

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
SPECIAL Meeting of Tuesday, February 22, 2022, 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.

SPECIAL TRUSTEE CONSIDERATION

1. **CONSIDERATION OF APPROVAL OF RESOLUTION NO. 274-2022 PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-08-21, DATED JUNE 11, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BELVEDERE-TIBURON LIBRARY AGENCY FOR THE PERIOD FEBRUARY 13, 2022 – MARCH 13, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

STAFF BOARD AND COMMITTEE REPORTS

2. Chair's Report – Jeff Slavitz, Agency Chair (2 minutes)
3. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
4. Expansion Update – Glenn Isaacson, Project Manager (5 minutes)
5. Belvedere Tiburon Library Foundation Report, Suzannah Scully, Foundation President, (5 minutes)
6. Agency Financial Statements and Quarterly Treasurer's Report December 31, 2022
7. Belvedere Tiburon Library Agency Treasurer's report on Expansion Line of Credit, Jeff Slavitz, Agency Treasurer (5 minutes)
8. 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.

9. Approval of Agency Minutes of January 10, 2022
10. Approval of Agency Warrants dated January, 2022

TRUSTEE CONSIDERATIONS

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

There are no additional Trustee Considerations scheduled for this meeting.

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SPECIAL Meeting of Tuesday, *February 22, 2022*, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2022 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.

RESOLUTION NO. 274-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BELVEDERE-TIBURON LIBRARY AGENCY PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-08-21, DATED JUNE 11, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BELVEDERE-TIBURON LIBRARY AGENCY FOR THE PERIOD FEBRUARY 13, 2022 – MARCH 13, 2022 PURSUANT TO BROWN ACT PROVISIONS;

WHEREAS, the Belvedere-Tiburon Library Agency is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Belvedere-Tiburon Library Agency's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Agency's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Agency's jurisdictional boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the Agency's jurisdiction, specifically surge of Covid-19 cases related to the Delta Variant and certain provisions of COVID-19 related Executive Orders currently remain necessary to continue to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic, including California's ongoing vaccination programs, and the termination of certain provisions of COVID-19 related Executive Orders during this stage of the emergency would compound the effects of the emergency and impede the State's recovery by disrupting important governmental and social functions; and

WHEREAS, AB 361 allows for the continuation of teleconferenced meetings to ensure social distancing, which will avoid the potential spread of the Delta Variant among the unvaccinated and the vaccinated; and

WHEREAS, the Board of Trustees does hereby find that Covid-19 infections are currently at 11.8 cases per 100,000, social distancing continues to be recommended by the Centers for Disease Control and Marin County Public Health Officers, and the high level of transmissibility of the Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the Agency's jurisdiction that are likely to be beyond the control of services, personnel, equipment, and facilities of the Agency, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the legislative bodies of the Belvedere-Tiburon Library Agency shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Agency will continue to use a Zoom platform, which does not require registrations, provides a non-internet telephone only option, and has proven over the past 16 months to adequately allow for public participation and comment, to provide free access to the Board of Trustee meetings,

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE BELVEDERE-TIBURON LIBRARY AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the Agency's jurisdiction, and Marin County Health officers continue to recommend social distancing and avoidance of in person meetings,

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of June 11, 2021.

Section 4. Remote Teleconference Meetings. The Library Director and legislative bodies of the Belvedere-Tiburon Library Agency are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) March 13, 2022, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e) (3) to extend the time during which the legislative bodies of the Belvedere-Tiburon Library Agency may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Belvedere-Tiburon Library Agency, this 22nd day of February 2022, by the following vote:

I CERTIFY that the Governing Board of the Belvedere-Tiburon Library Agency duly and regularly adopted the foregoing resolution, Marin County, California, at a regular meeting thereof, held on the 22nd day of February 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff, Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk



DATE: February 22, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director 

SUBJECT: Library Director's Report

Reopening and Library Usage

The library reopened to the public on Monday, January 31, 2022, with a limited occupancy permit of 100 people, including staff. Tiburon issued the occupancy limit based on available space and restrooms during the renovation. Current business hours are Monday through Saturday, 10 am to 5 pm. The functional areas for public use include the children's room, the gallery, and Founder's Room. The children's room consists of the full selection of teen materials and a large portion of the children's collection. The gallery houses high-interest items for browsing, including vinyl records and bestsellers, and the Founder's Room includes several shelves of non-fiction, adult fiction, periodicals, and DVDs. Library users can request holds for pickup but also browse shelves. Users can access self-checkout stations, printing and copying services, the online library catalog, and an "express computer" for quick Internet browsing. Both the circulation desk and a temporary reference desk are staffed at all times. We have minimal seating within the space but plan to create a handful of study spaces once we receive new furniture and reallocate older furniture sometime before the end of the month. We'll reevaluate business hours and demand within a few weeks and adjust as needed. We have yet to receive any requests for expanded business hours. Many public libraries within the county continue to operate with reduced business hours due to Covid, layoffs, budget adjustments, and recruitment challenges. See attachment A.

Formal announcements regarding the opening went out to the public on Wednesday, February 2, through our website and social media channels and featured in that week's Ark Newspaper. The Library Foundation also shared an email announcement with donors. Since reopening the limited space, we have had just under 1,700 visitors, over 400 reference questions answered, and over 2,200 materials borrowed at this writing. The staff happily show library users the new space and explain the various areas currently available. Many users express excitement when touring the space and comment on the beauty of the various features.

Since reopening, the State has revised its public health order to require masks indoors for unvaccinated individuals. We follow a procedure implemented by many businesses and other public libraries that require visitors to self-attest to vaccination status and wear a mask

accordingly. Signage is posted at the library entrance and throughout the space, and staff are not asking individuals about their vaccination status.

A Look Back at 2021

A plethora of data is collected throughout the year and reported to the California State Library annually. The information includes fiscal, circulation, usage, program attendance, and more. While 2021 was an unusual year for all libraries, and our library doors remained physically closed throughout the pandemic and renovation, service continued. The attached infographic highlights key data demonstrating the library's utility even through renovation. We will regularly share similar data with the Board and the public through infographics, a website dashboard, and social media. Along with data, we will also collect personal stories and small wins. We hope that this type of information will more accurately demonstrate what the library is doing, how we're serving the community and the impact we are making. For 2021, you'll note that staff distributed over 2,500 activity kits for children and teens, representing over 200 on average per month. Library users borrowed over 47,000 digital items, including ebooks, audiobooks, TV shows, and more, which slightly increased over the previous calendar year.

Programs

We plan to resume some in-person programs once the interior restrooms are completed in mid-March, increasing our temporary occupancy. Programs will take place on the main patio facing Tiburon Blvd. as that is the only area with enough space for people to gather. A few safety hazards on the patio will be addressed with temporary measures to make the area safe enough for children. The construction team will be addressing this soon. Aside from planning to resume some children's in-person programs, staff are inquiring with other library users and past program participants about their interest in resuming any other programs in person. Staff will continue providing virtual program opportunities and to-go activity kits to accommodate individuals who do not yet feel comfortable convening in groups or appreciate the convenience. This hybrid model of offering in-person services and programs and virtual and activity kits is new for libraries, and much discussion has been to keep some semblance of it. We have learned that activity kits provide opportunities for individuals who may be homebound, have challenges in large groups or new settings, need more time to conduct activities, or use the kits as a time to bond with other family members. We will provide monthly updates on programming going forward.

Priorities

Since arriving, I have familiarized myself with staff and the various functions and needs of the library. I have had one-on-ones with staff and continue to schedule them with Trustees. I have also been introduced to multiple groups, including the Library Foundation, Tiburon Town Council, and MARINet. While the to-do list is more comprehensive, the below are high priority given several factors:

- FY21-22 budget analysis and FY 22-23 draft

- Renovation
- Staff organization, responsibilities, and recruitment
- Foundation
- Policy audit
- Internal operating procedures

You will hear more about these priorities in the coming months.

Personnel

Covid guidelines were created and distributed to staff following CDC, Marin County, and Cal-OSHA requirements. These were necessary and timely given three cases amongst staff since January. Essentially, staff must remain off the worksite if they are experiencing any Covid-like symptoms and are awaiting test results. Limiting exposures within the library is critical as we are operating with minimal staffing. Additionally, the State passed SB 114, allowing for additional supplemental paid sick leave for any individuals with Covid or individuals caring for immediate family members. It allows up to 80 total hours for employees based on weekly hours. It is retroactive to January 1 and expires September 30, 2022.

We currently have twelve full-time staff and two part-time staff and one vacancy for a full-time Library Operations Manager, vacant since December. There are no plans to recruit and fill this position; however, once the expansion is finished, we will need staffing dedicated to library operations and maintenance and will evaluate those needs later. Before the renovation, when the library was operating seven days a week, there were thirteen full-time staff, three regular part-time staff, and fifteen part-time substitutes. We are currently open 42 business hours each week, but staff begins their workday before opening. Before the renovation, the library was open 60 business hours each week, except for any programs scheduled outside of that. The library was previously open Sunday through Saturday and with later evening hours during the week than currently available. Key staff will work together to develop a library organization chart and staffing model to reflect the expanded space and additional resources and services available due to the expansion. This is a priority task before personnel recruitment begins closer to summer 2022.

I will take a short-term leave beginning at the end of March and into April. Essentially, I will be available by phone or email for emergencies during my first week out. After that, I'll work exclusively from home for the following week, then work a hybrid of remote and in-office for the next few weeks. My availability will vary for in-office hours, but I will prioritize necessary meetings, events, and tasks that cannot be completed remotely. I anticipate working a range of 12-30 hours weekly until I fully recover. I recognize this comes at a pivotal time for the library and in my recent hiring; however, I want to assure you work will continue, and I'm confident there will be little disruption to library operations. My action plan prioritizes tasks for a full reopening and budget approval by June.

- Week One - Responding to emergencies by phone/email
- Week Two - Resume regular phone and email correspondence, virtual meeting attendance as needed

- Tasks
 - Daily staff check-ins
 - Renovation updates and action
 - Budget development
 - BTLA mtg. agenda and preparation
- Weeks Three to Six - Minimum of 12-30hrs. weekly, hybrid of remote work and in-office hours, including weekends
 - Tasks
 - Daily staff check-ins
 - Renovation and reopening plans
 - Personnel recruitment
 - Policy and procedure development and revisions
 - Budget development
 - Foundation tasks and meetings
 - BTLA mtg. agenda and preparation
 - Ongoing, daily operations and regular committee meetings

While I am out of the office, I will have access to email, phone, Zoom, and work files. Supervisors will maintain daily staff scheduling for their respective departments. I will remain the main point of contact and decision-maker on behalf of the library regarding the renovation. The Assistant to the Director for Library Services will provide support and direction to library staff as needed. I anticipate participating in the following significant meetings in April, including weekly renovation updates, biweekly check-in with the Foundation Director, monthly Agency meeting, monthly Foundation Board meeting, Agency, and Foundation strategic workshop, presentation to Reed Union School District, MARINet Board meeting, and State Library and Association meetings.

State Library and other Regional Updates

The State Library is working on a statewide eBook platform to make more digital content available through all public libraries called the Palace Project. The platform would allow multiple vendors to populate a central application for library users to search across a wider variety of content. The State Library will first populate the platform with children's materials and purchase additional digital materials. A handful of libraries are piloting the project across the state before the State Library develops formal implementation guidelines for all. Staff will integrate this into our digital resources once additional guidance is available. Aside from the Palace Project, the State Library has several grant opportunities currently available. Many are tied to ARPA funding and have a limited timeline, and others are available annually. The State Library has an infrastructure and capital improvement grant, but we are not a strong applicant given the criteria and focus on high-need areas and safety. However, we can still apply for consideration as a "non-critical" project to include costs to cover many aspects of the current renovation and expansion. There is a total of \$439 million available, with a maximum award of up to \$10 million per library facility. The grant does require a 1:1 dollar match. I will provide more detail on this opportunity at the March Agency meeting.

The Belvedere Tiburon Library is a member of NorthNet, a regional cooperative of 40 public libraries across northern California. NorthNet meets twice a year to discuss grant opportunities policies and discuss funds distributed from the CA State Library. In January, I attended their mid-year administrative council meeting and a more in-depth orientation in February. I have been asked to consider a role in their executive council based on my previous experience in Serra, one of the regional cooperatives in southern California. As a part of NorthNet Library System, we receive funds annually through an allocation from the CA State Library. Our allocation is based on a formula developed by NorthNet that considers population, revenue, and equity. For FY21-22, we will receive just over \$8,000 to cover delivery costs, slightly more than the previous FY.

The California Library Association Annual Conference is in person in Sacramento this June. I encouraged staff to submit a conference proposal to share any work or lessons learned that are pertinent. As a CLA Board Director, I will likely need to attend a few meetings, and I would like to extend the offer to other staff if the budget permits.

Library Business Hours throughout Marin

Belvedere Tiburon Library

- 10am - 5pm Mon.-Sat.

Mill Valley

- 11am - 5pm on Mon., Tues., Thurs., Fri.
- 11am - 8pm on Wed.
- 12pm - 5pm on Sat.
- 12pm - 5pm on Sun. for curbside only

Larkspur

- 11am-6pm on Tues., Thurs., Sat.
- 12pm - 4pm on Wed., Fri. for curbside only
- 30 minute visits

San Anselmo

- 10am - 4pm on Mon., Wed., Fri.
- 12pm - 6pm on Tue.
- 12pm - 5pm on Saturdays
- 10am - 4pm on Thurs. for curbside only

Sausalito

- 10am - 5pm Mon.-Thurs.
- 12pm - 5pm Sat.-Sun.

San Rafael

- Hours vary by location, mainly 10am - 5pm or 9am - 7pm

Marin County

- Hours vary by location
- Corte Madera 9am - 8pm Mon.-Thurs., 10am - 5pm Sat., 12pm - 5pm Sun.

Belvedere Tiburon Library

2021

• BY THE NUMBERS •



24,276

ITEMS
CIRCULATED



129

NEW
CARDHOLDERS



2,550

ACTIVITY KITS FOR
KIDS AND TEENS



47,165

DIGITAL ITEMS
CHECKED OUT



104,154

VISITS TO OUR WEBSITE



6,108

INQUIRIES MADE TO
LIBRARY STAFF



Belvedere
Tiburon
Library

Belvedere Tiburon Library

1501 Tiburon Blvd
Tiburon, California 94920 | 1.415.789.2665
www.beltiblibrary.org



February 17, 2022

To: Jeff Slavitz, Chair, Library Agency Trustees and Crystal Duran,
Library Director
From: Glenn Isaacson, Project Manager
Subject: Expansion Project Activity Report No. 24

Activities Accomplished:

At the exterior,

Temporary restrooms are installed in the parking lot and are operational with appropriate accessible ramps and pathway.

The Library and the Contractor have agreed to the final plans and costs for all the remaining exterior site work.

At the interior,

All work is occurring in the “old” library building with emphasis on the new public restrooms.

Framing of the new interior spaces is complete.

The restrooms have lights and dry wall installed ready for ceramic tile. Unfortunately, the tiler is delayed due to Covid.

Permanent ATT and Comcast service has been connected underground to the new IT room.

The Architect has completed the final Phase 2 Plan Set and delivered it to the Contractor for pricing.

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

The tile will be completed allowing the plumbing fixtures and partitions to be installed and the restrooms opened for use.

The Contractor will complete final pricing for all remaining interior work for submission to the Agency.

Longer-term activities include:

Completion of all exterior and Phase 2 interior work.

Overview:

A Temporary Occupancy Permit for 100 persons has been issued by the Town and the public is now entering and using the building.

Advice on the Project Cost Budget and schedule is pending Contractor submission of pricing and schedule for the all the remaining Phase 2 interior work.

END.

**Belvedere-Tiburon Library Agency
Statement of Revenues
Period Ending December 31, 2021**

6-1

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Basic Library Tax	\$ 2,159,580	\$ 36,613	1.7%	\$ 2,067,703	\$ 1,137,274	55.0%
Parcel Tax	\$ 275,000	\$ -	0.0%	\$ 275,000	\$ 150,858	54.9%
ERAF	\$ 523,000	\$ -	0.0%	\$ 400,000	\$ 7,989	2.0%
Grants	\$ 60,000	\$ -	0.0%	\$ 62,820	\$ -	0.0%
Desk Revenue Sales & Fines	\$ 7,000	\$ -	0.0%	\$ 6,929	\$ -	0.0%
Misc. Other Revenue	\$ 19,966	\$ 2,841	14.2%	\$ 2,931	\$ 8,950	305.4%
Interest Income	\$ 2,930	\$ 5	0.2%	\$ 31,329	\$ 2	0.0%
TOTAL GENERAL FUND	\$ 3,047,476	39,459	1.3%	\$ 2,846,712	\$ 1,305,073	45.8%
			See Note (1)			
ORIGINAL CFD BOND DEBT SERVICE						
Original Bond Principal	\$ (85,000)	\$ (85,000)	100.0%	\$ (80,000)	\$ (80,000)	100.0%
Original Bond Interest	\$ (32,550)	\$ (17,550)	53.9%	\$ (37,500)	\$ (19,950)	53.2%
Fiscal Agent Fees	\$ (12,500)	\$ (4,877)	39.0%	\$ (12,500)	\$ (4,696)	37.6%
TOTAL CFD DEBT SERVICE	\$ (130,050)	\$ (107,427)	82.6%	\$ (130,000)	\$ (104,646)	80.5%
TOTAL REVENUE AFTER DEBT SERVICE	\$ 2,917,426	(67,968)	-2.3%	\$ 2,716,712	\$ 1,200,427	44.2%

Percent of Year Complete	50.0%
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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

Note: December Taxes of \$1,623,589 were received in January and February. This brings total General Fund Revenue to \$1,663,048 or 55% of budget.

(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 December 31, 2021

6-2

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Personnel (4)	\$ 2,065,293	\$ 1,053,244	51.0%	\$ 1,964,336	\$ 993,845	50.6%
Circulation Materials & Data (5)	\$ 284,510	\$ 194,956	68.5%	\$ 289,670	\$ 188,495	65.1%
Technology Services (6)	\$ 120,300	\$ 47,180	39.2%	\$ 111,300	\$ 36,586	32.9%
Program Services & Supplies (7)	\$ 112,000	\$ 36,028	32.2%	\$ 105,500	\$ 29,252	27.7%
Building Expenses (8)	\$ 254,204	\$ 128,199	50.4%	\$ 158,909	\$ 85,500	53.8%
Agency Administration	\$ 63,120	\$ 35,056	55.5%	\$ 61,420	\$ 24,747	40.3%
TOTAL GENERAL FUND	\$ 2,899,427	1,494,663	51.6%	\$ 2,691,135	\$ 1,358,425	50.5%
NET OPERATING REVENUE	\$ 17,999	\$ (1,562,631)		\$ 25,577	\$ (157,998)	
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%
NON-OPERATING EXPENSES						
Transfer to Bldg Maintenance Res	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Use Building Reserve	\$ -	\$ -	0.0%	\$ -	\$ -	
Use of Expansion Reserve	\$ 1,000,000	\$ 800,000	80.0%			
TOTAL NON-OPERATING EXP	\$ 1,000,000	\$ 800,000	0.0%	\$ -	\$ -	0.0%
EXPANSION ACTIVITY						
Expansion Funds Income	\$ 3,054,161	\$ 2,375,000	77.8%	\$ 13,000,000	\$ 3,665,000	28.2%
Expansion Reserve from Operations	\$ 1,000,000	\$ 800,000	80.0%	\$ -	\$ -	0.0%
Less: Expansion Expenditures	\$ 4,054,161	\$ 3,122,212	77.0%	\$ 13,000,000	\$ 3,700,203	28.5%
NET EXPANSION ACTIVITY (9)	\$ -	\$ 52,788		\$ -	\$ (35,203)	

Percent of Year Complete	50.0%
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- | | |
|----------------------------------|---|
| (4) Retirement Costs | CalPERS Unfunded Accrued Liability Payment is made in July |
| (5) Digital Resources | Most of the Digital Resource and Platform Support Subscriptions are paid in July |
| (6) Technology Services | Annual MARINet charge is paid in July. |
| (7) Public Relations and Postage | Newsletters, if produced on paper, increase the costs in this category |
| (8) Building Expenses | Building and Liability insurance is paid in July. |
| (9) Expansion Activity | Expansion Funding by the Foundation is requested in round numbers, and based on the previous year's expansion account balance, thus the difference between income and expenditures. |

**BELVEDERE TIBURON LIBRARY AGENCY
INCOME STATEMENT BUDGET TO ACTUAL
SIX MONTHS ENDED DECEMBER 31, 2021**

6-3

		ANNUAL BUDGET	12/31/2021 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
REVENUES					
Revenue					
Basic Library Tax	5010	\$ 2,159,580	\$ 36,613	1.69%	\$ 2,122,967
Parcel Tax	5020	275,000	0	0.00%	275,000
ERAF	5025	523,000	0	0.00%	523,000
Book Grants - Library Society	5032	60,000	0	0.00%	60,000
Book Fines and Reserves	5040	2,000	0	0.00%	2,000
Book Sales	5050	5,000	0	0.00%	5,000
Other Revenues	5065	2,000	0	0.00%	2,000
Copier Fees	5070	900	0	0.00%	900
E-Scrip Revenue	5090	30	5	17.66%	25
Interest Income	5099	19,966	2,841	14.22%	17,125
Total Revenue (See Note Page 2)		3,047,476	39,459	1.29%	3,008,017
Debt Service - Original Bonds					
Debt Service - Interest	8910	(32,550)	(17,550)	53.91%	(15,000)
Debt Service - Principal	8915	(85,000)	(85,000)	100.00%	0
Fiscal Agent Fees	8920	(12,500)	(4,877)	39.01%	(7,623)
Total Debt Service - Original Bonds		(130,050)	(107,427)	82.60%	(22,623)
Total REVENUES		\$ 2,917,426	\$ (67,968)	(2.33)%	\$ 2,985,394
EXPENDITURES					
Personnel					
Salaries & Wages	7010	1,431,595	723,232	50.51%	708,363
Medical Reimbursement	7015	29,287	13,931	47.56%	15,356
Part Time Salaries & Wages	7020	96,217	24,719	25.69%	71,498
PERS Retirement Benefits	7100	237,742	163,541	68.78%	74,201
PERS Insurance Benefits	7110	203,795	94,678	46.45%	109,118
Workers Comp Insurance	7120	6,838	0	0.00%	6,838
Insurance	7125	5,400	0	0.00%	5,400
Payroll Tax Expense	7130	28,119	12,517	44.51%	15,602
Unemployment	7140	4,500	0	0.00%	4,500
Professional Development	7200	2,800	129	4.61%	(17,826)
Staffing Recruitment	7210	19,000	20,497	107.88%	19,000
Total Personnel		2,065,293	1,053,244	51.00%	1,012,050
Circulation Materials & Data					
Books and other Materials	7601	120,000	58,200	48.49%	61,800
Vendor Processing Costs	7602	7,000	3,061	43.72%	3,939
Supplies for Processing	7603	3,000	1,009	33.61%	1,991
Digital Resources & Content	7606	57,000	39,564	69.40%	17,437
MARINet	7607	97,510	93,122	95.49%	4,388
Total Circulation Materials & Data		284,510	194,956	68.52%	89,555
Technology Services					
Online Services	8020	10,000	9,346	93.45%	654
Equipment Repair and Maintenance	8030	5,000	0	0.00%	5,000
Computers & Peripherals	8035	27,500	2,649	9.63%	24,851
Technical Support	8040	25,000	18,338	73.35%	6,663
Telecommunications	8050	2,000	0	0.00%	2,000
IT Infrastructure	8070	17,000	9,507	55.92%	7,493
Website Maintenance	8071	20,000	7,340	36.70%	12,660
Robotics	8080	9,000	0	0.00%	9,000
Technology Training	8090	4,800	0	0.00%	4,800
Total Technology Services		120,300	47,180	39.22%	73,121

**BELVEDERE TIBURON LIBRARY AGENCY
INCOME STATEMENT BUDGET TO ACTUAL
SIX MONTHS ENDED DECEMBER 31, 2021**

6-4

		ANNUAL BUDGET	12/31/2021 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
Program Services & Supplies					
Copier Expense	8210	18,000	7,448	41.38%	10,552
Postage Freight	8220	7,000	4,254	60.77%	2,746
Public Relations	8225	23,500	6,995	29.76%	16,505
Office Supplies	8230	10,000	5,479	54.79%	4,521
Library Services Materials	8240	7,000	396	5.65%	6,604
Children's Program Supplies	8250	16,000	3,242	20.26%	12,758
Young Adult Programs	8251	7,000	1,937	27.67%	5,063
Telephone	8260	12,500	6,277	50.21%	6,223
A/V Equipment & Peripherals	8270	11,000	0	0.00%	11,000
Total Program Services & Supplies		112,000	36,028	32.17%	75,972
Building Expenses					
Building & Contents Insurance	8410	95,980	63,719	66.38%	32,261
Building Maintenance	8430	16,500	20,826	126.22%	(4,326)
Grounds Maintenance	8440	15,000	3,635	24.23%	11,365
Janitorial Expense	8450	54,200	23,500	43.35%	30,700
Custodial Supplies	8460	7,865	970	12.33%	6,895
Trash	8480	4,027	1,425	35.37%	2,602
Electricity & Gas	8490	33,632	3,692	10.97%	29,941
Parking	8491	10,000	6,240	62.40%	3,760
Maintenance Contracts	8492	8,000	1,108	13.85%	6,892
Water	8500	9,000	2,617	29.08%	6,383
Small Furniture & Fixtures	8501	0	467	0.00%	(467)
Total Building Expenses		254,204	128,199	50.43%	126,006
Agency Administration					
Bank Charges	8810	1,000	62	6.21%	938
Credit Card Fees	8815	2,000	294	14.70%	1,706
Cash (over/under)	8820	120	0	0.00%	120
Accounting	8830	10,300	2,509	24.36%	7,791
Auditing	8835	29,700	21,395	72.03%	8,305
Legal Services	8840	15,000	10,609	70.72%	4,391
Office Expenses	8850	5,000	187	3.74%	4,813
Total Agency Administration		63,120	35,056	55.54%	28,064
Total EXPENDITURES		\$ 2,899,427	\$ 1,494,663	51.55%	\$ 1,404,768
NET OPERATING REVENUE		\$ 17,999	\$ (1,562,631)		\$ 1,580,626
Note: Taxes due in December which Arrived					
January			1,520,776		
February			102,813		
Taxes Receivable at December 31			1,623,589		
ADJUSTED NET OPERATING REVENUE		\$ 17,999	\$ 60,958		

