

**AGENDA  
BELVEDERE TIBURON LIBRARY AGENCY**

**Monday, April 15, 2019, 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 March, 2019, and Budget discussion for Fiscal Year 2019-2020 (10 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 February 11, 2019
7. Approval of warrants dated February and March 2019

**TRUSTEE CONSIDERATIONS**

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

8. Expansion Building Update by Project Manager Glenn Isaacson.

**COMMUNICATIONS & ANNOUNCEMENTS**

9. Monthly calendar
10. Schedule of 2019 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.*

Belvedere-Tiburon Library Agency  
Statement of Revenues  
Period Ending March 31, 2019

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|   | FY 2018-19          |                     |              | FY 2017-18          |                     |              |
|---|---------------------|---------------------|--------------|---------------------|---------------------|--------------|
|   | Budgeted            | YTD Actual          | %            | Budgeted            | YTD Actual          | %            |
| <b>GENERAL FUND</b>                     |                     |                     |              |                     |                     |              |
| Basic Library Tax                       | \$ 1,875,872        | \$ 1,062,537        | 56.6%        | \$ 1,785,700        | \$ 1,025,601        | 57.4%        |
| Parcel Tax                              | \$ 275,000          | \$ 151,136          | 55.0%        | \$ 275,000          | \$ 151,206          | 55.0%        |
| ERAF                                    | \$ 346,035          | \$ 260,961          | 75.4%        | \$ 346,035          | \$ 223,864          | 64.7%        |
| Grants                                  | \$ 211,653          | \$ 1,673            | 0.8%         | \$ 210,412          | \$ 4,132            | 2.0%         |
| Desk Revenue Sales & Fines              | \$ 22,988           | \$ 13,971           | 60.8%        | \$ 24,566           | \$ 21,561           | 87.8%        |
| Interest Income                         | \$ 26,235           | \$ 34,410           | 0.0%         | \$ 17,706           | \$ 15,370           | 0.0%         |
| Misc. Other Revenue                     | \$ 4,422            | \$ 2,912            | 0.0%         | \$ -                | \$ -                | 0.0%         |
| <b>TOTAL GENERAL FUND</b>               | <b>\$ 2,762,205</b> | <b>1,527,600</b>    | <b>55.3%</b> | <b>\$ 2,659,419</b> | <b>\$ 1,441,735</b> | <b>54.2%</b> |
| <b>DEBT SERVICE</b>                     |                     |                     |              |                     |                     |              |
| Principal Repayment                     | \$ (70,000)         | \$ (70,000)         | 100.0%       | \$ (65,000)         | \$ (65,000)         | 100.0%       |
| Bond Interest                           | \$ (46,500)         | \$ (46,500)         | 100.0%       | \$ (50,550)         | \$ (26,250)         | 51.9%        |
| Fiscal Agent Fees                       | \$ (11,000)         | \$ (6,641)          | 60.4%        | \$ (11,000)         | \$ (8,588)          | 78.1%        |
| <b>TOTAL DEBT SERVICE</b>               | <b>\$ (127,500)</b> | <b>\$ (123,141)</b> | <b>96.6%</b> | <b>\$ (126,550)</b> | <b>\$ (99,838)</b>  | <b>78.9%</b> |
| <b>TOTAL REVENUE AFTER DEBT SERVICE</b> | <b>\$ 2,634,705</b> | <b>1,404,459</b>    | <b>53.3%</b> | <b>\$ 2,532,869</b> | <b>\$ 1,341,896</b> | <b>53.0%</b> |

|                                 |              |
|---------------------------------|--------------|
| <b>Percent of Year Complete</b> | <b>75.0%</b> |
|---------------------------------|--------------|

