

**AGENDA
LARKSPUR LIBRARY BOARD
REGULAR MEETING
Monday, May 9, 2016
TIME: 6:15 P.M.
LARKSPUR CITY COUNCIL CHAMBERS
400 MAGNOLIA AVENUE, LARKSPUR**

Board Members: Chair: Joan Foley; Vice-Chair: Jeff Gunderson; Noel Shumway; Jeannette Giacomini; Michelle Melka.

ROLL CALL

APPROVAL OF CONSENT CALENDAR

Please note: The purpose of the Consent Calendar is to group items which may be approved routinely. Anyone may request removal of an item for discussion.

1. The Acting Library Director certifies that this Agenda has been posted in accordance with the requirements of the Government Code.
2. Approval of Minutes as Submitted: Regular Meeting, March 14, 2016 and Special Meeting, April 18, 2016

PUBLIC COMMENT: The Library Board will hear public comments only on matters over which they have jurisdiction. The Library Board is precluded by law discussing matters brought forward during Public Comment. The Chair will allot no more than five minutes to any individual. Unless the Library Board determines otherwise, the total amount of time allocated to this agenda item will be 15 minutes.

BOARD MEMBERS' REPORTS AND COMMENTS-

(Additional important information relating to the Library and/or Library Groups)

ACTING LIBRARY DIRECTOR'S ORAL REPORT -

BUSINESS ITEMS

1. Introduction to Acting Library Director
2. Preliminary FY 16-17 Library Budget
3. Questions and Answers with Larkspur City Manager

STATUS REPORTS – Reports from the Library's Support Groups (Friends, Foundation and Steering Committee):

ADJOURNMENT

NOTICE IS HEREBY GIVEN: If you challenge any item on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing herein described, or in written correspondence delivered to the Library Director at, or prior to, the public hearing. [G.C. § 65009 (b) (2)]

Any writings or documents provided to a majority of the Library Board regarding an item on this agenda will be made available for public inspection at the Customer Service Counter at City Hall located at 400 Magnolia Avenue, Larkspur, CA and at the main counter of the Library located at the same address during normal business hours. (SB 343, amending G.C. Section 54957.5)

ACCESS TO MEETINGS: Meeting facilities are accessible to persons with disabilities. If you require special assistance, please contact any staff member prior to the meeting. An interpreter for the deaf will also be made available upon request to the staff at least five days prior to the meeting.

LIBRARY BOARD MEETING SCHEDULE

Regular Board Meeting	June 13, 2016
Regular Board Meeting	July 11, 2016
Regular Board Meeting	August 8, 2016
Regular Board Meeting	September 12, 2016
Regular Board Meeting	October 10, 2016
Regular Board Meeting	November 14, 2016
Regular Board Meeting	December 12, 2016

**CITY OF LARKSPUR
Staff Report**

May 9, 2016 Library Board Meeting

DATE: May 6, 2016
TO: Library Board Members
FROM: Dan Schwarz, City Manager
SUBJECT: PRELIMINARY FISCAL YEAR 2016-17 DEPARTMENT BUDGET FOR
THE LARKSPUR LIBRARY

ACTION REQUESTED

Review and provide recommendations to the City Council.

BACKGROUND AND SUMMARY

The Municipal Code directs the Library Board to review and make recommendations for the Library budget prior to its presentation to the City Council. Attached for the Board's review is the preliminary budget for Fiscal Year 2016-17, which is anticipated to be considered by the City Council at hearing(s) in June 2016.

ANALYSIS

The attached draft budget for FY 2016-17 is generally consistent with the current fiscal year budget, with expenditures adjusted upward to reflect known and unavoidable increases in costs. Unavoidable increases are primarily related to providing wages and benefits, though some contractual service obligations are rising as well. There are two notable exceptions in the budget that are reduced from FY2015-16. First, the Library budget will realize a reduction in the cost of providing pay-as-you-go retiree health benefits (current retirees) due to a reduction in demand. This reduction is reflected in the health benefits line. Second, the budget proposes freezing a currently funded but vacant position. In total, the net change to the Library budget is a reduction of \$98,641.

The FY 2015-16 Budget included funding for a Library Assistant I for 1,560 hours. The position was not filled; service levels were maintained with part-time employees. The proposed FY2016-17 Budget does not include funds for the Library Assistant I position, as it is not anticipated that the General Fund can sustain the cost at this time. Constraints in the City's General Fund warrant caution before funding and filling this

position. It is proposed that the accompanying narrative for the Library in the General Fund budget book label this budget activity as a “freeze” rather than an “elimination” to signal the intent to restore the position at some future date.

Based on year-to-date information for FY2015-16, it appears that budgeted amount for part-time employees is sufficient to sustain current activity levels. Accordingly, this budget proposes carrying forward the same amount for FY2016-17. Staff will need to monitor this situation closely to make certain that service levels can be maintained with this funding amount. If it appears we are drawing more heavily upon part-time support than is anticipated and there are not funds available elsewhere in the Library budget to support the additional need, it may be necessary to propose a mid-year adjustment in January 2017.

Attached for reference is a copy of the FY2015-16 Library budget with year-to-date activity through April 30, 2016.

It should also be noted that the City will be conducting several internal evaluations in FY2016-17 to determine overhead costs throughout the City. It is anticipated that overhead costs in City Hall will be distributed to the departments rather than in one account for the entire building. This change will allow the City to better understand the full cost of operation for all departments. There will be an increase in the Library budget as a result that may not appear on the books until FY2017-18.

STAFF RECOMMENDATION

Review and provide recommendations to the City Council.

Respectfully submitted,

Dan Schwarz
City Manager