

**AGENDA
BELVEDERE TIBURON LIBRARY AGENCY**

Monday, July 16, 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 – Jeff Foran, Agency Chair (2 minutes)
2. Library Director's Report – Deborah Mazzolini, Library Director (5 minutes)
3. Belvedere Tiburon Library Foundation Report (5 minutes)
4. Report on Financial Statements, June and July, 2018 (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 June 25 and July 6, 2018
7. Approval of warrants dated June, 2018

TRUSTEE CONSIDERATIONS

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

8. Consideration of adoption of Resolution No. 242-2018 – Resolution Adopting the Fiscal Year 2018/2019 Gann Appropriations Limit for the Belvedere Tiburon Library Agency
9. Consideration of adoption of Resolution No. 243-2018 – Resolution Adopting the Fiscal Year 2018/2019 Gann Appropriations Limit for the Belvedere Tiburon Library Agency Community Facilities District # 1995-1
10. Consideration of adoption of Resolution No. 244-2018 – Resolution Expending and Funding Reserves

COMMUNICATIONS & ANNOUNCEMENTS

11. Monthly calendar
12. 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 June 30, 2018

	FY 2017-18			FY 2016-17		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Basic Library Tax	\$ 1,785,700	\$ 1,753,292	98.2%	\$ 1,656,098	\$ 1,631,898	98.5%
Parcel Tax	\$ 275,000	\$ 266,351	96.9%	\$ 275,000	\$ 263,074	95.7%
ERAF	\$ 346,035	\$ 428,585	123.9%	\$ 325,141	\$ 346,035	106.4%
Grants	\$ 210,412	\$ 214,132	101.8%	\$ 228,920	\$ 232,375	101.5%
Desk Revenue Sales & Fines	\$ 24,566	\$ 29,815	121.4%	\$ 26,812	\$ 22,378	83.5%
Interest Income	\$ 17,706	\$ 26,239	0.0%	\$ 6,567	\$ 12,644	192.5%
Misc. Other Revenue	\$ -	\$ -	0.0%	\$ 164	\$ 144	87.8%
TOTAL GENERAL FUND	\$ 2,659,419	\$ 2,718,416	102.2%	\$ 2,518,702	\$ 2,508,548	99.6%
DEBT SERVICE						
Principal Repayment	\$ (65,000)	\$ (65,000)	100.0%	\$ (60,000)	\$ (60,000)	100.0%
Bond Interest	\$ (50,550)	\$ (50,550)	100.0%	\$ (54,300)	\$ (54,300)	100.0%
Fiscal Agent Fees	\$ (11,000)	\$ (10,588)	96.3%	\$ (11,000)	\$ (10,231)	93.0%
TOTAL DEBT SERVICE	\$ (126,550)	\$ (126,138)	99.7%	\$ (125,300)	\$ (124,531)	99.4%
TOTAL REVENUE AFTER DEBT SERVICE	\$ 2,532,869	\$ 2,592,277	102.3%	\$ 2,393,402	\$ 2,384,017	99.6%

Percent of Year Complete	100.0%
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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 June 30, 2018**

