

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Monday, November 19, 2018, 6:15pm**  
Belvedere Tiburon Library  
1501 Tiburon Blvd, Tiburon, California

**CALL TO ORDER/ROLL CALL**

**OPEN FORUM**

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

**STAFF BOARD AND COMMITTEE REPORTS**

1. Chair's Report – Thomas Cromwell, Agency Chair (2 minutes)
2. Library Director's Report – Deborah Mazzolini, Library Director (5 minutes)
3. Belvedere Tiburon Library Foundation Report (5 minutes)
4. Financial Statements October, 2018, and Audit Status Update (5 minutes)
5. Committee Reports (5 minutes)

**CONSENT CALENDAR – 2 MINUTES**

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

6. Approval of minutes of October 15, 2018
7. Approval of warrants dated October, 2018

**TRUSTEE CONSIDERATIONS**

The purpose of Trustee Considerations is to list items for discussion and potential action.

8. Consideration of establishment of Ad Hoc Library Expansion Fundraising Committee to Monitor and Report on BTL Foundation and other fundraising activities for the Library Expansion.

**COMMUNICATIONS & ANNOUNCEMENTS**

9. Monthly calendar
10. Schedule of 2018 meeting dates

**NOTICE**

**AMERICANS WITH DISABILITIES ACT**

*The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.*

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**Belvedere-Tiburon Library Agency**  
**Statement of Revenues**  
**Period Ending October 31, 2018**

	FY 2018-19			FY 2017-18		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>						
Basic Library Tax	\$ 1,875,872	\$ -	0.0%	\$ 1,785,700	\$ 1,175	0.1%
Parcel Tax	\$ 275,000	\$ -	0.0%	\$ 275,000	\$ -	0.0%
ERAF	\$ 346,035	\$ 10,110	2.9%	\$ 346,035	\$ -	0.0%
Grants	\$ 151,653	\$ 1,673	1.1%	\$ 210,412	\$ 1,611	0.8%
Desk Revenue Sales & Fines	\$ 82,988	\$ 6,887	8.3%	\$ 24,566	\$ 11,283	45.9%
Interest Income	\$ 23,240	\$ 17,859	0.0%	\$ -	\$ 15	
Misc. Other Revenue	\$ 4,418	\$ 1,422	0.0%	\$ -	\$ -	
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,759,206</b>	<b>37,951</b>	<b>1.4%</b>	<b>\$ 2,641,713</b>	<b>\$ 14,084</b>	<b>0.5%</b>
<b>DEBT SERVICE</b>						
Principal Repayment	\$ (70,000)	\$ -	0.0%	\$ (65,000)	\$ (65,000)	100.0%
Bond Interest	\$ (46,500)	\$ -	0.0%	\$ (50,550)	\$ (26,250)	51.9%
Fiscal Agent Fees	\$ (11,000)	\$ (4,405)	40.0%	\$ (11,000)	\$ (4,252)	38.7%
<b>TOTAL DEBT SERVICE</b>	<b>\$ (127,500)</b>	<b>\$ (4,405)</b>	<b>3.5%</b>	<b>\$ (126,550)</b>	<b>\$ (95,502)</b>	<b>75.5%</b>
<b>TOTAL REVENUE AFTER DEBT SERVICE</b>	<b>\$ 2,631,706</b>	<b>33,546</b>	<b>1.3%</b>	<b>\$ 2,515,163</b>	<b>\$ (81,418)</b>	<b>-3.2%</b>

<b>Percent of Year Complete</b>	<b>33.3%</b>
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- (1) Basic and Parcel Tax Revenue 55% of tax revenue is received in December  
45% of tax revenue is received in April
- (2) ERAF 54% of ERAF revenue is received in January  
46% of ERAF revenue is received in June
- (3) BTLF Grants Endowment grant is received in September  
Corner Books and Annual Appeal grants are received in June

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**Belvedere-Tiburon Library Agency  
Statement of Expenditures  
Period Ending October 31, 2018**

	FY 2018-19			FY 2017-18		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>						
Personnel	\$ 1,831,488	\$ 575,266	31.4%	\$ 1,739,548	\$ 443,778	25.5%
Books, Services & Supplies	\$ 285,528	\$ 156,479	54.8%	\$ 278,725	\$ 108,804	39.0%
Technology Services	\$ 98,382	\$ 25,647	26.1%	\$ 114,700	\$ 14,224	12.4%
Services & Supplies	\$ 91,300	\$ 18,321	20.1%	\$ 89,300	\$ 22,277	24.9%
Building Expenses	\$ 164,291	\$ 33,933	20.7%	\$ 162,145	\$ 18,720	11.5%
Agency Administration	\$ 61,882	\$ 22,930	37.1%	\$ 55,920	\$ 7,159	12.8%
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,532,871</b>	<b>832,576</b>	<b>32.9%</b>	<b>\$ 2,440,338</b>	<b>\$ 614,962</b>	<b>25.2%</b>
<b>NON-OPERATING EXPENSES</b>						
Transfer to Bldg Maintenance Res	\$ -	\$ -		\$ 67,531	\$ -	0.0%
Use Building Reserve	\$ -	\$ -		\$ -	\$ -	
<b>TOTAL NON-OPERATING EXP</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 67,531</b>	<b>\$ -</b>	<b>0.0%</b>
<b>ADDITIONS &amp; IMPROVEMENTS</b>						
Technology & Equipment	\$ (8,000)		0.0%	\$ 8,000	\$ -	0.0%
Building Furniture & Fixtures	\$ (20,000)		0.0%	\$ 20,000	\$ -	0.0%
Architect/Project Management	\$ -	\$ (110,018)		\$ -	\$ -	
<b>TOTAL ADDITIONS &amp; IMPROVE</b>	<b>\$ (28,000)</b>	<b>\$ (110,018)</b>	<b>392.9%</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,504,871</b>	<b>\$ 722,558</b>	<b>28.8%</b>	<b>\$ 2,535,869</b>	<b>\$ 614,962</b>	<b>24.3%</b>

<b>Percent of Year Complete</b>	<b>33.3%</b>
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- (4) Technology Services      Annual MARINet charge is paid in the Fall. There are other small MARINet expenses paid throughout the year
- (5) Building Expenses      Building and Liability insurance is paid in September
- (6) Public Relations and Postage      Three to Four newsletters are done annually: Fall, Winter, Spring, and Special Issue (if appropriate). Costs in the Public Relations and Postage line items show an increase at those times

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**Regular meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**October 15, 2018**

**Roll Call, Present:** Chair Thomas Cromwell, Vice Chair William Smith, Avery Chope, Jeff Foran, Jeff Slavitz

**Members Absent:** Niran Amir, Tom Gram

**Also Present:** Glenn Isaacson, Deborah Mazzolini, Nancy Kemnitzer, Kristin Johnson, Deirdre McCrohan

**CALL TO ORDER:** Chair Cromwell called the meeting to order at 6:15, pm.

**OPEN Forum:**

There was no public comment.

**1. Chair's Report**

Chair Cromwell reported that the Foundation and Agency are moving ahead with the Library expansion, with a kickoff celebration this coming Sunday. Trustee Gram will be Chair of the Building Committee which will be commencing meetings soon.

**2. Library Director's Report:**

Director Mazzolini reported that Sunday's event will run from 2 to 5 pm and will feature a jumpy for children, speakers, food trucks with ice cream and pizza, music, and 2 programs inside the Library: Virtual Technology and Robotics Technology in the Founders Room with Librarian Ivan Silva, and Story Time in the Children's room with Librarian Alicia Bell.

A visual display of the revised Library expansion plans will be set up in the foyer. Chair Cromwell suggested that staff be available to explain the display.

**3. Belvedere Tiburon Library Foundation Report:**

Director Mazzolini reported for the Foundation that the Annual Elaine Petrocelli Book Passage Luncheon will be held on Tuesday November 6<sup>th</sup> starting at 11am. She requested that representatives from the Agency attend. The event is well subscribed to date.

**4. Financial Statements**

No significant Revenue has been received year-to-date, as taxes will begin to arrive in December. ERAF excess from Fiscal Year 2018 totaling approximately \$10,000 has just been received. With 25% of the year passed, expenditures are at 26% of budget. The slight excess is due to substantial MARINet and Audit costs paid early in the fiscal year.

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## 5. Committee Reports

Director Mazzolini reported that Program scheduling is robust and that the Art Exhibits have been well attended and interesting.

## CONSENT CALENDAR

**6/7. Motion to approve the minutes of September 17, 2018 and warrants dated September 2018 made by Trustee Slavitz, seconded by Trustee Chope, passed unanimously by those present.**

### Trustee Considerations:

**8. Consideration of Resolution 248-2018 Authorizing Amendment to the contract between the Agency and BRW Architects to add civil engineering services.**

Library Expansion Project Manager Glenn Isaacson said that adding the civil engineer was critical to the path of the project. He was impressed with the selected firm, Calichi Civil Engineers, in their thorough understanding of the needs of the project. The firm has completed a thorough survey of the property. Their work will be supervised under the auspices of the contract with BRW Architects. The cost of their services to the project will be \$162,500, including the survey.

**Roll Call Vote to approve Resolution 248-2018 Authorizing Amendment to the contract between the Agency and BRW Architects to add civil engineering services: Ayes: Thomas Cromwell, MD, William Smith, Avery Chope, Jeff Foran, Jeff Slavitz. Noes: none. Absent: Niran Amir, Tom Gram.**

**9. Consideration of Resolution 249-2018 Repealing Resolution 2017-2014 and amending the Agency's Conflict of Interest Code.**

**Roll Call Vote to approve Resolution 249-2018 Repealing Resolution 2017-2014 and amending the Agency's Conflict of Interest Code: Ayes: Thomas Cromwell, MD, William Smith, Avery Chope, Jeff Foran, Jeff Slavitz. Noes: none. Absent: Niran Amir, Tom Gram.**