- (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 March 31, 2019**

|                                      | FY 2018-19          |                     |              | FY 2017-18          |                     |               |
|--------------------------------------|---------------------|---------------------|--------------|---------------------|---------------------|---------------|
|                                      | Budgeted            | YTD Actual          | %            | Budgeted            | YTD Actual          | %             |
| <b>GENERAL FUND</b>                  |                     |                     |              |                     |                     |               |
| Personnel                            | \$ 1,827,645        | \$ 1,297,624        | 71.0%        | \$ 1,739,548        | \$ 1,264,019        | 72.7%         |
| Books, Services & Supplies           | \$ 285,528          | \$ 204,866          | 71.7%        | \$ 279,025          | \$ 183,585          | 65.8%         |
| Technology Services                  | \$ 98,382           | \$ 48,968           | 49.8%        | \$ 114,700          | \$ 44,508           | 38.8%         |
| Services & Supplies                  | \$ 91,300           | \$ 73,261           | 80.2%        | \$ 89,300           | \$ 67,730           | 75.8%         |
| Building Expenses                    | \$ 164,291          | \$ 90,555           | 55.1%        | \$ 162,145          | \$ 77,841           | 48.0%         |
| Agency Administration                | \$ 61,882           | \$ 55,856           | 90.3%        | \$ 55,920           | \$ 37,967           | 67.9%         |
| <b>TOTAL GENERAL FUND</b>            | <b>\$ 2,529,028</b> | <b>1,771,130</b>    | <b>70.0%</b> | <b>\$ 2,440,638</b> | <b>\$ 1,675,650</b> | <b>68.7%</b>  |
| <b>NON-OPERATING EXPENSES</b>        |                     |                     |              |                     |                     |               |
| Transfer to Bldg Maintenance Res     | \$ 69,556           | \$ 69,556           | 100.0%       | \$ 67,531           | \$ 67,531           | 100.0%        |
| Use Building Reserve                 | \$ (28,000)         | \$ -                |              | \$ -                | \$ -                |               |
| <b>TOTAL NON-OPERATING EXP</b>       | <b>\$ 41,556</b>    | <b>\$ 69,556</b>    | <b>0.0%</b>  | <b>\$ 67,531</b>    | <b>\$ 67,531</b>    | <b>100.0%</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%          |
| <b>TOTAL ADDITIONS &amp; IMPROVE</b> | <b>\$ 28,000</b>    | <b>\$ -</b>         | <b>0.0%</b>  | <b>\$ 28,000</b>    | <b>\$ -</b>         | <b>0.0%</b>   |
| <b>TOTAL EXPENDITURES</b>            | <b>\$ 2,542,584</b> | <b>\$ 1,840,686</b> | <b>72.4%</b> | <b>\$ 2,536,169</b> | <b>\$ 1,743,181</b> | <b>68.7%</b>  |

|                                 |              |
|---------------------------------|--------------|
| <b>Percent of Year Complete</b> | <b>75.0%</b> |
|---------------------------------|--------------|

- (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

**Regular meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
February 11, 2019**

**Roll Call, Present:** Chair Thomas Cromwell, Vice Chair William Smith, Niran Amir, Avery Choep, Jeff Foran, Tom Gram, Jeff Slavitz

**Members Absent:** None

**Also Present:** Deborah Mazzolini, Deirdre McCrohan, The Ark Newspaper

**CALL TO ORDER:** Chair Cromwell called the meeting to order at 6:18, pm.

**OPEN Forum:**

There were no comments from the public.

**1. Chairs Report**

Chair Cromwell reported that the Library Expansion is underway and funding is in place. Project Manager Glenn Isaacson is procuring the conditions of approval. Groundbreaking will occur in Spring. There is a preliminary meeting this week to discuss a ceremony for the groundbreaking.

**2. Library Director's Report**

There was no report from the Director.

**3. Belvedere Tiburon Library Foundation Report**

There was no report from the Foundation.

**4. Financial Statements**

Director Mazzolini reported that both Revenues and Expenses are on par with budget at the half-year mark of fiscal 2019.

**5. Committee Reports**

Director Mazzolini reported that the art photography show was hung today. It has been organized by photographer Jessica Miller of the Art Committee. There are more than fourteen photographers represented in the exhibit. The Art Reception is tomorrow night, Tuesday, February 12, 6 to 8pm. The Director read through the list of other upcoming programs.

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## CONSENT CALENDAR

**6/7. Motion to approve the Agency minutes of January 14, 2019 and the warrants dated January, 2019 made by Trustee Smith, seconded by Trustee Choep, all in favor, passed.**

## TRUSTEE CONSIDERATIONS

### **8. Consideration of guidelines for the implementation of naming rights and name recognition for Belvedere Tiburon Library and Belvedere Tiburon Library Foundation.**

Director Mazzolini informed the Agency Board of the process that was put in place to bring the document before the Board. Research included finding and studying Library, University, and no-profit naming guidelines policies. The document was then sent to the Library's legal Counsel for approval.

Chair Cromwell informed the Board that the second phase of the naming opportunity policy will be determining the plaques, including size, shape, and placement. Agency Member Tom Gram offered to edit the policy for clarity of wording.

**Motion to approve the proposed guidelines for the implementation of naming rights and name recognition for Belvedere Tiburon Library and Belvedere Tiburon Library Foundation made by Trustee Choep, seconded by Trustee Amir, all in favor, passed.**

## COMMUNICATIONS & ANNOUNCEMENTS

### **9. Monthly Calendar**

### **10. Schedule of 2019 Meeting Dates**

The next BTLA meeting will be March 18<sup>th</sup>.

The meeting was adjourned by Chair Cromwell at 7:20 pm

Respectfully Submitted,

Deborah Mazzolini, Library Director

| Check # | Vendor Name                    | Fund Code | GL Code | GL Title                    | Expenses     | Check Total  |
|---------|--------------------------------|-----------|---------|-----------------------------|--------------|--------------|
| 100084  | ARAMARK                        | 100       | 8492    | Maintenance Contracts       | \$ 145.95    | \$ 145.95    |
| 100085  | AWE ACQUISITION, INC.          | 100       | 8035    | Computers & Peripherals     | \$ 3,140.41  | \$ 3,140.41  |
| 100086  | BLACKSTONE PUBLISHING          | 100       | 7601    | Books and other Materials   | \$ 99.99     | \$ 99.99     |
| 100087  | BREAK POINT SALES              | 100       | 8220    | Postage Freight             | \$ 877.00    |              |
|         |                                | 100       | 8225    | Public Relations            | \$ 6,495.00  | \$ 7,372.00  |
| 100088  | BUSINESS CARD                  | 100       | 7200    | Professional Development    | \$ 33.04     |              |
|         |                                | 100       | 7603    | Supplies for Processing     | \$ 31.90     |              |
|         |                                | 100       | 7606    | Digital Resources & Content | \$ 29.99     |              |
|         |                                | 100       | 8080    | Robotics                    | \$ 22.85     |              |
|         |                                | 100       | 8225    | Public Relations            | \$ 202.46    |              |
|         |                                | 100       | 8230    | Office Supplies             | \$ 664.51    |              |
|         |                                | 100       | 8240    | Library Services Materials  | \$ 285.57    |              |
|         |                                | 100       | 8251    | Young Adult Programs        | \$ 384.12    | \$ 1,654.44  |
| 100089  | CAROL WEISS                    | 100       | 8240    | Library Services Materials  | \$ 56.78     | \$ 56.78     |
| 100090  | DEMCO, INC.                    | 100       | 8230    | Office Supplies             | \$ 58.43     |              |
|         |                                | 100       | 8250    | Children's Program Supplies | \$ 110.29    | \$ 168.72    |
| 100091  | DEPT. OF MOTOR VEHICLES        | 100       | 7601    | Books and other Materials   | \$ 21.54     | \$ 21.54     |
| 100092  | DIEGO'S GARDENS                | 100       | 8440    | Grounds Maintenance         | \$ 2,345.00  | \$ 2,345.00  |
| 100093  | DISCOVERY OFFICE SYSTEMS       | 100       | 8210    | Copier Expense              | \$ 584.22    | \$ 584.22    |
| 100094  | EMILIA HAGERMAN                | 100       | 8250    | Children's Program Supplies | \$ 300.00    | \$ 300.00    |
| 100095  | GLAVER CIFUENTES               | 100       | 8450    | Janitorial Expense          | \$ 2,625.00  | \$ 2,625.00  |
| 100096  | INGRAM LIBRARY SERVICES        | 100       | 7601    | Books and other Materials   | \$ 7,188.38  |              |
|         |                                | 100       | 7602    | Vendor Processing Costs     | \$ 529.27    | \$ 7,717.65  |
| 100097  | JACKI DUNN                     | 100       | 8240    | Library Services Materials  | \$ 63.56     | \$ 63.56     |
| 100098  | KRISTIN JOHNSON                | 100       | 8220    | Postage Freight             | \$ 35.65     | \$ 35.65     |
| 100099  | LIBRARY IDEAS LLC              | 100       | 7606    | Digital Resources & Content | \$ 9.00      | \$ 9.00      |
| 100100  | LIGHTHOUSE PUBLIC AFFAIRS, LLC | 100       | 8225    | Public Relations            | \$ 2,500.00  | \$ 2,500.00  |
| 100101  | MARIN IT, INC.                 | 100       | 8020    | Online Services             | \$ 400.00    |              |
|         |                                | 100       | 8050    | Telecommunications          | \$ 297.50    | \$ 697.50    |
| 100102  | MILL VALLEY REFUSE             | 100       | 8480    | Trash                       | \$ 251.13    | \$ 251.13    |
| 100103  | OCLC, INC.                     | 100       | 8020    | Online Services             | \$ 101.41    | \$ 101.41    |
| 100104  | OVERDRIVE, INC.                | 100       | 7606    | Digital Resources & Content | \$ 490.18    | \$ 490.18    |
| 100105  | PTS                            | 100       | 8260    | Telephone                   | \$ 78.00     | \$ 78.00     |
| 100106  | PURCHASE POWER                 | 100       | 8220    | Postage Freight             | \$ 108.99    | \$ 108.99    |
| 100107  | RECORDED BOOKS, INC            | 100       | 7601    | Books and other Materials   | \$ 68.19     | \$ 68.19     |
| 100108  | REPUBLIC INDEMNITY CO OF       | 100       | 7120    | Workers Comp Insurance      | \$ 523.70    | \$ 523.70    |
| 100109  | RILEY F. HURD III              | 100       | 8840    | Legal Services              | \$ 1,202.50  | \$ 1,202.50  |
| 100110  | STEPHANIE THWAITES             | 360       | 9850    | Art Committee Expenses      | \$ 9.00      | \$ 9.00      |
| 100111  | TPX COMMUNICATIONS             | 100       | 8260    | Telephone                   | \$ 856.84    | \$ 856.84    |
|         |                                |           |         |                             | \$ 33,227.35 | \$ 33,227.35 |