	FY 2017-18			FY 2016-17		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Personnel	\$ 1,739,548	\$ 1,678,593	96.5%	\$ 1,659,203	\$ 1,479,845	89.2%
Books, Services & Supplies	\$ 279,025	\$ 220,846	79.1%	\$ 283,471	\$ 221,595	78.2%
Technology Services	\$ 114,700	\$ 67,687	59.0%	\$ 99,462	\$ 85,780	86.2%
Services & Supplies	\$ 89,300	\$ 84,445	94.6%	\$ 97,906	\$ 63,830	65.2%
Building Expenses	\$ 162,145	\$ 115,382	71.2%	\$ 149,360	\$ 99,137	66.4%
Agency Administration	\$ 55,920	\$ 52,589	94.0%	\$ 46,170	\$ 43,529	94.3%
TOTAL GENERAL FUND	\$ 2,440,638	\$ 2,219,543	90.9%	\$ 2,335,572	\$ 1,993,716	85.4%
NON-OPERATING EXPENSES						
Transfer to Bldg Maintenance Res	\$ 67,531	\$ 67,531	100.0%	\$ 63,654	\$ 63,654	100.0%
Use Building Reserve	\$ -	\$ -		\$ (26,000)	\$ (13,756)	
TOTAL NON-OPERATING EXP	\$ 67,531	\$ 67,531	100.0%	\$ 37,654	\$ 49,898	132.5%
ADDITIONS & IMPROVEMENTS						
Technology & Equipment	\$ 8,000	\$ 11,601	145.0%	\$ 8,000	\$ -	0.0%
Building Furniture & Fixtures	\$ 20,000	\$ -	0.0%	\$ 18,000	\$ 13,756	76.4%
TOTAL ADDITIONS & IMPROVE	\$ 28,000	\$ 11,601	41.4%	\$ 26,000	\$ 13,756	52.9%
TOTAL EXPENDITURES	\$ 2,536,169	\$ 2,298,675	90.6%	\$ 2,399,226	\$ 2,057,370	85.8%

Percent of Year Complete	100.0%
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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

**Special Meeting
BELVEDERE TIBURON LIBRARY AGENCY
Friday, July 6, 2018, 2:00 pm
Belvedere Tiburon Library
1501 Tiburon Blvd., Tiburon, California**

Roll Call, Present: Chair Jeff Foran, Vice Chair Thomas Cromwell, Tom Gram, Bill Smith, Rick Postle

Members Absent: Niran Amir

CALL TO ORDER: Chair Jeff Foran called the meeting to order at 2:05 pm.

OPEN Forum:

There were no comments from the public.

Chair’s Report:

Chair Jeff Foran thanked everyone for attending the meeting, and that the single item on the agenda is to meet with the Project Manager to review construction costs for the expansion and to discuss what to do next.

Trustee Considerations:

Glen Isaacson gave a presentation on the cost considerations for the library expansion. The previous total project cost goal of \$18,000,000 includes all permits, environment review fees, site improvements to the existing building, furniture, fixtures, and fundraising costs. In May, the revised cost estimates from all members of the design team increased to \$22,500,000. He said that the projected cost consideration for the library expansion will continue to rise at a rate of 1% per month.

Glen presented four primary expansion project objectives that will be maintained:

- Increase capacity of Children’s Library
- Create a Teen Library
- Increase event/meeting space
- Increase Administrative space

Glen presented three significant cost-reducing items that could approximately save \$4.4 - \$4.3 million, bringing the budget back to \$18.8 million:

- Elimination of the second level could save approximately \$3 million.
- Procuring construction documents from an alternative provider could save \$1 million. Glen has a price proposal from a firm that would reduce the cost.
- Specifying alternative materials and/or eliminating certain exterior features, such as stone clad walkways and parking lot materials could save \$400,000.

Glen recommended that the Agency vote favorably on this recommendation. He would then pursue the changes and report design, cost, permit and schedule implications to The Library Agency as soon as possible and coordinate with the Library Director regarding the use of interior spaces. The timetable rests on how quickly the EHDD can revise the plan and get the drawing back to the Agency. He said that he did not think that the work permits would require a

full design review, and because of the reduction in parking requirements, it will probably look favorable to the Town.

Questions:

Tom Gram asked if the four primary expansion project objectives can be satisfied with the recommendation to eliminate the second level of the library. Glen said that even without the second level, the size of the library will double and the needs will be satisfied with the extra space of 10,000 square feet.

Tom Cromwell asked if the current foundation could be adapted to accommodate a second story in the future. Glen shared that the site is a swamp, a filled portion of the marsh. The structural engineer calculates the weight of the building and contents so that it sinks harmoniously as one unit. The expansion and existing floors must meet perfectly. A two-story building weighs more, so the calculations for the one-story expansion would be different from a two-story calculation and the floors would not meet over time. The structural engineer will make that decision.

Jeff Foran asked if costs for a 2-story building excavation would be higher than a 1-story excavation. Glen said yes.

Individual Library Agency comments on Glen's presentation:

Tom Cromwell commented that because construction costs have risen substantially, there is no choice but to reduce the costs and agrees that the alternative plan to eliminate the second floor will meet the four project goals.

Tom Gram said that The Agency has been struggling with this for months, and it comes down to cost. Glen has done an incredible job, has talked to experts, and agrees that there is no other alternative.

Bill Smith commented that we are fortunate to have Glen, a dedicated member of the community.

Ric Postle asked what was intended for the second floor. Deborah Mazzolini, Library Director, stated that the second floor was intended to be a teen space, adult collection services area, tutor space, private study rooms, and a magazine and newspaper reading area.

Jeff Foran shared that realism is driving this idea. Doubling the space of the library will expand the services.

Public comments:

Susan Wolfe asked what will be changed on the first floor level in order to bring in the Teen Library. The Library Director shared that the staff will do their best and hopes to have as much space for the technology services as in the original plan.

Jeff Foran said that after the design work is complete, will be another public meeting.

Jacki Dunn asked if another \$3 million comes in next week could the second story be added back in. Jeff Foran said that if it comes in, the Agency will take another look. Tom Cromwell asked everyone to look on the positive side. The expansion will be a legacy for the next two generations.

Bill Smith shared that the negative publicity has hurt the funding. He complimented the staff's dedication, in particular Children's Librarian Alicia Bell. He commented that the media has treated the Library as an outsider, he believes that the Library is a vital part of the fabric of the town.

Resolution no. 241-2018

Chair Jeff Foran read Resolution No. 241-2018 aloud, and a roll call vote was taken. The Resolution was unanimously approved by Chair Jeff Foran, Vice Chair Thomas Cromwell, Tom Gram, William Smith, and Ric Postle.

The meeting was adjourned by Chair Jeff Foran at 2:30 pm.

Respectfully Submitted,
Patty McDonough
Acting Clerk

Regular meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 25, 2018

Roll Call, Present: Chair Jeff Foran, Vice Chair Thomas Cromwell, , Niran Amir, George Bo-Linn, Fredric Postle

Members Absent: Tom Gram, William Smith

Also Present: Glenn Isaacson, Jeff Slavitz, Deborah Mazzolini, Kristin Johnson, Deirdre McCrohan

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

OPEN Forum:

1. Chair's Report:

Chair Foran acknowledged Fredric Postle for his service and announced a celebration in his honor after tonight's meeting.

With respect to the Library Expansion, Glenn Isaacson, Project Manager, has expressed concern about rising costs. The Expansion team would like to call a special meeting of the Agency to take a deeper look at the currently projected costs and to authorize planning to determine possible changes in the design of the building. After Agency discussion of possible dates for the special meeting, it was determined that July 6 would be the best date, provided a quorum can attend.

2. Library Director's Report:

Director Mazzolini reported that she and Trustee Amir recently presented program details and statistics before the Reed Union School District Board: For the current fiscal year, 366 children's programs were offered, with 19,689 children and parents attending. The annual Blackie's Hay Day attracted 2,500 attendees, and the Teddy Bear Tea served 350. In the Teen area, 170 events were attended by 1,645 teens. Mazzolini and Amir emphasized the Library as a safe after school venue for children and teens. The yellow bus has an established stop here, making it very convenient for children to visit the Library after school. Many tutors, who are also local teachers, use the Library for their sessions with students. Children's Library Alicia Bell visits each school in the district annually to educate the children about the programs available at the Library. The Agency Trustees agreed that this data would enhance the Library Foundation's fundraising materials.

3. Foundation Report:

Chair Foran reported that the Foundation has a new management team, with Barry Moss as President. The Agency Executive Committee is now meeting weekly with the Foundation

team through the completion of the Library Expansion. There is an urgent need to complete revised Expansion drawings.

A discussion ensued about the effectiveness of the Expansion Fundraising, and the need to reach various demographics. Current communication channels include mailings, Ark advertising, and presentations to the Town of Tiburon, City of Belvedere, Reed Union School District, and the local Rotary club. Additional channels are needed. For example, Former Trustee Bill Kuhns has been very helpful in informing his clients about the giving opportunities benefitting the Library.

Trustee Bo-Linn asked about the security of pledges. Chair Foran said that Foundation leadership feels the pledges are solid, and most of the money has already been gifted rather than pledged.

4. Financial Statements:

The Library budget for Fiscal Year 2018 is in good shape: with 92% of the year passed, 94% of revenue is in and expenditures are at 82% of budget.

Trustee Bo-Linn asked about staffing strategy. Director Mazzolini said that history and keeping the building open 7 days a week (70 hours) determine the staffing budget. The current FTE's are around 16 and the new building is expected to require an additional 1.5 FTE's.

5. Committee Reports:

Director Mazzolini reported that Library Programs are scheduled through November, and the committee is working on filling the winter and spring of 2019.

Some Art shows are now coordinated with evening program presentations. The Art Committee has done a wonderful job of selecting quality artists.

Consent Calendar

6. Motion to approve the minutes of May 21, 2017, made by Trustee Cromwell, seconded by Trustee Postle, passed unanimously by those present.

7. Motion to approve the warrants dated May, 2017, made by Trustee Cromwell, seconded by Trustee Postle, passed unanimously by those present.

Trustee Considerations:

8. Motion to approve the Belvedere Tiburon Library Agency Budget for Fiscal Year 2018/2019 as presented this evening, made by Trustee Cromwell, seconded by Trustee Bo-Linn, passed unanimously by those present.

9. Consideration of Resolution 239-18, Rescinding Resolution 118-97.

Chair Foran explained that Resolution 118-97 limited Library investments to LAIF, which functions as a state depository bank. The discussion emphasized the need for flexibility in seeking the safest investments combined with the best return on capital. The Agency has determined that the value of the Mechanics Bank loan and its good terms, and the prospect of a better return on capital, validate the loan term which requires a transfer of Library funds to Mechanics Bank.

The Library's Counsel, Riley Hurd, has determined that no additional resolution will be required for the transfer of funds to Mechanics Bank.

Roll Call Vote to approve Resolution 239-18, rescinding Resolution 118-97: Ayes: Jeff Foran, Thomas Cromwell, Fredric Postle, George Bo-Linn. Noes: none. Absent: Tom Gram, William Smith.

COMMUNICATIONS & ANNOUNCEMENTS**10. Monthly Calendar**

Director Mazzolini said that the July calendar is full with children's events. Trustee Cromwell was impressed with a 3-D printing class he attended. Trustee Postle had much praise for the Tablets and Smartphones workshops.

11. Schedule of 2018 Meeting Dates

The Special Meeting will likely be held on July 6.

No August meeting will be held unless deemed necessary.

12. Celebration of Frederic Postle years of service.

Chair Foran read a Resolution honoring Trustee Postle, who has been devoted and effective in service to the Library and the Foundation since 2001.

The meeting was adjourned by Chair Foran at 7:30 pm

Respectfully Submitted,

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



RESOLUTION NO. 242-2018

RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY
ADOPTING THE 2018/2019
GANN APPROPRIATIONS LIMIT

WHEREAS, Article XIIB of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere Tiburon Library Agency has calculated that limit for the 2018/2019 fiscal year to be \$1,528,119 and

WHEREAS, said Agency also calculates the amount of the proceeds of taxes that are subject to the appropriation limit to be \$1,213,299 for the 2018/2019 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library Agency that the sum of \$1,528,119 is hereby established as the appropriations limit for the Belvedere Tiburon Library Agency for the 2018/2019 fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 16th day of July, 2018.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

_____, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board



RESOLUTION NO. 243-2018

RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY
ADOPTING THE 2018/2019 GANN APPROPRIATIONS LIMIT
FOR THE BELVEDERE-TIBURON LIBRARY AGENCY
COMMUNITY FACILITIES DISTRICT NO. 1995-1

WHEREAS, Article XIII B of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere Tiburon Library Agency has calculated the said Community Facilities District No. 1995-1 limit for the 2018/2019 fiscal year as \$885,151 and

WHEREAS, said Agency also recalculates the amount of the proceeds of taxes that are subject to the appropriation limit to be \$712,573 for the 2018/2019 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library Agency that the sum of \$885,151 is hereby established as the appropriations limit for the Belvedere-Tiburon Library Agency Community Facilities District No. 1995-1 for the 2018/2019 fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 16th day of July, 2018.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

_____, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board



RESOLUTION NO. 244-2018

RESOLUTION ESTABLISHING AND FUNDING RESERVES

WHEREAS, the Agency has kept and wishes to keep the money in these six reserve accounts separate from other financial transactions, and

WHEREAS, the Belvedere Tiburon Library Agency has in the past set aside funds for these reserves to which additions and subtractions may be made by Board resolution, and whereas the amount of these reserves at June 30, 2018 were:

Restricted for Building Maintenance	\$ 247,238
Restricted for Insurance	50,000
Restricted for Operations	2,481,915
Restricted for Building Expansion	1,000,000
Restricted for Bond Payment (FA)	207,334
Restricted for Library Programs	<u>63,348</u>

TOTAL CASH RESERVES \$ 4,049,835

NOW, THEREFORE, effective the date of this resolution, the Belvedere Tiburon Library Agency resolves to add \$69,556 to the Building Maintenance Reserve according to the Reserve Analysis prepared in 2013.

Thereby reserving the following balances as of July 1, 2018:

Restricted for Building Maintenance	\$ 316,794
Restricted for Insurance	50,000
Restricted for Operations	2,412,359
Restricted for Building Expansion	1,000,000
Restricted for Bond Payment (FA)	207,334
Restricted for Library Programs	<u>63,348</u>

TOTAL CASH RESERVES \$ 4,049,835

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I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere Tiburon Library Agency, Marin County, California, at a regular meeting thereof, held on the 16th day of July, 2018.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff Foran, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board

August 2018

August 2018							September 2018						
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						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 29	30	31	Aug 1 10:00am BTLF Cap Campaign 4:00pm Cocoa Hour 6:30pm Chess	2 11:00am Childrens Program 12:00pm Spanish Grp 1:00pm Italian Grp 7:00pm Marin Poetry	3 3:00pm Teen SRP End of Summer Party	4
5	6 10:00am NYer disc grp 1:00pm BTLF EC/Finance	7 12:00pm French Group	8 6:30pm Chess	9 12:00pm Spanish Grp 1:00pm Italian Grp 6:30pm Film Night	10 10:00am Art Takedown 2:00pm Virtual Reality Event	11
12	13 10:00am Art Hanging 6:30pm BTLF Board	14 10:00am John Muir Laws Audubon Art 12:00pm French Group 1:30pm Great Books 6:00pm Art Reception	15 10:00am BTLF Cap Campaign 6:30pm Chess	16 12:00pm Spanish Grp 1:00pm Italian Grp	17 10:00am Mastering Tablets & Smartphones 2:00pm Virtual Reality Event	18
19 1:00pm Book Binding Workshop	20 6:15pm BTLA mtg	21 12:00pm French Group 3:00pm Teen Lounge	22 6:30pm Chess	23 12:00pm Spanish Grp 1:00pm Italian Grp	24 2:00pm Virtual Reality Event	25 1:00pm Lego Club 4:00pm Teen Book Club 5:00pm Teen Movie
26	27	28 10:00am Book discussion group 12:00pm French Group 3:00pm Teen Lounge	29 10:00am BTLF Steering Comm 6:30pm Chess	30 12:00pm Spanish Grp 1:00pm Italian Grp	31 2:00pm Virtual Reality Event	Sep 1

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Belvedere-Tiburon Library Future Meeting Dates

August 20, 2018 (election of officers)

Monday, September 17, 2018

Monday, October 15, 2018

Monday, November 19, 2018

No Meeting in December unless needed. (Dec 17)

January 14, 2019 (2nd Monday due to MLK Holiday)

February 11, 2019 (2nd Monday due to President's Holiday)

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