## COMMUNICATIONS & ANNOUNCEMENTS

**10. Monthly Calendar**

**11. Schedule of 2018 Meeting Dates**

The meeting was adjourned by Chair Cromwell at 7:40pm

Respectfully Submitted,

Kristin M. Johnson, Clerk of the Belvedere-Tiburon Library Agency Board

Check/Voucher Number	Vendor Name	Fund Code	GL Code	GL Title	Expenses	Check Total
27972	BLACKSTONE PUBLISHING	100	7601	Books and other Materials	89.99	89.99
27973	BRODART CO.	100	7601	Books and other Materials	288.16	
		100	7602	Vendor Processing Costs	33.25	321.41
27974	BUSINESS CARD	100	7606	Digital Resources & Content	254.88	
		100	8020	Online Services	146.88	
		100	8035	Computers & Peripherals	902.67	
		100	8225	Public Relations	98.49	
		100	8230	Office Supplies	421.59	
		100	8240	Library Services Materials	255.94	
		100	8250	Children's Program Supplies	106.96	
		100	8251	Young Adult Programs	533.00	
		100	8850	Office Expenses	95.50	2,815.91
27975	CENGAGE GALE	100	7601	Books and other Materials	58.32	58.32
27976	COFAM	340	9700	Program Committee Expenses	150.00	150.00
27977	EMILIA HAGERMAN	100	8250	Children's Program Supplies	300.00	300.00
27978	GLAVER CIFUENTES	100	8450	Janitorial Expense	2,300.00	2,300.00
27979	HAGEL SUPPLY COMPANY	100	8460	Custodial Supplies	62.37	62.37
27980	INGRAM LIBRARY SERVICES	100	7601	Books and other Materials	8,031.59	
		100	7602	Vendor Processing Costs	535.68	8,567.27
27981	INGRID PELLEGRINI IMAZ	100	8250	Children's Program Supplies	300.00	300.00
27982	JACKI DUNN	100	8240	Library Services Materials	31.18	31.18
27983	LIBRARY IDEAS LLC	100	7606	Digital Resources & Content	13.50	13.50
27984	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	208.98	208.98
27985	LINDA SCHROETER	360	9850	Art Committee Expenses	4,240.00	4,240.00
27986	MARIN IT, INC.	100	8050	Telecommunications	289.00	289.00
27987	MARIN MUNICIPAL WATER	100	8500	Water	537.95	537.95
27988	MIKE BROWN ELECTRIC CO.	100	8430	Building Maintenance	1,543.51	1,543.51
27989	MILL VALLEY REFUSE	100	8480	Trash	236.13	236.13
27990	OCLC, INC.	100	8020	Online Services	101.41	101.41
27991	OUM & CO., LLP	100	8835	Auditing	500.00	500.00
27992	OVERDRIVE, INC.	100	7606	Digital Resources & Content	1,888.11	1,888.11
27993	PENGUIN RANDOM HOUSE LLC	100	7601	Books and other Materials	28.42	28.42
27994	PITNEY BOWES GLOBAL FINAN	100	8220	Postage Freight	369.01	369.01
27995	PTS	100	8260	Telephone	78.00	78.00
27996	PURCHASE POWER	100	8220	Postage Freight	243.77	243.77
27997	RECORDED BOOKS, INC	100	7601	Books and other Materials	199.52	199.52
27998	REDWOOD SECURITY SYSTEMS,	100	8492	Maintenance Contracts	285.00	285.00
27999	REPUBLIC INDEMNITY CO OF	100	7120	Workers Comp Insurance	523.70	523.70
28000	RILEY F. HURD III	100	8840	Legal Services	2,215.00	
		200	9042	EIR	1,852.50	4,067.50
28001	TIMOTHY JAMES	100	8250	Children's Program Supplies	300.00	300.00
28002	TOWN OF TIBURON	100	8040	Technical Support	2,295.00	2,295.00
28003	TPX COMMUNICATIONS	100	8260	Telephone	843.47	843.47
28004	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	4,227.20	4,227.20
28005	VANZEBO LASER, LLC	100	8230	Office Supplies	894.82	894.82
28006	ZEE MEDICAL COMPANY	100	8230	Office Supplies	118.35	118.35
				TOTAL	39,028.80	39,028.80

BTLA CHECK LISTING  
OCTOBER 31, 2018

Check #	Vendor Name	Fund Code	GL Code	GL Title	Expenses	Check Total
28007	AMELIA STRADER	100	8250	Children's Program Supplies	320.00	320.00
28008	AMERICAN EXPRESS	100	7601	Books and other Materials	29.76	
		100	7606	Digital Resources & Content	62.95	
		100	8035	Computers & Peripherals	346.95	
		100	8071	Website Maintenance	125.00	
		100	8080	Robotics	75.95	
		100	8230	Office Supplies	54.60	
		100	8251	Young Adult Programs	218.28	913.49
28009	ARAMARK	100	8492	Maintenance Contracts	130.89	130.89
28010	BLACKSTONE PUBLISHING	100	7601	Books and other Materials	110.00	110.00
28011	BROWN REYNOLDS WATFORD	200	9041	Architect	74,564.00	74,564.00
28012	BURKELL PLUMBING	100	8430	Building Maintenance	2,040.00	2,040.00
28013	CENGAGE GALE	100	7601	Books and other Materials	26.51	26.51
28014	CENTER FOR THE STUDY OF S	100	7606	Digital Resources & Content	200.00	200.00
28015	CONVERSION MANAGEMENT ASS	200	9048	Project Management	125.00	125.00
28016	COURTNEY LEE	373	9855	Lost Books	17.99	17.99
28017	DELTA DENTAL OF CALIFORNI	100	7110	PERS Insurance Benefits	957.18	957.18
28018	DEMCO, INC.	100	7603	Supplies for Processing	243.74	243.74
28019	DISH	100	8020	Online Services	95.76	95.76
28020	EHDD	200	9041	Architect	1,563.41	1,563.41
28021	GLAVER CIFUENTES	100	8450	Janitorial Expense	2,575.00	2,575.00
28022	GLENN ISAACSON	200	9042	EIR	77.76	77.76
28023	KANOPIY, LLC	100	7606	Digital Resources & Content	1,000.00	1,000.00
28024	LIBERTY GREENLEAF	100	8230	Office Supplies	260.88	260.88
28025	MARINET	100	7606	Digital Resources & Content	2,500.00	2,500.00
28026	MARIN IT, INC.	100	8020	Online Services	400.00	
		100	8050	Telecommunications	297.50	697.50
28027	OVERDRIVE, INC.	100	7606	Digital Resources & Content	818.55	818.55
28028	PACIFIC GAS & ELECTRIC	100	8490	Electricity & Gas	2,504.13	2,504.13
28029	PACIFIC TELEMANAGEMENT SE	100	8260	Telephone	78.00	78.00
28030	PHILADELPHIA INSURANCE COMPANIES	100	7125	Insurance	4,342.00	4,342.00
28031	RECORDED BOOKS, INC	100	7601	Books and other Materials	226.04	226.04
28032	REGENT BOOK CO.	100	7601	Books and other Materials	17.00	17.00
28033	SANDRA WOLF	343	9701	Tea Committee Expense	199.92	199.92
28034	TECHNOLOGY FOR LIFE	100	8090	Technology Training	600.00	600.00
28035	TERMINIX PROCESSING CENTE	100	8492	Maintenance Contracts	79.00	79.00
28036	TREEMASTERS	100	8440	Grounds Maintenance	1,600.00	1,600.00
28037	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	4,265.63	4,265.63
28038	WT.COX INFORMATION SERVIC	100	7601	Books and other Materials	14,698.75	
		320	9500	Snelling Trust Expenses	1,324.33	16,023.08
					119,172.46	119,172.46

