this line will not go overbudget as it is continually monitored. There may be some funds available from the Books line to pay for outstanding/future A/V orders.
 13. **Travel & Conference** expenditures are underspent, but there may be upcoming local conferences where these funds may be utilized. Additionally, staff who travel between library locations are reimbursed from this line for mileage.
 14. **Training & Instruction** expenditures are underspent due to the many free trainings available online.
 15. **Professional Dues & Subscriptions** expenditure are lower as only staff involved with professional organizations are encouraged to pay for membership.
 16. **Credit Card Fees** line was not budgeted, but fees are minimal.

- **Parcel Tax** expenditures:
 1. **County Administration Fee** expenditures are overspent. This line is budgeted and managed by City Finance and historically has never gone overbudget at the end of the previous fiscal years.
 2. **Contract Services** expenditures line is not budgeted. However, a request has been submitted to Finance for a midyear budget adjustment as this line will continue to be used to pay for the New Library Conceptual Design Project. The MC Parcel Tax Capital Set-Aside balance will be reduced at the end of the fiscal year by the amount paid to Noll & Tam Architects and Godbe Research.
 3. **Programming Supplies** expenditures are lower due to a reduction in programming. However, programming will continue to increase in FY 2021/22 as staff vacancies are filled and in person programming slowly returns.
 4. **Office Supplies** expenditures are lower, however there are plans to use some of these funds to pay for additional public computers/staff monitors.
 5. **Books** expenditures are underspent, but these funds are continually monitored by selectors and will be fully expended by the end of the fiscal year.
 6. **Periodical's** expenditures are fully expended as the General Fund was being depleted before the Parcel Tax at the start of the fiscal year. Finance instructed the opposite approach during the 1st quarter meeting, spend down the General Fund before the Parcel Tax.
 7. **Digital Branch Resources** expenditures are underspent, but these funds are continually monitored by selectors and will be fully expended by the end of the fiscal year.
 8. **Technology Supplies & Materials** expenditures are lower, however there are plans to use some of these funds to pay for additional public computers/staff monitors/3D printer supplies.
 9. **Training & Instruction** expenditures are underspent due to the many free trainings available online.

FISCAL IMPACT:

There are no costs associated with accepting this report.

ALTERNATIVE ACTION:

Any other action as determined by the Committee.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian

Attachment:

1. FY 2021/22-Q2-Library Budget Spreadsheet

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 21/22																		
3	AS OF: 1/18/2022	GENERAL FUND - Q2						PARCEL TAX - Q2						GENERAL FUND & PARCEL TAX TOTAL - Q2					
4		FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
5		BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS	
6	Revenue (FY21 ACTUAL END OF FY FIG.)	9,542	12,200					1,075,007	1,101,828					1,084,550	1,114,028				
7																			
8	Regular Hire Salaries & Benefits	1,861,870	2,336,755	878,589	1,119,444	47%	48%	743,320	865,689	276,485	338,832	37%	39%	2,605,190	3,202,444	1,155,074	1,458,276	44%	46%
9	Extra Hire	57,748	58,090	109	34,721	0%	60%	115,636	115,636	36,862	52,031	32%	45%	173,384	173,726	36,971	86,752	21%	50%
10	Personnel Services	1,919,618	2,394,845	878,699	1,154,165	46%	48%	858,956	981,325	313,347	390,864	36%	40%	2,778,574	3,376,170	1,192,045	1,545,028	43%	46%
11																			
12	Bldg.Maint.Contracts	33,805	36,628	18,030	19,226	53%	52%	0	0	0	0	0%	0%	33,805	36,628	18,030	19,226	53%	52%
13	Maint.Bldg.Improv.	17,000	12,000	2,141	9,150	13%	76%	0	0	0	0	0%	0%	17,000	12,000	2,141	9,150	13%	76%
14	Utilities-Gas & Electricity	47,455	47,455	18,921	22,107	40%	47%	0	0	0	0	0%	0%	47,455	47,455	18,921	22,107	40%	47%
15	County Administrative Fee	0	0	0	0	0%	0%	28,342	28,342	19,267	19,254	68%	68%	28,342	28,342	19,267	19,254	68%	68%
16	Contract Services (MARINet, pre-pro., etc.)	312,764	329,050	281,085	299,743	90%	91%	0	0	0	6,353	0%	-	312,764	329,050	281,085	306,095	90%	93%
17	Internal Service Charges (IT, phone, ins)	217,694	214,431	108,847	107,216	50%	50%	0	0	0	0	0%	0%	217,694	214,431	108,847	107,216	50%	50%
18	Programming Supplies	0	0	0	0	0%	0%	10,000	10,000	966	210	10%	2%	10,000	10,000	966	210	10%	2%
19	Office Supplies	23,073	7,764	4,552	1,955	20%	25%	0	10,396	0	943	0%	9%	23,073	18,160	4,552	2,898	20%	16%
20	Books	15,845	15,845	0	15,845	0%	100%	137,983	137,983	34,685	33,089	25%	24%	153,828	153,828	34,685	48,934	23%	32%
21	Periodicals	7,000	7,000	0	1,989	0%	28%	6,250	6,250	0	6,250	0%	100%	13,250	13,250	0	8,239	0%	62%
22	Digital Branch Resources	15,681	10,000	0	10,000	0%	100%	45,000	45,000	18,002	10,847	40%	24%	60,681	55,000	18,002	20,847	30%	38%
23	Audio/Video Materials	10,000	10,000	11,493	8,435	115%	84%	0	0	0	0	0%	0%	10,000	10,000	11,493	8,435	115%	84%
24	Technology Supplies & Materials	0	0	0	0	0%	0%	6,000	6,000	823	265	14%	4%	6,000	6,000	823	265	14%	4%
25	Travel & Conference	0	2,500	0	0	0%	0%	0	0	0	0	0%	0%	0	2,500	0	0	0%	0%
26	Training & Instruction	0	2,500	0	0	0%	0%	5,000	5,000	183	499	4%	10%	5,000	7,500	183	499	4%	7%
27	Professional Dues & Subscriptions	1,000	1,000	0	405	0%	41%	0	0	0	0	0%	0%	1,000	1,000	0	405	0%	41%
28	Credit Card Fees	400	0	60	61	15%	-	0	0	0	0	0%	0%	400	0	60	61	15%	-
29	Non-Personnel Services	701,717	696,173	445,129	496,130	63%	71%	238,575	248,971	73,926	77,711	31%	31%	940,292	945,144	519,055	573,841	55%	61%
30																			
31	Total	2,621,335	3,091,018	1,323,828	1,650,295	51%	53%	1,097,531	1,230,296	387,272	468,574	35%	38%	3,718,866	4,321,314	1,711,100	2,118,869	46%	49%
32																			
33	Other Budget Sources							Budget Sources	Annual	% of Total									
34	Estimated Friends of the Library	28,815.00						General Fund	3,091,018	71.06%									
35	TOTAL	28,815.00						Parcel Tax	1,230,296	28.28%									
36								Other	28,815.00	0.66%									
37	Special Funds							TOTAL	4,350,129	100.00%									
38	Estimated 214 Fund Balance	21,669																	
39	Copy Fund	1,289																	
40	Donations for New Building	300																	
41	General Donations Fund	112,091																	
42	Kay Corlett Memorial Fund	495,717																	
43	Kenneth Edlin Memorial Fund	440,613																	
44	Robert and Lorraine Joses Memorial Fund	1,400,887																	
45	MC PT Capital Set-Aside Bal. (6/30/2021)	281,382																	
46	MD PT Fund Bal. (6/30/2021)	730,581																	
47																			
48	TOTAL	3,484,528																	

NOTE: GF & PT, as directed during the Q1 meeting with Finance, the GF is being spent down first where possible before the PT
NOTE: GF, the TOTAL FY22 percentage should be at 50%, however because the MARINet payment of \$289,296.27 (of which \$22,705.27 was paid by DSOG for CENIC) is paid at the beginning of the FY, it is showing 53%, however, W/O MARINet (\$266,590.91) in budget, GF Budget: \$2,824,427, GF Expenditure: \$1,383,704, Status: 48.99%
NOTE: PT, the Capital Set-Aside AND Fund Balance figures on left have been adjusted as of 6/30/2021, \$6,352.50 will come out set-aside, midyear budget adjustment requested for the PT Contractual Services line to cover remaining Noll & Tam expend. and the Godbe Research Cont., also, as a midyear budget adjustment, increase the 214 budget from \$40K to \$70K for books/eBooks, deplete the General Donations Fund by \$30K
NOTE: PT & 214, Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance