



Belvedere  
Tiburon  
**Library**



Annual Budget  
Fiscal Year 2016-2017

## ***Belvedere-Tiburon Library Agency***

### ***FY2016-2017***

*Ric Postle, Tiburon, Chair*

*Tom Gram, Tiburon, Vice Chair*

*Jeff Foran, Tiburon*

*Joan Don, Belvedere*

*Tom Cromwell, Belvedere*

*Bonnie Spiesberger, Belvedere*

*Ann Aylwin, RUSD*

The seven person Agency Board has three Trustees appointed by the City of Belvedere, three appointed by the Town of Tiburon, and one appointed by the Reed Union School District. The BTLA is charged with all the responsibilities of any public agency - collection of taxes, budget development, operation and expenditure of money for the Library's operation and maintenance.

### ***Belvedere-Tiburon Administration and Supervisory Staff***

*Deborah Mazzolini, Library Director*

*Jacki Dunn, Assistant to the Director for Library Services*

*Kristin Johnson, Assistant to the Director for Administration*

*Alicia Bell, Children's Department Supervisor*

*Jason Duran, Circulation Supervisor and Technology Librarian*

*Joan Garrett, Reference Department Supervisor*

*Patricia McDonough, Supervisor of Cataloging and Acquisitions*

*Rebecca Young, Teen Librarian*



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The Belvedere Tiburon Library's FY2015-2016 budget year closes on June 30, 2016, and on July 1, 2015, the new FY 2016-2017 fiscal year begins. The Library's FY 15/16 basic tax revenues were higher than budgeted and expenses were on target netting a positive balance. The Library's reserves have grown by \$100,000 in FY14/15 and FY15/16.

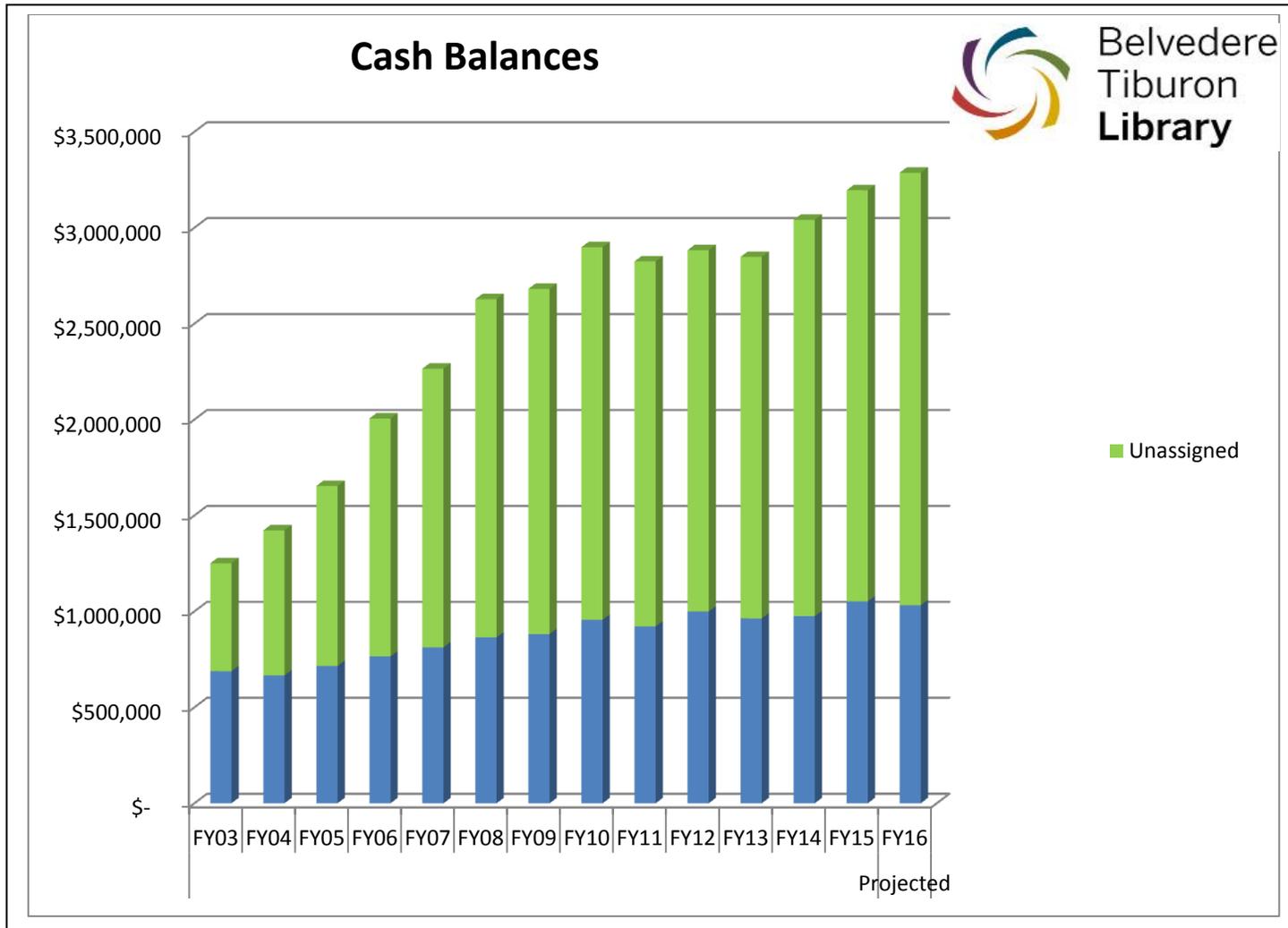
The outlook for the FY2016/2017 looks good as the economy has remained stable. The FY2016/2017 budget that is being proposed is at the recommendation of the Agency's Budget Committee and Library Administration. The trend is still to preserve and to grow the reserves in order to meet future needs and obligations and to ensure a strong and relevant library for the communities of Belvedere and Tiburon into the future.

In summary, the anticipated revenue available for operations is \$2,393,402 and the proposed operational expenses are \$2,335,572

for a balance of \$57,830. In addition, \$63,654 will be transferred from general reserves to the building reserve and \$26,000 will be used for capital expenses. For the past nineteen years at the close of the fiscal year, the expenditures were held to the approved budget and there has never been an operational closing balance in the negative.

Though administration is charged with holding to the budget line and for developing the operating budget in association with the Budget Committee, it is the Library Agency's fiscal responsibility to ensure that the Library's finances are sound, that the library serves the communities well, and that the Library changes and adapts to new technologies, service demands, and the learning and information needs of its users.

Deborah Mazzolini, Library Director

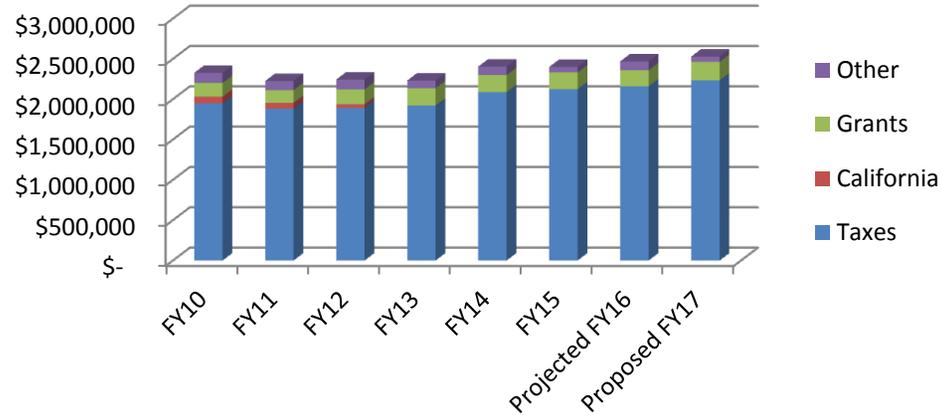


Our cash balances have grown from about \$1,000,000 at year-end 2002 to over \$3,000,000 today. This gives us confidence that we are prepared for unexpected expenses that might occur now or in the future.

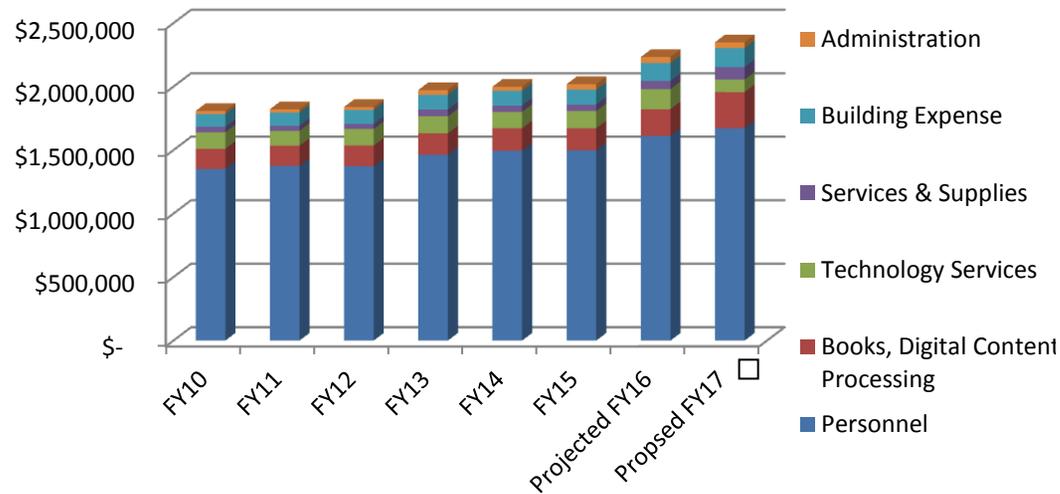
# General Fund Revenues and Expenses FY16- 17



## General Fund Revenue



## General Fund Expense





*The Belvedere-Tiburon Library Agency*

June, 2015

Library Director's Report

TO: Belvedere Tiburon Library Agency  
FROM: Deborah Mazzolini, Library Director  
SUBJECT: FY 2015-2016 Budget

**RECOMMENDATION**

That the Agency approve the attached resolution adopting the FY 2016-2017 annual budget.

**FY 2016-2017**

Every line item in the Agency's budget has been carefully studied and remains in line with the Library's needs for operations, capital expenditures, programming, and the interest of the long term financial stability of the Library. The funding provided by the fundraising efforts of the Belvedere Tiburon Library Foundation has insured the excellence of the ongoing collections, programs, and services that are at the heart of the Library.

**Budget information**

**Tax Revenue:** The basic property taxes in the attached budget are increased by 4%. Based on the information received from the Town of Tiburon and the City of Belvedere finance officers, the expected increase in tax revenue will be higher than the Library's proposed

increase. Holding a conservative increase has been true in past fiscal years and has enabled the Library's expenses to be under perceived tax adjustments.

**Parcel taxes** do not change from year to year. The parcel tax is a Community Facilities District tax that is used to pay for the bonds for the building of the current Library in 1995. Debt service payments were approximately 46% of the parcel tax and that will decrease by 2% in FY16-17 according to the US Bank report amortization schedule. The other approximate 54% of the parcel tax remaining can be used for library operations. It is a community district 30 year bond and we into the 20th year.

**Belvedere Tiburon Library Foundation Grants** support the purchase of books and information resources, services, and programs. Annually the Foundation raises funds through Blackie's Hay Day, the Teddy Bear Tea, the Annual Appeal, and Corner Books sales. In addition, a percentage of the income on the Foundation's

endowment is given for Library services. In FY2016-2017, the Foundation has scheduled to give \$228,920 to the library's budget

### **Expense Items:**

**Personnel:** Like most public institution, including the Belvedere and Tiburon municipalities, our library uses the step and track system for permanent employees. Due to the positive tax revenue for 16/17, the Library Agency is able to increase salaries by 3%, as done in FY15/16, for employees at the top step level who had little or no increases over the five previous years. For employees in the step and track system, their step increase remains at 4.25%. Of the fifteen employees who are in PERS and working over 20 hours and up to 37.5 hours per week, seven are in the step and track system.

**Books, Digital Content, and Processing:** As the price of books has increased, there is a 5.4% adjustment in that line item. Overall, there is a 10% increase in the Books, Digital Content and Processing area of the budget. Since the interest in books and information has not diminished, this increase will make a difference to patrons who rely on the Library to keep up with and learn from the information and technology available. As MARINet is our digital content provider, the line item in the budget is now included in that section of the budget.

**Technology Services:** Increase in this area is for the purchase of software, line item 8070, and for computer equipment, line item 8035. MARINet costs have moved from the Technology Services section to the Books, Digital content, and Processing.

**Office Services and Supplies:** Increased public relations in order to produce four newsletters. A line item for the purchase of A/V equipment and peripherals for programs, workshops, and local

author and artist interviews. Also, the funds for Children's and Teen Programs shows the Bookmarks contribution that has been in the designated reserve funds and the revenue is now included in the annual budget.

**Building Expenses:** Library Administration researched building service suppliers to get information on costs for the budget. There are small percentages from each vendor adding up to 14% increase.

**Administration:** There is an increase in accounting and auditing up to \$9,000..

### **Capital Items:**

**Computers, Equipment, Services:** Some computer equipment can be capitalized, especially system updates that are more costly. The line item in the operating budget for computer equipment has been used for annual replacement of computers, laptops, and in-house equipment. The capitalized items would be the servers housed here and offsite and the equipment needed to upgrade to systems that aren't known at this time.

**Furniture and Fixtures:** Under a normal program of replacing assets that have reached the end of their useful lives, furniture and fixtures line item remains the same.

### **Gann Limit**

Kristin Johnson has calculated the Library's Gann Limit for FY2016-2017 and the Library is well with that limitation. Former Treasurer Tom Perot has acknowledged and approved that calculation.