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| Check # | Vendor Name                           | Fund Code | GL Code | GL Title                    | Expenses      | Check Total   |
|---------|---------------------------------------|-----------|---------|-----------------------------|---------------|---------------|
| 100112  | ACV ARGO TIBURON                      | 100       | 8491    | Parking                     | \$ 1,620.00   | \$ 1,620.00   |
| 100113  | AMERICAN EXPRESS                      | 100       | 1100    | Accounts Receivable         | \$ 25.98      |               |
|         |                                       | 100       | 7601    | Books and other Materials   | \$ 266.11     |               |
|         |                                       | 100       | 7606    | Digital Resources & Content | \$ 70.94      |               |
|         |                                       | 100       | 8020    | Online Services             | \$ 184.95     |               |
|         |                                       | 100       | 8071    | Website Maintenance         | \$ 125.00     |               |
|         |                                       | 100       | 8230    | Office Supplies             | \$ 13.00      |               |
|         |                                       | 100       | 8251    | Young Adult Programs        | \$ 195.72     | \$ 881.70     |
| 100114  | ARAMARK                               | 100       | 8492    | Maintenance Contracts       | \$ 145.95     | \$ 145.95     |
| 100115  | BARTEL ASSOCIATES, LLC                | 100       | 8835    | Auditing                    | \$ 11,100.00  | \$ 11,100.00  |
| 100116  | BLACKSTONE PUBLISHING                 | 100       | 7601    | Books and other Materials   | \$ 152.90     | \$ 152.90     |
| 100117  | BROWN REYNOLDS WATFORD ARCHITECTS INC | 200       | 9041    | Architect                   | \$ 139,910.47 | \$ 139,910.47 |
| 100118  | CENGAGE GALE                          | 100       | 7601    | Books and other Materials   | \$ 101.49     | \$ 101.49     |
| 100119  | CITY OF BELVEDERE                     | 100       | 7110    | PERS Insurance Benefits     | \$ 1,937.80   |               |
|         |                                       | 100       | 8830    | Accounting                  | \$ 2,462.86   | \$ 4,400.66   |
| 100120  | COFAM                                 | 340       | 9700    | Program Committee Expenses  | \$ 150.00     | \$ 150.00     |
| 100121  | CONVERSION MANAGEMENT ASSOC           | 200       | 9048    | Project Management          | \$ 585.00     | \$ 585.00     |
| 100122  | DELTA DENTAL OF CALIFORNI             | 100       | 7110    | PERS Insurance Benefits     | \$ 957.18     | \$ 957.18     |
| 100123  | DEMCO, INC.                           | 100       | 7603    | Supplies for Processing     | \$ 145.35     | \$ 145.35     |
| 100124  | DISH                                  | 100       | 8020    | Online Services             | \$ 100.77     | \$ 100.77     |
| 100125  | HAGEL SUPPLY COMPANY                  | 100       | 8460    | Custodial Supplies          | \$ 552.30     | \$ 552.30     |
| 100126  | HENRY S. OLCOTT MEMORIAL LIBRARY      | 100       | 7602    | Vendor Processing Costs     | \$ 5.00       | \$ 5.00       |
| 100127  | INGRID PELLEGRINI IMAZ                | 100       | 8250    | Children's Program Supplies | \$ 300.00     | \$ 300.00     |
| 100128  | LIBRARY IDEAS LLC                     | 100       | 7606    | Digital Resources & Content | \$ 6.50       | \$ 6.50       |
| 100129  | LINCOLN NATIONAL LIFE INS             | 100       | 7110    | PERS Insurance Benefits     | \$ 219.06     | \$ 219.06     |
| 100130  | MARIN IT, INC.                        | 100       | 8020    | Online Services             | \$ 400.00     | \$ 400.00     |
| 100131  | MARIN MUNICIPAL WATER                 | 100       | 8500    | Water                       | \$ 366.81     | \$ 366.81     |
| 100132  | OPTION CLICK CONSULTING               | 100       | 8240    | Library Services Materials  | \$ 150.00     | \$ 150.00     |
| 100133  | OVERDRIVE, INC.                       | 100       | 7606    | Digital Resources & Content | \$ 813.32     | \$ 813.32     |
| 100134  | RECORDED BOOKS, INC                   | 100       | 7601    | Books and other Materials   | \$ 242.62     | \$ 242.62     |
| 100135  | RILEY F. HURD III                     | 100       | 8840    | Legal Services              | \$ 4,352.50   | \$ 4,352.50   |
| 100136  | SALLY TAO                             | 343       | 9701    | Tea Committee Expense       | \$ 174.93     | \$ 174.93     |
| 100137  | TECHNOLOGY FOR LIFE                   | 100       | 8240    | Library Services Materials  | \$ 300.00     | \$ 300.00     |
| 100138  | TERMINIX PROCESSING CENTE             | 100       | 8492    | Maintenance Contracts       | \$ 82.00      | \$ 82.00      |
| 100139  | VALLEY LIBRARY BINDERY                | 100       | 7602    | Vendor Processing Costs     | \$ 106.52     | \$ 106.52     |
| 100140  | VANTAGEPOINT TRF AGT-457              | 100       | 2040    | Deferred Comp Deductions    | \$ 4,242.57   | \$ 4,242.57   |
| 100141  | WRA ENVIRONMENTAL CONSULTANTS         | 200       | 9042    | EIR                         | \$ 2,930.50   | \$ 2,930.50   |
|         |                                       |           |         |                             | \$ 175,496.10 | \$ 175,496.10 |

