



**Tuesday, May 10, 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://bit.ly/BLT-05-10-2022>

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 861-6494-3820#

### **CALL TO ORDER**

- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve regular meeting minutes of April 12, 2022

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

2. Introductions/Awards/Recognitions/Presentations  
Presentation by Paul Cohen: Library Facilities Planning Update  
Presentation by Matthew Hurley: Outreach to the Services Support Area (SSA)
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 3rd Quarter Annual Revenue and Expenditure Budget Report

## **BOARD REPORTS AND COMMENTS**

5. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.
  - Parks & Recreation Master Plan Steering Committee

## **STAFF REPORTS AND COMMENTS**

6. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff:

**NEXT MEETING: June 14, 2022**

## **FUTURE AGENDA TOPICS**

## **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

April 12, 2022 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=2TSi5FM1lyU>

### **CALL TO ORDER**

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

### **Roll Call**

**Present:** Trustee Cortes  
Chair Duque Hughes  
Trustee Han  
Trustee Lentini  
Trustee Vahdat – entered meeting at 6:05

**Absent:** None

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Catherine Quffa, Assistant Library & Recreation Director  
Jinder Banwait, Administrative Analyst  
Katie Port, Supervising Librarian

### **AGENDA AMENDMENTS**

None

### **MINUTES**

**1. Approve Regular Meeting Minutes of March 8, 2022**

Chair Duque Hughes invited public comment; however, there was none.  
Trustees provided comments.  
The minutes of March 8, 2022 were approved as submitted.

Trustee Cortes moved, and Trustee Han seconded to approve the minutes of the March 8, 2022 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**

##### **Park Pass Program Update by Supervising Librarian Katie Port**

Staff responded to questions from the Trustees.

Chair Duque Hughes 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. MARINet Radio Frequency Identification (RFID) Update**

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City 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.**

Trustee Lentini provided an update from the Parks & Recreation Master Plan Steering Committee.

### **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, Susan Andrade-Wax, Library & Recreation Director, and Catherine Quffa, Assistant Library & Recreation Director  
Staff responded to questions from the Trustees.  
Chair Duque Hughes invited public comment; however, there was none.  
Trustees provided comments.

**NEXT MEETING: May 10, 2022**

**FUTURE AGENDA TOPICS**

- None (other than what is on the workplan)

**ADJOURNMENT**

The meeting was adjourned at 7:04 P.M.

DRAFT



**May 10, 2022  
Item #4**

**TITLE: REVIEW OF FY 2021/22 THIRD 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 third 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 third quarter of 2021-2022. As of this report, 75% of the fiscal year has elapsed. The overall activity was 70% expended. General Fund expenditures ended at 74% of budget. The General Fund expenditure is slightly lower due to staff vacancies. The Parcel Tax expenditures ended at 59% 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 \$33,815.
- 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 lower due to staff vacancies.
  2. **Extra Hire** expenditures are fully expended as the General Fund is being depleted before the Parcel Tax. The savings from the Regular Hire Salaries & Benefits line will be utilized for additional funding for this line.
  3. **Building Maintenance Contracts** expenditures are on target.
  4. **Maintenance Building Improvement** expenditures are significantly higher due to HVAC maintenance/repairs. However, there is enough remaining to pay for the one quarterly preventative maintenance service 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 higher due to higher energy costs.
  6. **Contract Services** expenditures are overspent as majority of this budget was paid to MARINet at the start of the fiscal year. The balance 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 slightly lower, but on target.
  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. The current periodicals levels in the library are adequate, therefore, the remaining funds will be used for books.
  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 fully expended. However, funds from the Books/Periodicals lines are available to pay for outstanding/future A/V orders.
  13. **Travel & Conference** expenditures are underspent, but there may be upcoming local conferences where these funds will 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. However, these funds may be used for upcoming training opportunities or to augment the Travel & Conference line.
  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 expenditure are lower as fees are minimal due to higher online payment transactions.
  
- **Parcel Tax** expenditures:
  1. **Regular Hire Salaries & Benefits** expenditures are lower due to staff vacancies.
  2. **Extra Hire** expenditures are significantly higher due to coverage for vacant positions. The General Fund savings from the Regular Hire Salaries & Benefits line will be utilized once this line is fully depleted.

3. **County Administration Fee** expenditures are underspent. This line is budgeted and managed by the City Finance Department and historically has never gone overbudget at the end of the previous fiscal years.
4. **Contract Services** expenditures line is not budgeted. However, this line will continue to be used for the New Library Conceptual Design Project related expenditures. The Measure C Parcel Tax Capital Set-Aside balance will be reduced at the end of the fiscal year by the amount paid to the various contractors.
5. **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. Unspent funds are added to the Parcel Tax Fund Balance at the end of the fiscal year.
6. **Office Supplies** expenditures are lower, however there are plans to use some of these funds to pay for additional public computers.
7. **Books** expenditures are underspent, but these funds are continually monitored by selectors and will be fully expended by the end of the fiscal year.
8. **Periodicals** expenditures are fully expended as the Parcel Tax was being depleted before the General Fund at the start of the fiscal year.
9. **Digital Branch Resources** expenditures are underspent, but these funds are continually monitored and will be fully expended by the end of the fiscal year (eBooks).
10. **Technology Supplies & Materials** expenditures are overspent due to the recent upgrade of small/outdated staff monitors. The remaining funds will be used for 3D printer parts/supplies.
9. **Training & Instruction** expenditures are underspent due to the many free trainings available online. However, these funds may be used for upcoming training opportunities or to augment the Travel & Conference line.

**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-Q3-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: 4/19/2022</b>	<b>GENERAL FUND - Q3</b>						<b>PARCEL TAX - Q3</b>						<b>GENERAL FUND &amp; PARCEL TAX TOTAL - Q3</b>					
4		<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>
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	<b>Revenue (FY21 ACTUAL END OF FY FIG.)</b>	<b>9,542</b>	<b>12,200</b>					<b>1,075,007</b>	<b>1,101,828</b>					<b>1,084,550</b>	<b>1,114,028</b>				
7																			
8	Regular Hire Salaries & Benefits	1,861,870	2,336,755	1,319,883	1,632,123	71%	70%	743,320	865,689	414,123	501,585	56%	58%	2,605,190	3,202,444	1,734,006	2,133,708	67%	67%
9	Extra Hire	57,748	58,090	28,426	58,090	49%	100%	115,636	115,636	42,326	100,309	37%	87%	173,384	173,726	70,752	158,399	41%	91%
10	<b>Personnel Services</b>	<b>1,919,618</b>	<b>2,394,845</b>	<b>1,348,309</b>	<b>1,690,213</b>	<b>70%</b>	<b>71%</b>	<b>858,956</b>	<b>981,325</b>	<b>456,448</b>	<b>601,894</b>	<b>53%</b>	<b>61%</b>	<b>2,778,574</b>	<b>3,376,170</b>	<b>1,804,758</b>	<b>2,292,107</b>	<b>65%</b>	<b>68%</b>
11																			
12	Bldg.Maint.Contracts	33,805	36,628	23,303	26,568	69%	73%	0	0	0	0	0%	0%	33,805	36,628	23,303	26,568	69%	73%
13	Maint.Bldg.Improv.	17,000	12,000	2,275	10,825	13%	90%	0	0	0	0	0%	0%	17,000	12,000	2,275	10,825	13%	90%
14	Utilities-Gas & Electricity	47,455	47,455	26,249	39,994	55%	84%	0	0	0	0	0%	0%	47,455	47,455	26,249	39,994	55%	84%
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	296,768	320,173	95%	97%	0	0	0	6,353	0%	-	312,764	329,050	296,768	326,526	95%	99%
17	Internal Service Charges (IT, phone, ins)	217,694	214,431	163,270	160,823	75%	75%	0	0	0	0	0%	0%	217,694	214,431	163,270	160,823	75%	75%
18	Programming Supplies	0	0	0	0	0%	0%	10,000	10,000	1,416	3,359	14%	34%	10,000	10,000	1,416	3,359	14%	34%
19	Office Supplies	23,073	7,764	14,839	5,564	64%	72%	0	10,396	0	943	0%	9%	23,073	18,160	14,839	6,507	64%	36%
20	Books	15,845	15,845	15,862	15,845	100%	100%	137,983	137,983	40,388	65,893	29%	48%	153,828	153,828	56,250	81,738	37%	53%
21	Periodicals	7,000	7,000	0	1,989	0%	28%	6,250	12,500	0	6,250	0%	50%	13,250	19,500	0	8,239	0%	42%
22	Digital Branch Resources	15,681	10,000	3,400	10,000	22%	100%	45,000	45,000	18,002	13,912	40%	31%	60,681	55,000	21,402	23,912	35%	43%
23	Audio/Video Materials	10,000	10,000	18,773	10,000	188%	100%	0	0	0	0	0%	0%	10,000	10,000	18,773	10,000	188%	100%
24	Technology Supplies & Materials	0	0	0	0	0%	0%	6,000	6,000	823	5,539	14%	92%	6,000	6,000	823	5,539	14%	92%
25	Travel & Conference	0	2,500	0	220	0%	9%	0	0	0	0	0%	0%	0	2,500	0	220	0%	9%
26	Training & Instruction	0	2,500	210	332	0%	13%	5,000	5,000	183	499	4%	10%	5,000	7,500	393	831	8%	11%
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	400	90	100	23%	25%	0	0	0	0	0%	0%	400	400	90	100	23%	25%
29	<b>Non-Personnel Services</b>	<b>701,717</b>	<b>696,573</b>	<b>565,040</b>	<b>602,839</b>	<b>81%</b>	<b>87%</b>	<b>238,575</b>	<b>255,221</b>	<b>80,078</b>	<b>122,001</b>	<b>34%</b>	<b>48%</b>	<b>940,292</b>	<b>951,794</b>	<b>645,118</b>	<b>724,839</b>	<b>69%</b>	<b>76%</b>
30																			
31	<b>Total</b>	<b>2,621,335</b>	<b>3,091,418</b>	<b>1,913,349</b>	<b>2,293,052</b>	<b>73%</b>	<b>74%</b>	<b>1,097,531</b>	<b>1,236,546</b>	<b>536,527</b>	<b>723,895</b>	<b>49%</b>	<b>59%</b>	<b>3,718,866</b>	<b>4,327,964</b>	<b>2,449,876</b>	<b>3,016,947</b>	<b>66%</b>	<b>70%</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 Contrib.	33,815.00						General Fund	3,091,418	70.88%									
35	<b>TOTAL</b>	<b>33,815.00</b>						Parcel Tax	1,236,546	28.35%									
36								Other	33,815.00	0.78%									
37	<b>Special Funds</b>							<b>TOTAL</b>	<b>4,361,779</b>	<b>100.00%</b>									
38	Estimated 214 Fund Balance	21,669																	
39	Copy Fund	1,706																	
40	Donations for New Building	300																	
41	General Donations Fund	125,708																	
42	Kay Corlett Memorial Fund	495,717																	
43	Kenneth Edlin Memorial Fund	489,640																	
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>3,547,589</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:** PT & 214, Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance

**Budget Sources + Special Funds: 7,909,368**