

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, May 17, 2021, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

This meeting will be held remotely via Zoom. The meeting can be accessed beginning at 6pm at the following address: <https://us02web.zoom.us/j/81017429591?pwd=YVhUNjU0FwYWgyNjVldUpUdFA0UT09>

Meeting ID: 810 1742 9591 Password: 798611

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 – William Smith, Agency Chair (2 minutes)
2. Library Director's Report, - Deborah Mazzolini, Library Director (5 minutes)
3. Expansion Update – Glenn Isaacson, Project Manager (5 minutes)
4. Belvedere Tiburon Library Foundation Report – Rachael Ong, Foundation President (5 minutes)
5. Agency Financial Statements for April, 2021 (5 minutes)
6. 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.

7. Approval of Agency Minutes of April 19, 2021
8. Approval of Agency Warrants dated April, 2021

TRUSTEE CONSIDERATIONS

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

9. Consideration First Draft of Belvedere Tiburon Library Agency Budget for Fiscal Year 2021-2022.

COMMUNICATIONS & ANNOUNCEMENTS

10. Schedule of 2020/2021 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.



May 13, 2021

To: Bill Smith Chair, Library Agency Members and Debbie Mazzolini,
Library Director
From: Glenn Isaacson, Project Manager
Subject: Expansion Project Activity Report No. 15

Activities Accomplished:

Due to ongoing delays with third party plan check of the above ceiling spaces the emphasis has been on exterior site work related to the Tiburon Blvd, main entrance and upper plaza.

This work includes the seating steps, the entry steps to the upper plaza and front door, the accessibility ramp, the timber trellis, Children's Library outdoor yard slab and walls and the foundation for the Donor Wall and future Corner Books signage. All of which have been poured or erected.

PG&E has approved the new main switch gear on the Mar West Street side of the Building.

The fire water line across Tiburon Blvd. and the new fire hydrant have been installed.

At the interior, the closing of the ceilings continues to be delayed pending the completion of plan review by the Town's third- party plan checker firm. The delays are now into the sixth week and are, in turn, delaying work by other finishing trades such as painting, wall coverings, installation of registers and light fixtures, casework etc.

Triangle windows and operable windows have been installed.

Looking ahead the following activities will occur in the next several weeks:

Plan check and above-ceiling inspections should conclude.

Electric and data cabling will continue to be pulled.

Dry wall installation will occur at ceilings.

Upper plaza unit pavers will be installed.

Commencement of off-site improvements in Tiburon Blvd, for the elongation of the left turn lane from Tiburon Blvd. into Mar West Street and the restoration of the median strip.

Grading for the North Parking lot and relocated Zelinsky Park will commence.

Working out all the details of the migration of staff, furniture, and books to the “new” spaces to turn over the existing building to the Contractor to perform the interior refurbishing work in the existing building.

Longer term activities include:

Commissioning new electric service.

Installation of re-routed AT+T and comcast services in new computer room.

Commencement of finishes, installation of doors and casework at the interior.

Overview:

The revised Total Development Cost Budget of \$17,085,000 continues to hold excluding additional scope items such as Solar panels and battery storage, emergency generation and unforeseen conditions. Contractor delay charges are mounting.

The projected date for initial occupancy of the expansion space by staff is now July and occupancy of the completed project is now moved to late Fall of this year.

END.

Belvedere-Tiburon Library Agency
Statement of Revenues
Period Ending April 30, 2021

4-1

	FY 2020-21			FY 2019-20		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Basic Library Tax	\$ 2,067,703	\$ 1,166,300	56.4%	\$ 1,967,372	\$ 1,167,278	59.3%
Parcel Tax	\$ 275,000	\$ 150,858	54.9%	\$ 275,000	\$ 150,891	54.9%
ERAF	\$ 400,000	\$ 288,946	72.2%	\$ 400,000	\$ 262,170	65.5%
Grants	\$ 62,820	\$ -	0.0%	\$ 202,194	\$ 1,620	0.8%
Desk Revenue Sales & Fines	\$ 6,929	\$ -	0.0%	\$ 20,739	\$ 6,821	32.9%
Interest Income	\$ 31,329	\$ 18,779	0.0%	\$ 54,300	\$ 52,491	96.7%
Misc. Other Revenue	\$ 2,931	\$ 3	0.0%	\$ 4,264	\$ 2,886	0.0%
TOTAL GENERAL FUND	\$ 2,846,712	1,624,887	57.1%	\$ 2,923,869	\$ 1,644,156	56.2%
DEBT SERVICE						
Principal Repayment	\$ (80,000)	\$ (80,000)	100.0%	\$ (75,000)	\$ (75,000)	100.0%
Bond Interest	\$ (37,500)	\$ (37,500)	100.0%	\$ (42,150)	\$ (42,150)	100.0%
Fiscal Agent Fees	\$ (12,500)	\$ (7,043)	56.3%	\$ (11,000)	\$ (6,967)	63.3%
TOTAL DEBT SERVICE	\$ (130,000)	\$ (124,543)	95.8%	\$ (128,150)	\$ (124,117)	96.9%
TOTAL REVENUE AFTER DEBT SERVICE	\$ 2,716,712	1,500,343	55.2%	\$ 2,795,719	\$ 1,520,039	54.4%

Percent of Year Complete	83.3%
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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