| Check/Voucher Number | Vendor Name                    | Fund Code | GL Code | GL Title                    | Expenses     | Check Total  |
|----------------------|--------------------------------|-----------|---------|-----------------------------|--------------|--------------|
| 100142               | ALICIA BELL                    | 100       | 8850    | Office Expenses             | \$ 35.00     | \$ 35.00     |
| 100143               | ARAMARK                        | 100       | 8492    | Maintenance Contracts       | \$ 150.53    | \$ 150.53    |
| 100144               | BLACKSTONE PUBLISHING          | 100       | 7601    | Books and other Materials   | \$ 287.95    | \$ 287.95    |
| 100145               | BRODART CO.                    | 100       | 7601    | Books and other Materials   | \$ 2,050.40  |              |
|                      |                                | 100       | 7602    | Vendor Processing Costs     | \$ 61.85     | \$ 2,112.25  |
| 100146               | BUSINESS CARD                  | 100       | 7603    | Supplies for Processing     | \$ 13.18     |              |
|                      |                                | 100       | 7606    | Digital Resources & Content | \$ 29.99     |              |
|                      |                                | 100       | 8035    | Computers & Peripherals     | \$ 79.99     |              |
|                      |                                | 100       | 8225    | Public Relations            | \$ 153.23    |              |
|                      |                                | 100       | 8230    | Office Supplies             | \$ 429.07    |              |
|                      |                                | 100       | 8240    | Library Services Materials  | \$ 456.75    |              |
|                      |                                | 100       | 8250    | Children's Program Supplies | \$ 28.62     |              |
|                      |                                | 100       | 8251    | Young Adult Programs        | \$ 203.58    |              |
|                      |                                | 100       | 8460    | Custodial Supplies          | \$ 118.51    |              |
|                      |                                | 100       | 8501    | Small Furniture & Fixtures  | \$ 159.73    |              |
|                      |                                | 100       | 8850    | Office Expenses             | \$ 239.71    | \$ 1,912.36  |
| 100147               | CAROL WEISS                    | 100       | 8240    | Library Services Materials  | \$ 12.64     | \$ 12.64     |
| 100148               | DEBBIE MAZZOLINI               | 100       | 8850    | Office Expenses             | \$ 113.65    | \$ 113.65    |
| 100149               | DEMCO, INC.                    | 100       | 7603    | Supplies for Processing     | \$ 52.56     | \$ 52.56     |
| 100150               | DWIGHT COUSIN                  | 100       | 8090    | Technology Training         | \$ 150.00    | \$ 150.00    |
| 100151               | EMILIA HAGERMAN                | 100       | 8250    | Children's Program Supplies | \$ 300.00    | \$ 300.00    |
| 100152               | GLAVER CIFUENTES               | 100       | 8450    | Janitorial Expense          | \$ 2,300.00  | \$ 2,300.00  |
| 100153               | JACKI DUNN                     | 100       | 8240    | Library Services Materials  | \$ 19.78     | \$ 19.78     |
| 100154               | KRISTIN JOHNSON                | 100       | 8240    | Library Services Materials  | \$ 50.00     | \$ 50.00     |
| 100155               | LIBRARY IDEAS LLC              | 100       | 7606    | Digital Resources & Content | \$ 5.00      | \$ 5.00      |
| 100156               | LIGHTHOUSE PUBLIC AFFAIRS, LLC | 100       | 8225    | Public Relations            | \$ 2,500.00  | \$ 2,500.00  |
| 100157               | LINCOLN NATIONAL LIFE INS      | 100       | 7110    | PERS Insurance Benefits     | \$ 488.98    | \$ 488.98    |
| 100158               | MARIN IT, INC.                 | 100       | 8040    | Technical Support           | \$ 62.50     |              |
|                      |                                | 100       | 8050    | Telecommunications          | \$ 297.50    | \$ 360.00    |
| 100159               | MAZE & ASSOCIATES              | 100       | 8835    | Auditing                    | \$ 1,600.00  | \$ 1,600.00  |
| 100160               | MIKE BROWN ELECTRIC CO.        | 100       | 8430    | Building Maintenance        | \$ 6,128.19  | \$ 6,128.19  |
| 100161               | OCLC, INC.                     | 100       | 8020    | Online Services             | \$ 101.41    | \$ 101.41    |
| 100162               | OVERDRIVE, INC.                | 100       | 7606    | Digital Resources & Content | \$ 2,015.21  | \$ 2,015.21  |
| 100163               | OWEN BAKER FLYNN               | 100       | 8250    | Children's Program Supplies | \$ 250.00    | \$ 250.00    |
| 100164               | PACIFIC GAS & ELECTRIC         | 100       | 8490    | Electricity & Gas           | \$ 2,843.19  | \$ 2,843.19  |
| 100165               | PENGUIN RANDOM HOUSE LLC       | 100       | 7601    | Books and other Materials   | \$ 125.84    | \$ 125.84    |
| 100166               | PTS                            | 100       | 8260    | Telephone                   | \$ 78.00     | \$ 78.00     |
| 100167               | REPUBLIC INDEMNITY CO OF       | 100       | 7120    | Workers Comp Insurance      | \$ 523.70    | \$ 523.70    |
| 100168               | TPX COMMUNICATIONS             | 100       | 8260    | Telephone                   | \$ 844.18    | \$ 844.18    |
| 100169               | VANTAGEPOINT TRF AGT-457       | 100       | 2040    | Deferred Comp Deductions    | \$ 4,227.20  | \$ 4,227.20  |
|                      |                                |           |         |                             | \$ 29,587.62 | \$ 29,587.62 |



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| Check/Voucher Number | Vendor Name               | Fund Code | GL Code | GL Title                    | Expenses     | Check Total  |
|----------------------|---------------------------|-----------|---------|-----------------------------|--------------|--------------|
| 000111               | SOFTWARE SIMPLIFIED       | 100       | 7200    | Professional Development    | \$ 695.00    | \$ 695.00    |
| 000112               | VICTORIA TUCKER           | 373       | 9855    | Lost Books                  | \$ 17.20     | \$ 17.20     |
| 000113               | WILLOW MCDONOUGH          | 100       | 8225    | Public Relations            | \$ 535.00    | \$ 535.00    |
| 100170               | AMERICAN EXPRESS          | 100       | 1100    | Accounts Receivable         | \$ (25.98)   |              |
|                      |                           | 100       | 7601    | Books and other Materials   | \$ 356.90    |              |
|                      |                           | 100       | 7606    | Digital Resources & Content | \$ 36.97     |              |
|                      |                           | 100       | 8035    | Computers & Peripherals     | \$ 108.93    |              |
|                      |                           | 100       | 8071    | Website Maintenance         | \$ 125.00    |              |
|                      |                           | 100       | 8251    | Young Adult Programs        | \$ 21.30     |              |
|                      |                           | 100       | 8501    | Small Furniture & Fixtures  | \$ 166.58    |              |
|                      |                           | 100       | 8850    | Office Expenses             | \$ 236.83    | \$ 1,026.53  |
| 100171               | ARAMARK                   | 100       | 8492    | Maintenance Contracts       | \$ 150.53    | \$ 150.53    |
| 100172               | BLACKSTONE PUBLISHING     | 100       | 7601    | Books and other Materials   | \$ 105.95    | \$ 105.95    |
| 100173               | CCH INCORPORATED          | 100       | 7601    | Books and other Materials   | \$ 166.15    | \$ 166.15    |
| 100174               | DELTA DENTAL OF CALIFORNI | 100       | 7110    | PERS Insurance Benefits     | \$ 957.18    | \$ 957.18    |
| 100175               | DISCOVERY OFFICE SYSTEMS  | 100       | 8210    | Copier Expense              | \$ 32.48     | \$ 32.48     |
| 100176               | DISH                      | 100       | 8020    | Online Services             | \$ 100.77    | \$ 100.77    |
| 100177               | DWIGHT COUSIN             | 100       | 8090    | Technology Training         | \$ 150.00    | \$ 150.00    |
| 100178               | LINCOLN NATIONAL LIFE INS | 100       | 7110    | PERS Insurance Benefits     | \$ 219.06    | \$ 219.06    |
| 100179               | MARIN IT, INC.            | 100       | 8020    | Online Services             | \$ 400.00    | \$ 400.00    |
| 100180               | MILL VALLEY REFUSE        | 100       | 8480    | Trash                       | \$ 251.13    | \$ 251.13    |
| 100181               | NBS                       | 200       | 8920    | Fiscal Agent Fees           | \$ 2,236.62  | \$ 2,236.62  |
| 100182               | OVERDRIVE, INC.           | 100       | 7606    | Digital Resources & Content | \$ 380.76    | \$ 380.76    |
| 100183               | RECORDED BOOKS, INC       | 100       | 7601    | Books and other Materials   | \$ 139.29    | \$ 139.29    |
| 100184               | RILEY F. HURD III         | 100       | 8840    | Legal Services              | \$ 3,767.50  | \$ 3,767.50  |
| 100185               | SALLY TAO                 | 343       | 9701    | Tea Committee Expense       | \$ 186.80    | \$ 186.80    |
| 100186               | SANDRA WOLF               | 373       | 9701    | Tea Committee Expense       | \$ 82.92     | \$ 82.92     |
| 100187               | THOMPSON REUTERS BARCLAYS | 100       | 7601    | Books and other Materials   | \$ 163.46    | \$ 163.46    |
| 100188               | VANTAGEPOINT TRF AGT-457  | 100       | 2040    | Deferred Comp Deductions    | \$ 4,201.58  | \$ 4,201.58  |
| 100189               | ZEE MEDICAL COMPANY       | 100       | 8230    | Office Supplies             | \$ 197.60    | \$ 197.60    |
|                      |                           |           |         |                             | \$ 16,163.51 | \$ 16,163.51 |

