



**Tuesday, February 8, 2022  
6:00 P.M.**

**Virtual via Zoom**

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## **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-2-8-2022>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone?

Call: (253) 215-8782 and enter 880-1453-1177#

### **CALL TO ORDER**

- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve regular meeting minutes of January 11, 2022

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

2. Introductions/Awards/Recognitions/Presentations
  - New Library Video Game Collection – Basia Jędruszczak, 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. FY 2021- 2022 2nd Quarter Annual Revenue and Expenditure Budget Report
5. Allergy Awareness Signage Update

## **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:

**NEXT MEETING:** March 8, 2022

## **FUTURE AGENDA TOPICS**

- RFID Tagging Update

## **ADJOURNMENT**

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### **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.*

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# SAN RAFAEL

LIBRARY AND RECREATION

## BOARD OF LIBRARY TRUSTEES

## MINUTES

**San Rafael Library – 1100 E Street, San Rafael, CA**

**January 11, 2022 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=L2p4LAD1skY>

### **CALL TO ORDER**

Chair Duque Hughes called the meeting to order at 6:04 P.M.

### **Roll Call**

**Present:** Trustee Cortes  
Chair 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  
Katie Port, Supervising Librarian

### **AGENDA AMENDMENTS**

None.

### **MINUTES**

#### **1. Approve Regular Meeting Minutes of November 9, 2021**

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

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

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

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

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

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

Reimagining Adult Outreach – Katie Port, Supervising Librarian  
Staff responded to questions from the Trustees.

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

Trustee Cortes suggested reaching out to Rollin' Root and Marin Child Care Council.

Trustee Vahdat suggested the library's presence at the Downtown Farmers Market.

Chair Duque Hughes suggested Next Door.

### **3. Public Comment from the audience regarding items not listed on the agenda**

None.

## **MATTERS BEFORE THE BOARD**

### **4. Review of Proposed Collection and Development Policy and Gift and Donation Policy**

Presentation by Jamie Poirier, Supervising Librarian

Staff responded to questions from the Trustees.

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

## **BOARD REPORTS AND COMMENTS**

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

None.

**STAFF REPORTS AND COMMENTS**

**6. 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.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

Trustee Cortes requested the nut allergy sign be emailed to her for review.

Trustee Cortes requested results of the discussion from a previous Library Board of Trustees meeting where the nut allergy topic was presented.

Trustee Cortes requested the nut allergy topic be placed on the agenda of the next Library Board of Trustees meeting for further discussion.

Chair Duque Hughes suggested graphics of the various nuts and the reason why the nuts may be hazardous.

**NEXT MEETING: February 8, 2022**

**FUTURE AGENDA TOPICS**

- RFID Tagging Update

**ADJOURNMENT**

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



**February 8, 2022  
Item #4**

**TITLE: REVIEW OF FY 2021/22 SECOND 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 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 2021-2022. 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 21/22 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 21/22 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. **Periodicals** 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 FY22 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. **Periodicals** 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 1<sup>st</sup> 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:**

None

**ALTERNATIVE ACTION:**

Any other action as determined by the Board.

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	<b>SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 21/22</b>																		
3	<b>AS OF: 1/18/2022</b>	<b>GENERAL FUND - Q2</b>						<b>PARCEL TAX - Q2</b>						<b>GENERAL FUND &amp; PARCEL TAX TOTAL - Q2</b>					
4		FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
5		<b>BUDGET</b>		<b>EXPENDITURE</b>		<b>STATUS</b>		<b>BUDGET</b>		<b>EXPENDITURE</b>		<b>STATUS</b>		<b>BUDGET</b>		<b>EXPENDITURE</b>		<b>STATUS</b>	
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	<b>Personnel Services</b>	<b>1,919,618</b>	<b>2,394,845</b>	<b>878,699</b>	<b>1,154,165</b>	<b>46%</b>	<b>48%</b>	<b>858,956</b>	<b>981,325</b>	<b>313,347</b>	<b>390,864</b>	<b>36%</b>	<b>40%</b>	<b>2,778,574</b>	<b>3,376,170</b>	<b>1,192,045</b>	<b>1,545,028</b>	<b>43%</b>	<b>46%</b>
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	<b>Non-Personnel Services</b>	<b>701,717</b>	<b>696,173</b>	<b>445,129</b>	<b>496,130</b>	<b>63%</b>	<b>71%</b>	<b>238,575</b>	<b>248,971</b>	<b>73,926</b>	<b>77,711</b>	<b>31%</b>	<b>31%</b>	<b>940,292</b>	<b>945,144</b>	<b>519,055</b>	<b>573,841</b>	<b>55%</b>	<b>61%</b>
30																			
31	<b>Total</b>	<b>2,621,335</b>	<b>3,091,018</b>	<b>1,323,828</b>	<b>1,650,295</b>	<b>51%</b>	<b>53%</b>	<b>1,097,531</b>	<b>1,230,296</b>	<b>387,272</b>	<b>468,574</b>	<b>35%</b>	<b>38%</b>	<b>3,718,866</b>	<b>4,321,314</b>	<b>1,711,100</b>	<b>2,118,869</b>	<b>46%</b>	<b>49%</b>
32																			
33	<b>Other Budget Sources</b>							<b>Budget Sources</b>	<b>Annual</b>	<b>% of Total</b>									
34	Estimated Friends of the Library	28,815.00						General Fund	3,091,018	71.06%									
35	<b>TOTAL</b>	<b>28,815.00</b>						Parcel Tax	1,230,296	28.28%									
36								Other	28,815.00	0.66%									
37	<b>Special Funds</b>							<b>TOTAL</b>	<b>4,350,129</b>	<b>100.00%</b>									
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	<b>TOTAL</b>	<b>3,484,528</b>																	

**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



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**February 8, 2022  
Item #5**

**TITLE: ALLERGY AWARENESS SIGNAGE UPDATE**

**SUMMARY**

At the regular meeting of the Library Board of Trustees on January 11, 2022, staff presented the finalized version of the nut awareness signs to the Board.

As a result, the Library Board of Trustees requested at their January 2022 meeting to have the topic be placed on the agenda of the next Library Board of Trustees meeting in February 2022 for further discussion. There was also a suggestion for the inclusion of graphics of all the various nuts, a suggestion for an updated Spanish language translation that was more inclusive of nut types and a suggestion for the inclusion of an explanation about why the nuts may be hazardous.

**RECOMMENDATION**

That the Board accept the report and provide feedback.

**BACKGROUND**

On October 15, 2019, the Library Board of Trustees discussed the Guidelines for Library Use <https://srpubliclibrary.org/about/guidelines-for-library-use/> which allows the limited consumption of food within the library. A concern was voiced that verbiage be developed to make library patrons aware of the hazards of consuming peanuts and tree nuts and related food products in the library children's area.

Based on their feedback, staff developed some verbiage and presented it to the Board of Trustees at their November 12, 2019, meeting for their review and consideration. The Trustees made suggestions as to where to post signage and making it available in both English and Spanish. Staff notified the Board that they would be having the City Attorney's office review the recommendations for their review.

Staff presented a report to the Library Board of trustees at the February 11, 2020, meeting that summarized the concerns and discussions around nut allergies and presented the feedback from the City Attorney's office with regards to rules regarding the consumption of nuts and nut-based food products in the library.

There was also a suggestion for the inclusion of graphics of all the various nuts, a suggestion for an updated Spanish language translation that was more inclusive of nut types and a suggestion for the inclusion of an explanation about why the nuts may be hazardous.

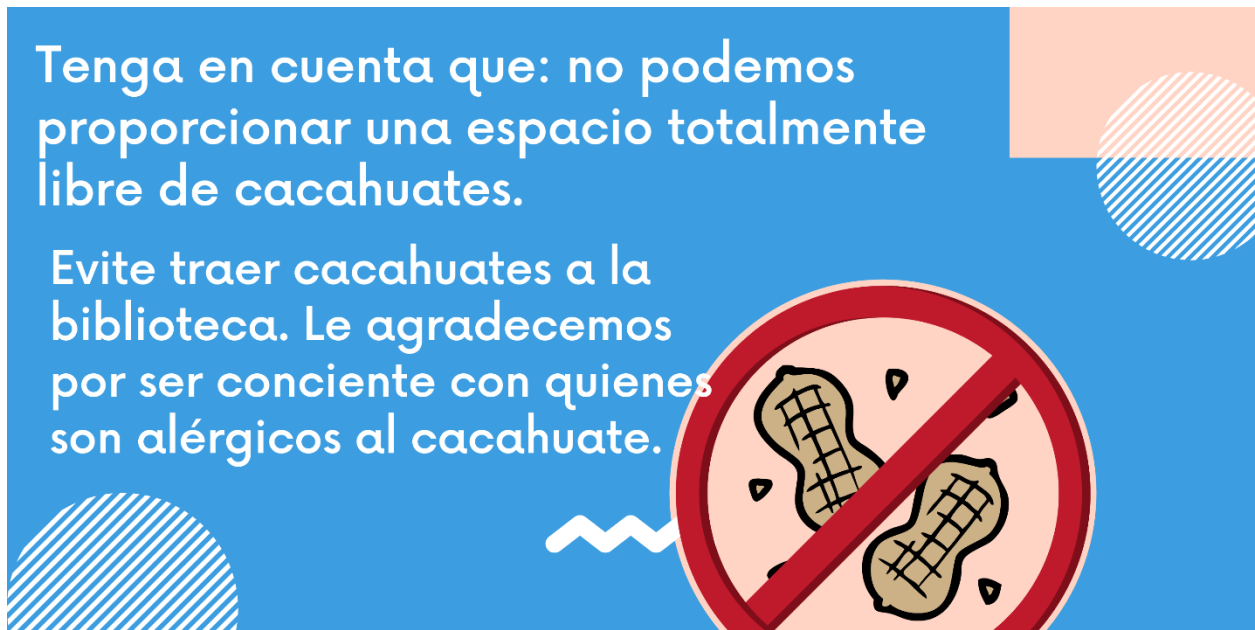
## **DISCUSSION**

The Board of Trustees has previously suggested that staff develop some signage that would serve as a warning and raise awareness both for those who may inadvertently consume or bring potentially allergenic substances into the library and for those who may be subject to food allergies.

Draft verbiage was developed and shared with the City Attorney's Office for their review and guidance. Upon their review, the City Attorney's office recommended that the signage should serve to raise awareness rather than prohibit consumption of peanuts entirely. The City Attorney shared specific concerns and advised that we do not impose a prohibition because such a prohibition would be challenging to enforce and would create an additional liability for the City.

As a result, staff has developed the draft sign below, for the Board's review and consideration at the February 11, 2020, Library Board meeting.

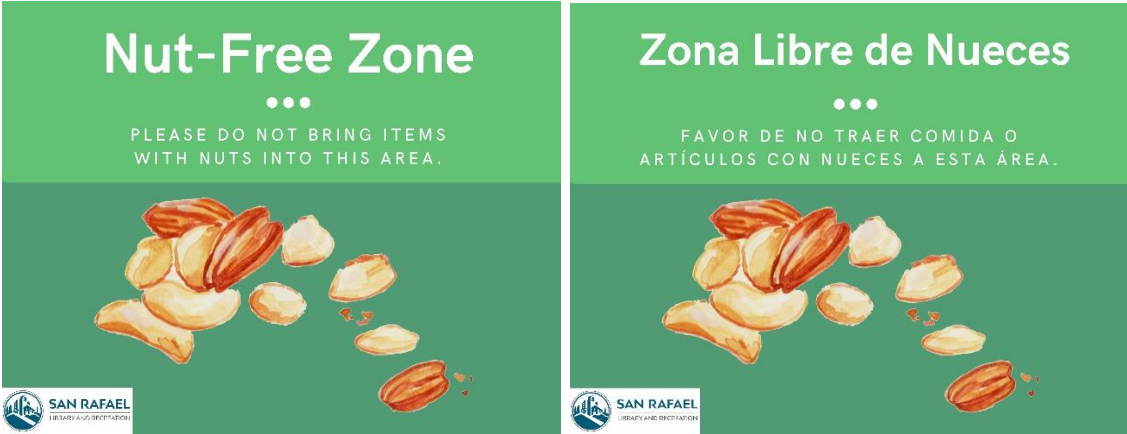




In response to the above signs presented to the board, the board shared the following feedback: (from the minutes of the February 11, 2020, meeting) –

*“Board Member Cortes provided examples of signage that emphasized the message with large font and easy to understand graphics. She recommended language such as “nut-free zone” in large font at the top, “please do not bring items with nuts into this area” in small font at the bottom under a large graphic (graphic showing various types of nuts) in the middle.”*

Subsequently the allergy signs were revised and brought back to the board on January 11, 2022, as part of the City Librarian’s report in the following format:



**FISCAL IMPACT**

None

**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 and Recreation Director / City Librarian