Belvedere-Tiburon Library Agency
Statement of Expenditures
Period Ending April 30, 2021

4-2

	FY 2020-21			FY 2019-20		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Personnel	\$ 1,964,336	\$ 1,606,312	81.8%	\$ 1,739,548	\$ 1,611,615	92.6%
Books, Services & Supplies	\$ 289,670	\$ 235,212	81.2%	\$ 278,725	\$ 238,306	85.5%
Technology Services (4)	\$ 111,300	\$ 96,564	86.8%	\$ 114,700	\$ 58,040	50.6%
Services & Supplies (6)	\$ 105,500	\$ 48,039	45.5%	\$ 89,300	\$ 68,621	76.8%
Building Expenses (5)	\$ 158,909	\$ 111,835	70.4%	\$ 162,145	\$ 95,673	59.0%
Agency Administration	\$ 61,420	\$ 34,751	56.6%	\$ 55,920	\$ 39,434	70.5%
TOTAL GENERAL FUND	\$ 2,691,135	2,132,712	79.2%	\$ 2,440,338	\$ 2,111,689	86.5%
ADDITIONS & IMPROVEMENTS						
Technology & Equipment	\$ 8,000	\$ -	0.0%	\$ 8,000	\$ -	0.0%
Building Furniture & Fixtures	\$ 10,000	\$ -	0.0%	\$ 20,000	\$ -	0.0%
TOTAL ADDITIONS & IMPROVE	\$ 18,000	\$ -	0.0%	\$ 28,000	\$ -	0.0%
TOTAL OPERATING EXPENDITURE	\$ 2,709,135	\$ 2,132,712	78.7%	\$ 2,468,338	\$ 2,111,689	85.6%
NON-OPERATING EXPENSES						
Transfer to Bldg Maintenance Res	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Use Building Reserve	\$ -	\$ -		\$ -	\$ -	
TOTAL NON-OPERATING EXP	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
EXPANSION ACTIVITY						
Expansion Funds Income (7)	\$ 13,000,000	\$ 5,865,000	45.1%	\$ 7,000,000	\$ 800,025	11.4%
Less: Expansion Expenditures (7)	\$ 13,000,000	\$ 5,891,165	45.3%	\$ 7,000,000	\$ 860,789	12.3%
NET EXPANSION ACTIVITY	\$ -	\$ (26,165)		\$ -	\$ (60,764)	

Percent of Year Complete	83.3%
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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
- (7) Expansion Activity Transfer of Funds from Foundation can be a slight timing difference across fiscal year from the timing of related expenditures.

BradburyMiller Associates

SEARCH SCHEDULE TIMELINE BELVEDERE TIBURON LIBRARY (CA)

Activity	Target Date:
Consultant meetings with select library staff and stakeholders and surveys	July 2021
Advertisement is approved by Agency	August 12, 2021
Post ads, actively recruit candidate pool	Aug 15 – Oct 3, 2021
Applications Close	Oct 3, 2021
All candidate documents sent to Agency	Oct 5, 2021
All pre-screening interviews (by consultants) completed	October 12, 2021
Meet with Agency and present the pool of candidates; select 6-8 semifinalists-2-hour meeting - Zoom meeting	October 14, 2021
Semi-final Interviews via Zoom – <i>4-5 hours each day</i>	October 25 & 26 2021
Reference Reports to Agency	November 9, 2021
Final Interviews – <i>reserve both days</i>	November 11 & 12, 2021
Negotiations Completed	November 22, 2021
New Director Start Date	

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 19, 2021**

Roll Call, Present: Chair William Smith, Vice Chair Niran Amir, Treasurer Jeff Slavitz, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Ken Weil

Members Absent: None

Also Present: Deborah Mazzolini, Glenn Isaacson, Rachael Ong, Roxanne Richards, Nancy Kemnitzer, Jobeth, Bradbury, Karen Miller, Kristin Johnson, Deirdre McCrohan

CALL TO ORDER: Chair Smith called the meeting to order at 6:21pm

OPEN Forum:

Chair Smith opened the floor to comments or questions from the public. There were none.

1. Chair's Report

Chair Smith asked that Item 9 be moved to the top of the meeting in order to accommodate presenters from Bradbury Miller.

9. Consideration of approval and selection of Professional Search Firm for Library Director Search

Vice Chair Amir reported that she, Trustee Weil, and Treasurer Slavitz had looked at a number of recruitment search firms in a comprehensive process. They all agreed that Bradbury Miller stood out in the group. Trustee Johnson said that she was impressed with Bradbury Miller's impressive background in library recruitment. Trustee Weil said that reference checks had been completed on all of the firms with very positive responses from a Connecticut library director, a California assistant director, and a Colorado library trustee. Trustee Drew noted that the financial quotes from the 5 firms were similar, making it easier to base a decision on the quality of the presentations.

Chair Smith introduced Karen Miller and Jobeth Bradbury from Bradbury Miller. Karen Miller said that she had taken over ownership of the firm in January 2020, after working there for 8 years. Prior to that, both she had been a library director for 26 years. Jobeth Bradbury, had purchased the firm in 2006. The firm performs library searches exclusively, primarily for library directors. In California, they have contracted with Alameda and Sonoma Counties, and the cities of Carlsbad and Richmond. They contract for 18-to-23 searches each year, and only do one search at a time for a specific region so that there is no competition between their clients. They look for candidates who are interested in electronic data interchange, development, fundraising, and working collaboratively with members of the community, library staff, and trustees. In addition, they actively include people of color.

Chair Smith asked what the average length of stay of new hires has been, and how candidates are vetted in terms of being prepared for broad community use of the library for multiple types of programs as a learning and opportunity center. Jobeth Bradbury said that

candidates placed normally stay for 7-to-10 years, sometimes longer. Karen Miller added that libraries in general have become community centers, and candidates know that they include all the things that go with the place where everyone wants to be. This is a growth area in which library directors must focus more on public relations and program visibility in the community. Millennials, for example, look at the library holistically, as a living growing organism. She added that, in addition to being education hubs, libraries are also providing social services referrals. Also, many virtual programs which have been developed during COVID will be continuing, and libraries will adapt to more and more online services.

Trustee Cromwell asked whether the disruption of services under the library expansion would deter a candidate. Jobeth Miller said that it would be a positive attraction, and some candidates would probably be interested in being involved in the process.

Chair Smith added that other attractive attributes for a candidate would include creativity and flexibility, interest in website development, development of youth and senior programs, and interest in operating a business, as the Library is an independent State of California JPA. Jobeth Miller said that candidates may also be interested in looking at the Library's Strategic Plan, and the Expansion Capital Campaign. Karen Miller said that all libraries in Ohio, where the firm is based, are independently governed, so their staff are well versed in recruiting for "small business management."

Trustee Drew asked about the time commitment of particular Bradbury Miller individuals to the BTLA director search project. Trustee Johnson asked if one individual would be dedicated to the project. Karen Miller said that she would be the primary individual, and that Jobeth Bradbury, and Brian Harris would be on the team.

Karen Miller added that a future presentation would involve 6-to-9 candidates after screening 25-to-30 qualified applicants.

Foundation President Rachael Ong asked whether Foundation members would participate in the process. Trustee Amir said that all stakeholders, including foundation members, library staff, and community members would be included for input.

Chair Smith said that Director Mazzolini has been a figurehead in the community for 25 years, and is to be credited for helping to create and sustain an award-winning library with a warm feeling of community. He opened the floor for public discussion.

Deirdre McCrohan from the Ark Newspaper suggested that the Agency check with its attorney about how to navigate interview sessions without violating the Brown Act.

There were no additional public comments, and the floor for discussion was closed by Chair Smith at 7:07pm.

Motion to approve and select Professional Search Firm Bradbury Miller for Library Director Search made by Treasurer Slavitz, seconded by Trustee Johnson.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith.

Noes: None.

Motion Passed.

2. Library Director's Report

Director Mazzolini reported that there was a fire in the grass behind the library today, near the construction fence. The fire was extinguished by the Tiburon Fire Department. There was no damage or injury.

The development of the Library's Fiscal Year 2021-2022 Budget is in process. After review by Treasurer Slavitz, a draft will be presented at the May Agency meeting.

Library Staff will migrate to the new portion of the building during late May. The Library will possibly be closed for 2 weeks for the move. The new Children's Room will be complete, and new books and popular materials will be placed in there. Adult new and popular materials will be placed in the new Founder's Room. It is possible that in-person patron visits may be allowed in these 2 spaces, depending upon COVID restrictions. If opening is allowed, Children's programs are also planned.

MARINet is adding a no-cost benefit with subscription to their services: RFID for book check-in so that each book which is returned via book drop will automatically be checked in as it is "dropped."

3. Expansion Update

Project Manager Glenn Isaacson reported that the code changes required for the mounting of HVAC equipment were under a step-by-step approval process by the Town of Tiburon Building Department, which has sent the plans for third party plan check. The project is now set back in schedule by at least 2 weeks in terms of closing and completing the ceilings.

The exterior front entry formwork for seating, steps, and the accessibility ramp have been formed, poured, and stripped, creating a good picture of the geometry of the new front plaza. The concrete work is excellent, and the shape is very appealing. Lightweight fill, which will be used to create different elevations in front plaza, has been delivered.

Regarding the Solar energy research project, quite fortunately, Marin Clean Energy will be providing a full research capacity, plus has received bids from providers. These services are available at no cost to projects like ours. MCE staff are gathering data and starting on proposals.

The Project remains on budget, although timing delays have resulted from the third party plan review requested by the Town of Tiburon, plus the HVAC code changes and related permit process. Project Manager Isaacson and Director Mazzolini are working with BRW Architects to streamline planned work in the hope of shaving off some time as the project moves forward.

4. Foundation Report

Foundation President Rachael Ong reported that the Hero Campaign stands at 115 heroes with \$794,521 raised. Matching Donors remain at \$350,000, just shy of a \$500,000 goal. The Foundation is very grateful to Brenda Bottum, who has given \$35,000 toward the community Donor Wall. An additional \$35,000 was donated last week, also, including \$25,000 from the Belvedere Community Foundation.

Project Manager Glenn Isaacson and Chair Smith met with President Ong to visit the Library work site and get a good visual understanding of the artistic design of the donor wall. They determined that a temporary plaque can be used to assure that accurate names and donor preferences can be finalized before the actual engraving.

President Ong thanked the Ark Newspaper for a well-received double page donor “Thank You” ad which was published 2 weeks ago. This ad was placed not only to recognize donors, but also to begin the process of verifying donor data retroactively to around 2006, when the Capital Campaign began. The Foundation Board will begin an outreach to local municipal officials, inviting them to consider donating and being included on the community donor wall.

Foundation members are also working on with Children’s Librarians Alicia Bell and, Catherine Pyun, along with Teen Librarian Rebecca Jung in the creation of a “Little Hero” bookmark, which will be included in summer reading activity packs, to promote donor wall participation. Additional outreach to local preschool families is underway, along with the development of a new volunteer database. Foundation Executive Director Jenna Ervice is researching specific foundations for additional capital campaign grants.

Foundation members are also developing a 5-to-10-year strategic plan for supporting the Library with the help of Julie La Nasa. President Ong requested a meeting with the Agency and the Library finance committee to better understand if and when the line of credit will be used.

5. Agency Financial Statements and Quarterly Treasurer’s Report: March, 2021

Clerk Johnson reported that, with 75% of the year passed, 55% of budgeted revenues have been received, and expenses are at 71% of budget. Operating expenses have been slightly lower than normal due to COVID and construction. The Library is expected to end the year with Revenues slightly over budget and expenses slightly under budget.

6. Committee Reports

There were no Committee Reports.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of March 22, 2021, and the Warrants dated March, 2021, made by Trustee Johnson, seconded by Treasurer Slavitz.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith.

Noes: None. Motion Passed.

TRUSTEE CONSIDERATIONS:

10. Consideration of approval of retention of Wulff Hansen, public finance and investment firm, for CalPERS UAL funding study

Treasurer Slavitz said that a Sanitary District on which he is a Board Member recently reduced its unfunded pension liability by selling bonds with the help of Wulff Hansen. He has also worked with the firm in conjunction with the Town of Tiburon Council. This is one of several ways to reduce pension liabilities. The staff of Wulff Hansen will prepare an analysis for the Library which is cost-free unless the Agency commits to do a bond financing through them. The approval of this retention Contract will facilitate the analysis process. This will provide a start to the Agency's creation of a strategy for funding the pension liability.

Trustee Johnson asked who would take on the selling of the bonds if that strategy was selected by the Agency. Treasurer Slavitz said that Wulff Hansen would make a board presentation and create an agreement for their firm to sell the bonds. The Agency could also call for proposals from other firms to facilitate a bond sale.

Trustee Weill asked what kind of time period the bond repayment would involve. Treasurer Slavitz said that the Agency could select a time period. The Sanitary District set up its bonds for a 25-year repayment. The Bonds are thought of as a way to save interest costs relative to what CalPERS would charge the Agency if CalPERS' projected discount rate was not met in actual earnings.

Chair Smith opened the floor to public comments at 7:50 pm. There were none.

Motion to approve retention of Wulff Hansen, public finance and investment firm, for CalPERS UAL funding study made by Treasurer Slavitz, seconded by Trustee Cromwell.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith.

Noes: None. Motion Passed.

11. Consideration of approval of Resolution No. 264-2021` Amending the Belvedere Tiburon Library Agency Deferred Compensation Plan in the Form of the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust

Clerk Johnson said that this resolution is necessary to add a Roth contribution option to the 457 payroll deduction program already available to Library staff through ICMA.

Motion to approve Resolution No. 264-2021` Amending the Belvedere Tiburon Library Agency Deferred Compensation Plan in the Form of the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust made by Trustee Cromwell, seconded by Trustee Johnson.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith.

Noes: None. Motion Passed.

12. Meeting Dates

The next BTLA meeting is scheduled for Monday, May 17th, at 6:15pm via Zoom.

Chair Smith adjourned the meeting 8 pm.

Respectfully Submitted,

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

Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING - HAND CHECKS							
4/2/2021	000360	Glaver Cifuentes	100	8450	Janitorial Expense	3,650.00	3,650.00
4/14/2021	000361	Ken Lehr	100	8040	Technical Support	2,600.00	2,600.00
OPERATING - PRINTED							
4/15/2021	101035	American Express	100	7606	Digital Resources & Content	173.88	
		American Express	100	8035	Computers & Peripherals	28.03	
		American Express	100	8071	Website Maintenance	125.00	
		American Express	100	8225	Public Relations	239.40	
		American Express	100	8230	Office Supplies	826.13	
		American Express	100	8251	Young Adult Programs	294.28	
		American Express	100	8501	Small Furniture & Fixtures	172.43	1,859.15
4/15/2021	101036	Blackstone	100	7601	Books and other Materials	40.00	40.00
4/15/2021	101037	Carol Weiss	100	8240	Library Services Materials	246.80	246.80
4/15/2021	101038	Emilia Hagerman	100	8250	Children's Program Supplies	90.00	90.00
4/15/2021	101039	Glaver Cifuentes	100	8450	Janitorial Expense	3,650.00	3,650.00
4/15/2021	101040	Ingram Library Services	100	7601	Books and other Materials	7,046.99	
		Ingram Library Services	100	7602	Vendor Processing Cost	510.10	7,557.09
4/15/2021	101041	Lincoln National Life Insurance	100	7110	PERS Insurance Benefits	468.98	468.98
4/15/2021	101042	Marin IT INC	100	8020	Online Services	323.00	323.00
4/15/2021	101043	Overdrive	100	7606	Digital Resources & Content	2,292.80	2,292.80
4/15/2021	101044	Project 6 Designs	100	8071	Website Maintenance	12,818.00	12,818.00
4/15/2021	101045	VOID				-	-
4/15/2021	101046	VOID				-	-
4/15/2021	101047	VOID				-	-
4/15/2021	101048	VOID				-	-
4/15/2021	101049	Purchase Power	100	8220	Postage Freight	208.99	208.99
4/15/2021	101050	Redwood Security	100	8492	Maintenance Contracts	225.00	225.00
4/15/2021	101051	TPX Communications	100	8260	Telephone	1,027.11	1,027.11
4/15/2021	101052	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	3,929.22	3,929.22
					TOTAL OPERATING WARRANTS	\$ 40,986.14	\$ 40,986.14

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 APRIL 30, 2021

8-2

Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING - HAND CHECKS							
4/30/2021	000362	Bradbury Miller	100	7200	Professional Development	6,000.00	6,000.00
OPERATING - PRINTED							
4/30/2021	101053	American Express	100	7601	Books and Other Materials	93.22	
		American Express	100	8071	Website Maintenance	125.00	
		American Express	100	8230	Office Supplies	581.93	
		American Express	100	8250	Children's Program Supplies	199.94	
		American Express	100	8251	Young Adult Programs	271.23	1,271.32
4/30/2021	101054	Blackstone	100	7606	Digital Resource & Content	120.00	120.00
4/30/2021	101055	Brodart Co.	100	7601	Books and Other Materials	33.00	
		Brodart Co.	100	7602	Vendor Processing Costs	5.15	38.15
4/30/2021	101056	Business Card	100	7606	Digital Resource & Content	20.98	
		Business Card	100	8230	Office Supplies	137.43	
		Business Card	100	8430	Building Maintenance	752.00	
		Business Card	100	8815	Credit Card Fees	66.23	976.64
4/30/2021	101057	Cascada De Flores	100	8250	Children's Program Supplies	600.00	600.00
4/30/2021	101058	Delta Dental	100	7110	PERS Insurance Benefits	1,281.12	1,281.12
4/30/2021	101059	Diego's Gardens	100	8440	Grounds Maintenance	1,000.00	1,000.00
4/30/2021	101060	EBSCO Industries	100	7606	Digital Resource & Content	4,725.00	4,725.00
4/30/2021	101061	Emilia Hagerman	100	8250	Children's Program Supplies	90.00	90.00
4/30/2021	101062	Ithaka	100	7606	Digital Resource & Content	1,323.00	1,323.00
4/30/2021	101063	Library Ideas	100	7606	Digital Resource & Content	25.50	25.50
4/30/2021	101064	Lincoln National Life Ins	100	7110	PERS Insurance Benefits	234.88	234.88
4/30/2021	101065	Marin IT Inc	100	8020	Online Services	723.00	723.00
4/30/2021	101066	MMWD	100	8500	Water	566.14	566.14
4/30/2021	101067	Mill Valley Refuse	100	8480	Trash	280.15	280.15
4/30/2021	101068	OCLC Inc.	100	8020	Online Services	105.22	105.22
4/30/2021	101069	Overdrive	100	7606	Digital Resource & Content	1,349.39	1,349.39
4/30/2021	101070	PG&E	100	8490	Electricity & Gas	1,361.36	1,361.36
4/30/2021	101071	Riley F Hurd III	100	8840	Legal Services	2,580.00	2,580.00
4/30/2021	101072	The Ark Newspaper	100	7601	Books and Other Materials	129.50	129.50
4/30/2021	101073	Thomson Reuters	100	7601	Books and Other Materials	60.15	60.15
4/30/2021	101074	Tmobile	100	8050	Telecommunications	158.94	158.94
4/30/2021	101075	Travis Meinolf	100	8250	Children's Program Supplies	1,340.00	1,340.00
4/30/2021	101076	Vantagepoing TRF Agt 457	100	2040	Deferred Comp Deductions	3,929.22	3,929.22
					TOTAL OPERATING WARRANTS	\$ 30,268.68	\$ 30,268.68

Check/Voucher Date	Check/Voucher Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
4/1/2021	000236	Miller Pacific	200	9045	Site Work	4,577.70	4,577.70
4/14/2021	000237	Alten Construction	200	9045	Site Work	997,907.63	997,907.63
4/14/2021	000238	Alten Escrow	200	9051	Escrow	52,521.50	52,521.50
4/27/2021	000239	BRW	200	9041	Architect	30,015.29	30,015.29
4/27/2021	000240	CMA	200	9048	Project Management	747.50	747.50
							-
					Total	\$ 1,085,769.62	\$ 1,085,769.62

BELVEDERE TIBURON LIBRARY AGENCY
 FIRST DRAFT BUDGET
 FISCAL YEAR 2021/2022

		2020/2021	Feb-21	2021/2022	% Change	
		Approved	FY 2020/2021	Budget	over FY21	
		Budget	Projection	Estimate	Budget	Account Description Detail:
REVENUES:						103.8%
5010	Basic Library Tax*	2,067,703	2,071,885	2,149,939	3.98%	Per County Projections received (Tiburon 3.7%, Belvedere 3.9%)
5020	Parcel Tax	275,000	274,288	275,000	0.0%	Library Tax of \$66 per Parcel
5025	ERAF	400,000	518,820	523,000	30.8%	Per County Finance Department Advice
5032	BTLF Grants from Annual Appeal	60,000	60,000	60,000	0.0%	Annual Appeal
5036	BTLF Grants from Restricted Endow.	2,820	0	-	-100.0%	Fund Turned over to Foundation by Donor
5051	BTLF Grants from Corner Books	-	0	-		Corner Books Sales, Wreath Auction
5052	BTLA Bookmarks Program Funds	-	0	-		Petrocelli Luncheon, Blackies Hay Day, Teddy Bear Tea
5040	Book Fines & Reserves	2,640	0	2,000	-24.2%	Hold Fees
5050	Book Sales	4,289	0	5,000	16.6%	In-Library sales of donated books
5065	Reference Desk Income	2,147	0	2,000	-6.8%	Use of Print Management, Sales of Marin Books, Cards, Thumb Drives
5070	Commission on Copier	754	0	900	19.4%	Funds from Public Copiers
5090	E-Scrip Revenue	30	3	30	0.0%	
5099	Interest Income	31,329	22,978	19,966	-36.3%	LAIF and Mechanics Savings - Interest Rates assumed at 1% calculated on lowest balances
	Total Operating Revenue	2,846,712	2,947,974	3,037,835	6.7%	
8915	Principal Repayment	(80,000)	(80,000)	(85,000)	6.3%	From Bond Amortization Schedule
8910	Bond Interest	(37,500)	(37,500)	(32,550)	-13.2%	From Bond Amortization Schedule
8920	Fiscal Agent Fees	(12,500)	(11,592)	(12,500)	0.0%	Four NBS Payments of approx \$2.5K plus One USB Payment of \$2,500
8925	Expansion Principal Repayment			0		Expansion LOC Repayment of \$1,000,000
8930	Expansion Line of Credit Interest			(45,000)		Estimated Expansion LOC borrowing of \$1,000,000 at 4.5%
	Total Debt Service	(130,000)	(129,092)	(175,050)	34.7%	
	Total Revenue after Debt Serv	2,716,712	2,818,882	2,862,785	5.4%	Grant and Operational Revenues were lower in 2021 due to COVID and Expansion closures
EXPENDITURES:						
Personnel:						
7010	Salaries & Wages	1,299,486	1,335,522	1,419,505	9.2%	2% COLA per Belvedere, 5% EPMC Trade, 4.5% Step&Track, 2 promotions
7015	Medical Reimbursement	27,968	28,631	29,287	4.7%	Up to \$225 per month for PERS employees if maximum Health Allowance is not used
7020	Part-Time Wages	163,166	60,616	98,767	-39.5%	Part Time Staffing will only be for 7 months in FY22
	Subtotal Salaries & Wages	1,490,620	1,424,769	1,547,559	3.8%	
7100	PERS Retirement Benefits	251,688	255,232	236,493	-6.0%	CalPERS FY21 %'s + required UAL pymt of \$98,970; Elimination of 5% EPMC
7110	PERS Health Benefits	177,723	189,042	203,795	14.7%	More Participation: Health, Dental, LTD, Life, less Employee Payments for over allowance
7120	Worker's Comp Insurance	5,384	6,496	7,795	44.8%	Based on all Clerical Salaries, New Insurance through SDRMA
7125	Employment Practices Insurance	4,795	5,673	5,400	12.6%	New Insurance Coverage through SDRMA (3- yr Tail pn prior Policy purchased in FY21)
7130	Payroll Tax Expense	31,326	24,383	28,138	-10.2%	Based on Salaries & Wages
7140	Unemployment		4,435	4,500		Due to COVID layoffs 6/30/20
7200	Professional Development	2,800	2,466	2,800	0.0%	
7210	Staffing Recruitment		6,000	19,000		Director Retirement - Search Firm for New Director
	Total Personnel	1,964,336	1,918,496	2,055,481	4.6%	