# April 2019

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

| SUNDAY   | MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY   | FRIDAY   | SATURDAY   |
|--|---|--|---|--|--|--|
| Mar 31   | Apr 1<br>10:00am New Yorker Group<br>6:30pm BTL FDN MTG | 2<br>12:00pm French Group<br>3:00pm Teen Lounge  | 3<br>4:00pm Cocoa Hour<br>6:30pm Chess with Chase (Fink room)<br>6:30pm Technology Workshop                           | 4<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program<br>6:00pm Family Board              | 5<br>4:00pm Coder Dojo   | 6  |
| 7  | 8   | 9<br>10:00am Program Committee<br>12:00pm French Group<br>1:15pm Great Books<br>3:00pm Teen Lounge     | 10<br>4:00pm Cocoa Hour<br>6:30pm Chess with Chase (Fink room)<br>6:30pm Technology Workshop                          | 11<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program<br>6:30pm Film Night               | 12<br>4:00pm Coder Dojo  | 13<br>1:00pm Lego Club                             |
| 14<br>2:30pm TIFF Author/Director Book Signing | 15<br>6:15pm BTLA MTG                                   | 16<br>12:00pm French Group<br>3:00pm Teen Lounge<br>7:00pm FAMSFX Saxe Collection                      | 17<br>10:00am Cap Campaign<br>3:00pm Library TEA<br>4:00pm Cocoa Hour<br>6:30pm Chess with Chase<br>6:30pm Technology | 18<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program<br>7:00pm Cult Films Series        | 19<br>11:00am Mastering Tablets & Smartphones<br>4:00pm Coder Dojo | 20   |
| 21<br>1:00pm Atchley Arts & Crafts             | 22<br>4:00pm Ocean Science Teen Book Club               | 23<br>10:00am Book Group<br>12:00pm French Group<br>3:00pm Teen Lounge<br>7:30pm Chara Shreyer Program | 24<br>10:00am Suzanne Kim CA State Public<br>4:00pm Cocoa Hour<br>6:30pm Chess with Chase<br>6:30pm Technology        | 25<br>9:00am Bookmarks<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids<br>7:30pm Trivia Night | 26<br>10:30am Art Workshop<br>4:00pm VR Lab                        | 27<br>3:00pm ROWR<br>4:00pm Teen Book Club & Movie |
| 28   | 29  | 30<br>12:00pm French Group<br>3:00pm Teen Lounge<br>7:00pm Art of Korea                                | May 1   | 2  | 3  | 4  |

1-6

# May 2019

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

9-6

| SUNDAY                       | MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY   | SATURDAY   |
|------------------------------|--|---|---|--|--|--|
| Apr 28                       | 29   | 30  | May 1<br>3:30am Kids Program<br>10:00am Capital<br>4:00pm Cocoa Hour<br>6:30pm Chess with<br>6:30pm Technology  | 2<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program<br>6:00pm Family Board  | 3<br>4:00pm Coder Dojo                                 | 4  |
| 5                            | 6<br>10:00am New Yorker Group<br>6:30pm BTL FDN MTG            | 7<br>12:00pm French Group<br>3:00pm Teen Lounge<br>7:00pm Tim Corthwaite Ikebana                    | 8<br>3:30am Kids Program<br>3:30pm Kid's Program<br>4:00pm Cocoa Hour<br>6:30pm Chess with<br>6:30pm Technology | 9<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program<br>6:30pm Film Night    | 10<br>10:00am Technology Workshop<br>4:00pm Coder Dojo | 11<br>1:00pm Lego Club                             |
| 12                           | 13   | 14<br>5:00pm<br>10:00am Program<br>12:00pm French Group<br>1:15pm Great Books<br>3:00pm Teen Lounge | 15<br>3:30am Kids Program<br>3:00pm Library TEA<br>4:00pm Cocoa Hour<br>6:30pm Chess with                       | 16<br>LIBRARY DEEP CLEAN<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program  | 17<br>1:00pm Piano Tuner<br>4:00pm Coder Dojo          | 18<br>1:00pm Youth Art Show Hanging<br>3:00pm ROWR |
| 19                           | 20   | 21  | 22<br>LIBRARY DEEP CLEAN  | 23   | 24   | 25   |
| 1:00pm Atchley Arts & Crafts | 10:30am Art Workshop<br>6:15pm BTLA MTG                        | 12:00pm French Group<br>3:00pm Teen Lounge<br>7:00pm Elaine Aron: Sensitivity                       | 3:30am Kids Program<br>4:00pm Cocoa Hour<br>6:30pm Chess with<br>6:30pm Technology                              | 12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program                              | 4:00pm Coder Dojo                                      |  |
| 26<br>LIBRARY DEEP CLEAN     | 27<br>11:30pm Carpet Cleaning<br>LIBRARY CLOSED - MEMORIAL DAY | 28<br>10:00am Book Group<br>12:00pm French Group<br>3:00pm Teen Lounge                              | 29<br>3:30am Kids Program<br>4:00pm Cocoa Hour<br>6:30pm Chess with Chase (Fink room)<br>6:30pm Technology      | 30<br>12:00pm Spanish Grp<br>1:00pm Italian Grp<br>3:00pm Mandarin Kids Program<br>7:30pm Trivia Night | 31<br>4:00pm Coder Dojo<br>4:00pm VR Lab               | Jun 1  |

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

May 20, 2019

June 17, 2019

July 15, 2019

No meeting in August unless deemed necessary

September 16, 2019

October 21, 2019

November 18, 2019

No meeting in December unless deemed necessary

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