



CORONAVIRUS (COVID-19) ADVISORY NOTICE

Virtual Meeting:
<https://bit.ly/SLPT-05-24-2022>

Telephone: (346) 248-7799 Meeting ID: 875-7896-3438#

The City is not responsible for any interrupted service.

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(346) 248-7799 and enter 875-7896-3438#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of February 22, 2022

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 2021/2022 3rd 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
February 22, 2022 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=YW4ccAUIYno>

CALL TO ORDER

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

Roll Call

Present: Member Brinckerhoff
Member Grasso
Chair Kellogg
Member Young

Absent: 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 November 18, 2021

The minutes of November 18, 2021 were approved as submitted.

Chair Kellogg moved, and Member Brinckerhoff seconded to approve the minutes of the November 18, 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 FY 2021/2022 1st Quarter Annual Revenue and Expenditure Budget Report**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Review of FY 2021/2022 1st Quarter Annual Revenue and Expenditure Budget Report
Staff responded to questions from the Committee Members.

Chair Kellogg invited public comment; however, there was none.
Committee Members provided comments.

Chair Kellogg pointed out that agenda items 3 and 4 titles should show “FY 2021/2022” on the agenda, not “FY 2021/2021.”

Chair Kellogg pointed out that the presentation slides showed “Trustees” when the slides should show “Committee Members”.

Member Brinckerhoff pointed out that the “Estimated Friends of the Library” amount of \$28,815 in Attachment 1 of agenda item 4 should be higher due to recently approved Friends of the Library Funding Requests. Mr. Bankhead acknowledged the increase and said the updated amount would be included in the 3rd quarter report.

The report was accepted as submitted.

Member Young moved, and Member Brinckerhoff 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 as submitted.

4. Review of FY 2021/2022 2nd Quarter Annual Revenue and Expenditure Budget Report

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Review of FY 2021/2022 2nd Quarter Annual Revenue and Expenditure Budget Report
Staff responded to questions from the Committee Members.
Chair Kellogg invited public comment; however, there was none.
Committee Members provided comments.

The report was accepted as submitted.
Chair Kellogg 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 as submitted.

ADJOURNMENT

The meeting was adjourned at 6:31 P.M.

Tentative date for next meeting – TBD



**May 24, 2022
Item #3**

**TITLE: REVIEW OF FY 2021/2022 THIRD 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 2021/2022 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 FY 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 2021/2022 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 2021/2022 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 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.
 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 Library Preservation, Renovation and Expansion 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 FY2021-2022 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 Committee.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian

Attachment:

1. FY 2021-2022-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 **SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 21/22**

3	GENERAL FUND - Q3						PARCEL TAX - Q3						GENERAL FUND & PARCEL TAX TOTAL - Q3						
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.)																		
7	9,542	12,200					1,075,007	1,101,828					1,084,550	1,114,028					
8	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	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	1,919,618	2,394,845	1,348,309	1,690,213	70%	71%	858,956	981,325	456,448	601,894	53%	61%	2,778,574	3,376,170	1,804,758	2,292,107	65%	68%	
11																			
12	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	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	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	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	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	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	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	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	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	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	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	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	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	0	2,500	0	220	0%	9%	0	0	0	0	0%	0%	0	2,500	0	220	0%	9%	
26	0	2,500	210	332	0%	13%	5,000	5,000	183	499	4%	10%	5,000	7,500	393	831	8%	11%	
27	1,000	1,000	0	405	0%	41%	0	0	0	0	0%	0%	1,000	1,000	0	405	0%	41%	
28	400	400	90	100	23%	25%	0	0	0	0	0%	0%	400	400	90	100	23%	25%	
29	701,717	696,573	565,040	602,839	81%	87%	238,575	255,221	80,078	122,001	34%	48%	940,292	951,794	645,118	724,839	69%	76%	
30																			
31	Total	2,621,335	3,091,418	1,913,349	2,293,052	73%	74%	1,097,531	1,236,546	536,527	723,895	49%	59%	3,718,866	4,327,964	2,449,876	3,016,947	66%	70%

33	Other Budget Sources		
34	Estimated Friends of the Library Contrib.	33,815.00	
35	TOTAL	33,815.00	
36			
37	Special Funds		
38	Estimated 214 Fund Balance	21,669	214 Project Accounts
39	Copy Fund	1,706	
40	Donations for New Building	300	
41	General Donations Fund	125,708	
42	Kay Corlett Memorial Fund	495,717	712 Memorial Funds
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	215 PT Funds
46	MD PT Fund Bal. (6/30/2021)	730,581	
47			
48	TOTAL	3,547,589	

Budget Sources	Annual	% of Total
General Fund	3,091,418	70.88%
Parcel Tax	1,236,546	28.35%
Other	33,815.00	0.78%
TOTAL	4,361,779	100.00%
Budget Sources + Special Funds:		7,909,368

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