BELVEDERE TIBURON LIBRARY AGENCY
 FIRST DRAFT BUDGET
 FISCAL YEAR 2021/2022

		2020/2021	Feb-21	2021/2022	% Change	
		Approved	FY 2020/2021	Budget	over FY21	
		Budget	Projection	Estimate	Budget	Account Description Detail:
Books, Services & Supplies:						
7601	Books & Other Materials	120,000	98,463	100,000	-16.7%	Print Materials: Shifting some to digital
7602	Processing Costs & Fees	7,000	6,166	7,000	0.0%	Book and Media covering, labeling, taping, and repair
7603	Supplies-Processing	3,000	1,471	3,000	0.0%	Tape, Cases, Covers for processing and repair in library
7606	Digital content	65,000	60,619	57,000	-12.3%	e-Book purchases, Database subscriptions, and Platform subscriptions - Public Use
7607	MARINet/NN Annual Cost	94,670	88,891	97,510	3.0%	
	Total Books, Services & Supplies	289,670	255,610	264,510	-8.7%	
Technology Services:						
8020	Online Services	13,000	10,708	10,000	-23.1%	Marin IT monthly backups , Movie Licensing, OCLC Cataloging + ILL - Staff Use/IT Software
8030	Equipment Maintenance & Rep	5,000	0	5,000	0.0%	As needed
8035	Computers & Equipment	27,500	25,123	27,500	0.0%	As needed
8040	Technical Support	25,000	9,632	25,000	0.0%	Marin IT : Wesley Liang and Town of Tiburon: Ken Lehr
8050	Telecommunications	2,000	164	2,000	0.0%	Cisco Smartnet, Marin IT Messaging
8070	IT Infrastructure	5,000	14,319	17,000	240.0%	Back Office Technology Support (Separated from 7606 and 8020)
8071	Website maintenance	20,000	68,539	20,000	0.0%	Project 6 Website Support
8080	Maker Space	9,000	226	9,000	0.0%	Robotics, Virtual Reality, 3D printing, etc for teens and kids
8090	Technology Training	4,800	0	4,800	0.0%	Public Classes
	Total Technology Services	111,300	128,711	120,300	8.1%	
Services & Supplies:						
8210	Copier Expenses	14,500	15,550	18,000	24.1%	Upgrade Copier Lease and Overage Charges -Discovery Office Systems (3-4 copier/printers)
8220	Postage & Freight	10,500	3,779	7,000	-33.3%	Includes Postage on Quarterly Newsletter (2)
8225	Public Relations	23,500	4,997	15,667	-33.3%	Newsletter (2), Holiday Lighting, Job Postings, Facebook, Fundraising, Signage
8230	Office Supplies	10,000	13,770	10,000	0.0%	Includes Toner for all Printers and Faxes
8240	Library Services & Supplies	7,000	0	7,000	0.0%	Fees & Supplies for Public Programs
8250	Children's Programs	16,000	5,214	16,000	0.0%	Fees for Crafts, Summer Reading, and Entertainers: more programs, more attendance
8251	Young Adult Programs	7,000	1,191	7,000	0.0%	Teen Crafts and Activities: Teen Lounge, Book Club, Movie Night
8260	Telephone	11,500	11,781	12,500	8.7%	Telepacific
8270	AV Equipment & Peripherals	5,500	0	11,000	100.0%	4 video/audio screens in New Library
	Total Services & Supplies	105,500	56,282	104,167	-1.3%	

BELVEDERE TIBURON LIBRARY AGENCY
 FIRST DRAFT BUDGET
 FISCAL YEAR 2021/2022

		2020/2021	Feb-21	2021/2022	% Change	
		Approved	FY 2020/2021	Budget	over FY21	
		Budget	Projection	Estimate	Budget	Account Description Detail:
Building Expenses:						
8410	Insurance	20,000	22,064	94,131	370.7%	Property and Liability: Add Earthquake and New Building (\$20K was charged Bldg Res in FY21)
8430	Building Maintenance	15,000	41,925	16,500	10.0%	On-call electrical, plumbing, appliance, door, alarm, and HVAC repair
8440	Grounds Maintenance	12,000	5,000	15,000	25.0%	Diego's Gardens monthly and Town of Tiburon \$975 quarterly
8450	Janitorial Expense	41,400	44,406	54,200	30.9%	Daily Cleaning, COVID Sanitizing, and Annual Deep Clean/Carpet Clean/Window Cleaning
8460	Custodial Supplies	6,050	2,699	7,865	30.0%	Hagel Janitorial Supplies
8480	Trash	3,661	3,299	4,027	10.0%	Mill Valley Refuse
8490	Electricity/Gas	30,575	14,003	33,633	10.0%	PG&E back to normal after Expansion
8491	Parking	10,000	8,563	10,000	0.0%	Staff Parking
8492	Maintenance Contracts	8,000	1,826	8,000	0.0%	Mat Service, Security, HVAC, Pest Control, Piano tuning, Fire Extg & First Aid, Backflow Testing
8500	Water	8,223	8,609	9,000	9.4%	MMWD
8501	Furniture & Fixtures	4,000	1,019	-	-100.0%	As needed: For FY22, New Furniture purchased under Expansion Budget
	Total Building Expense	158,909	153,413	252,356	58.8%	Larger Building and Grounds, COVID Cleaning, Rising Insurance Costs
Agency Administration:						
8810	Bank Charges	1,000	0	1,000	0.0%	LAIF Wire Fees, Bank Charge for Audit Confirms
8815	Credit Card Charges	2,000	277	2,000	0.0%	Visa and AMEX and Square use and discount fees for patron fees paid by credit card
8820	Cash Short/(Over)	120	0	120	0.0%	Weekly Cash Register Count Variance
8830	Accounting	12,300	9,169	10,300	-16.3%	City of Belvedere (Accounts Payable & Financials), ADP payroll
8835	Auditing	26,000	27,356	29,700	14.2%	Maze Associates audit \$21,000; GASB 78 plus actuarial serv: Bartel & Co. \$8,000, PERS \$700
8840	Legal Services	15,000	15,708	15,000	0.0%	Riley Hurd & Sarah Leger analysis & support for legal, HR, policy issues
8850	Office & Commemorative	5,000	92	5,000	0.0%	Agency, Staff, and Volunteer correspondence, recognition, appreciation
	Total Administration	61,420	52,602	63,120	2.8%	
	Total Operating Expenses	2,691,135	2,565,114	2,859,933	6.3%	Insurance, PERS UAL, and New Building Utility and Maintenance Costs: % is on par with Revenue
	Net Operating Revenue (Loss)	25,577	253,768	2,852		

BELVEDERE TIBURON LIBRARY AGENCY				
BUDGETED CHANGES IN CASH				
FISCAL YEAR 2021/2022		RESTRICTED	DONOR	OPERATING
July 1, 2021 through June 30, 2022	TOTAL CASH	RESERVES	RESTRICTED FUNDS	RESERVE
Projected CASH at Fiscal Year End June 30, 2021	\$ 4,750,618	\$ 1,566,794	\$ 256,597	\$ 2,927,227
<u>BUDGETED OPERATING ACTIVITY</u>				
Operating Revenue	3,037,835			3,037,835
Debt Service	(175,050)			(175,050)
Operating Expenses	(2,859,933)			(2,859,933)
Net Operating Income	2,852	-	-	\$ 2,852
<u>BUDGETED EXPANSION CONSTRUCTION & FURNISHING ACTIVITY</u>				
Expansion Grants Received	6,500,000			6,500,000
Expansion Expenditures	(6,500,000)			(6,500,000)
Net Expansion Activity	-	-	-	\$ -
<u>BUDGETED RESTRICTED RESERVE ACTIVITY</u>				
Use of Expansion Reserve for Project Costs	(1,000,000)	(1,000,000)		-
Use of Building Reserve	(18,000)	(18,000)		-
Net Reserve Activity	\$ (1,018,000)	\$ (1,018,000)	\$ -	\$ -
<u>BUDGETED BALANCE SHEET ACTIVITY</u>				
Taxes Received in following fiscal year (July-Sept 2022)	100,000			100,000
Technology Subscriptions paid in prior fiscal year (May-June 2021)	30,000			30,000
Retiring Director's Accrued Vacation Liability Payout	(175,000)			(175,000)
Payment of Accounts Payable from prior fiscal year	(25,000)			(25,000)
Net Balance Sheet Activity	\$ (70,000)	\$ -	\$ -	\$ (70,000)
<u>BUDGETED DESIGNATED FUND ACTIVITY</u>				
Designated Fund Inflows	-		\$ -	-
Designated Fund Outflows	(9,132)		\$ (9,132)	-
Net Designated Fund Activity	\$ (9,132)	\$ -	\$ (9,132)	\$ -
BUDGETED CASH FOR JUNE 30, 2022	\$ 3,656,338	\$ 548,794	\$ 247,465	\$ 2,860,079
Expenses July through November, 2021	\$ (1,264,576)			(1,264,576)
PROJECTED CASH LOW POINT AT NOVEMBER 30, 2021	\$ 2,391,762	\$ 548,794	\$ 247,465	\$ 1,595,503

BELVEDERE TIBURON LIBRARY AGENCY						
PROJECTED STATEMENT OF NET POSITION						
FISCAL YEAR 2020/2021						
				Projected	FY22	Projected
				Balance	Budgeted	Balance
				June 30, 2021	Activity	June 30, 2022
ASSETS						
Current Assets						
		Cash, cash equivalents and investments		4,768,882	(1,242,544)	3,526,338
		Accounts and interest receivable		154,959		154,959
		Prepaid expenses		31,580		31,580
		Security Deposit		150		150
		Total current Assets		4,955,571	(1,242,544)	3,713,027
Noncurrent assets:						
		Nondepreciable capital assets		14,564,729	(12,958,169)	1,606,560
		Depreciable capital assets, net of depreciation		990,451	14,564,729	15,555,180
		Total capital assets, net		15,555,180	1,606,560	17,161,740
		TOTAL ASSETS		\$ 20,510,751	\$ 364,016	\$ 20,874,767
DEFERRED OUTFLOWS OF RESOURCES						
		Related to pension		415,531		415,531
		Related to OPEB (Post-employment health)		14,855		14,855
		Total Deferred Outflows of Resources		\$ 430,386	\$ -	\$ 430,386
LIABILITIES						
Current liabilities:						
		Accounts payable and accrued liabilities		36,315		36,315
		Long-term debt portion due within one year		90,028		90,028
		Total current liabilities		126,343	-	126,343
Non-current liabilities						
		Compensated absences		240,279	(175,000)	65,279
		Long-term debt due in more than one year		588,839	915,000	1,503,839
		Net Pension Liability		1,172,442		1,172,442
		Net OPEB Liability		235,217		235,217
		TOTAL LIABILITIES		\$ 2,363,120	\$ 740,000	\$ 3,103,120
DEFERRED INFLOWS OF RESOURCES						
		Related to pension				
		Related to OPEB (Post-employment health)		154,414		154,414
		Total Deferred Inflows of Resources		59,164		59,164
				\$ 213,578	\$ -	\$ 213,578
NET POSITION						
		TOTAL NET POSITION		\$ 18,364,439	\$ (375,984)	\$ 17,988,455
		NET POSITION WITHOUT CAPITAL ASSETS		2,809,259	(1,982,544)	826,715

Belvedere-Tiburon Library Agency Future Meeting Dates

June 21, 2021

July 19, 2021

No August meeting unless deemed necessary

September 20, 2021

October 18, 2021

November 15, 2021

No December meeting unless deemed necessary

All meetings are held at 6:15 pm remotely via Zoom

Unless otherwise noted