# December 2018

December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 25	26	27	28	29	30	Dec 1 10:00am Girls Who Code
2	3 10:00am New Yorker Group 6:30pm BTL FDN MTG	4 12:00pm French Group 3:00pm Teen Lounge 7:00pm Shakespeare	5 10:00am BTLF Cap 4:00pm Cocoa Hour 6:30pm Chess with 6:30pm Technology	6 12:00pm Spanish Grp 1:00pm Italian Grp 3:00pm Mandarin Kids 4:00pm Kid's Program	7 10:00am Take Down Art 4:00pm Coder Dojo	8 10:00am Girls Who Code
9	10 10:30am Art Workshop 1:00pm Hang Art	11 10:00am Program 12:00pm French Group 1:15pm Great Books 3:00pm Teen Lounge	12 4:00pm Cocoa Hour 6:30pm Chess with Chase (Fink room) 6:30pm Technology	13 12:00pm Spanish Grp 1:00pm Italian Grp 3:00pm Mandarin Kids 4:00pm Kids Program	14 10:00am Reference Meeting 4:00pm Coder Dojo	15 10:00am Girls Who Code 1:00pm Lego Club
16 1:00pm Book Binding Workshop	17 6:15pm BTLA MTG	18 10:00am Book Discussion Group 12:00pm French Group 7:00pm Cole Porter	19 2:00pm Library TEA 6:30pm Chess with Chase (Fink room)	20 12:00pm Spanish Grp 1:00pm Italian Grp 3:00pm Mandarin Kids Program	21 10:00am Mastering Tablets & Smartphones 4:00pm Coder Dojo	22
23	24 CLOSED	25 CLOSED	26 CLOSED	27 12:00pm Spanish Grp 1:00pm Italian Grp 7:30pm Trivia Night	28 10:30am Art Workshop	29
30	31	Jan 1, 19	2	3	4	5

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## **Belvedere-Tiburon Library Future Meeting Dates**

No Meeting in December unless needed. (Dec 17)  
January 14, 2019 (2<sup>nd</sup> Monday due to MLK Holiday)  
February 11, 2019 (2<sup>nd</sup> Monday due to President's Holiday)  
March 18, 2019  
April 22, 2019  
May 20, 2019  
June 17, 2019

All meetings are held at 6:15 pm in the Founders Room at the Library  
Unless otherwise notified