Belvedere Tiburon Library Agency	
Statement of Changes in Cash	
For the Six Months ended December, 2021	
Beginning CASH at Fiscal Year End June 30, 2021	\$ 4,992,698
<u>OPERATING ACTIVITY</u>	
Operating Revenue	39,459
Debt Service	(107,427)
Operating Expenses	(1,494,663)
Net Operating Income/(Loss)	(1,562,631)
<u>RESERVE ACTIVITY</u>	
Library Expansion Reserve Funds Transferred to Project	(800,000)
<u>EXPANSION ACTIVITY</u>	
Expansion Grants and Contributions Received	2,375,000
Library Expansion Reserve Funds Transferred to Project	800,000
Total Expansion Funding	3,175,000
Expansion Expenditures	(3,122,947)
Net Expansion Activity	52,053
<u>BALANCE SHEET ACTIVITY</u>	
Cash Received on Prior Year Receivables	188,889
Cash Paid Out on Prior Year Payables	(25,138)
Net Balance Sheet Activity	163,751
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Designated Fund Inflows	2,194
Designated Fund Outflows	(12,439)
Net Designated Fund Activity	(10,245)
Rounding	\$ 4
Ending CASH at December 31, 2021	\$ 2,835,630
<u>CASH BALANCE DETAIL</u>	
Building Reserve	\$ 316,794
Insurance Reserve	\$ 250,000
Expansion Reserve plus Expansion Checking Balance	\$ 353,125
Donor/Source Designated Funds	\$ 66,395
Operating Reserve	\$ 1,849,316
CASH at December 31, 2021	\$ 2,835,630

	6/30/21	7/31/21	8/31/21	9/30/21	10/31/21	11/30/21	12/31/21	1/31/22	2/28/22	3/31/22	4/30/22	5/31/22	6/30/22
0-Petty Cash	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200					
2-Cash in Mechanics Checking	\$284,113	\$12,064	\$220,833	\$169,918	\$119,462	\$149,297	\$221,465	\$267,603					
3-Cash in Mechanics Building Acct	\$101,072	\$99,142	\$94,558	\$77,813	\$256,268	\$234,692	\$153,125	\$308,898					
4-Cash with Fiscal Agent (310)	\$102,550	\$102,552	\$102,552	\$3	\$3	\$3	\$3	\$3					
5-Cash in Mechanics Money Market	\$283,869	\$283,951	\$284,038	\$284,120	\$284,199	\$284,261	\$284,321	\$284,381					
7-Cash in LAIF	\$4,220,894	\$4,124,130	\$3,874,130	\$3,674,130	\$3,526,516	\$3,326,516	\$2,176,516	\$2,928,365					
Total Cash	\$4,992,698	\$4,622,039	\$4,576,311	\$4,206,184	\$4,186,648	\$3,994,969	\$2,835,630	\$3,789,450	\$0	\$0	\$0	\$0	\$0
Restricted Reserves:													
Building reserve	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)					
Insurance reserve	(250,000)	(274,540)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)					
Expansion Reserve	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(200,000)	0					
Total Restricted Reserves:	(1,566,794)	(1,591,334)	(1,566,794)	(1,566,794)	(1,566,794)	(1,566,794)	(766,794)	(566,794)	0	0	0	0	0
Less Restricted Funds:													
3-Cash in Building Account	(101,072)	(99,142)	(94,558)	(77,813)	(256,268)	(234,692)	(153,125)	(308,898)	-	-	-	-	-
4-Cash with Fiscal Agent (310)	(102,550)	(102,552)	(102,552)	(3)	(3)	(3)	(3)	(3)	0	0	0	0	0
Snelling Trust	(12,615)	(12,346)	(12,213)	(14,083)	(14,083)	(13,240)	(13,240)	(13,240)					
Program Committee	6,798	6,798	6,798	6,798	6,798	6,798	6,798	6,798					
Film Series	(3,857)	(3,857)	(3,857)	(3,857)	(3,857)	(3,857)	(3,857)	(3,857)					
Tea Committee	3,426	3,426	3,426	3,426	3,426	3,426	3,426	3,426					
Senior Programs	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)					
Epstein Book Fund	(9,112)	(9,112)	(9,112)	(9,112)	(9,112)	(9,112)	(9,112)	(9,112)					
Art Committee	(14,394)	(14,394)	(14,394)	(14,394)	(14,394)	(14,431)	(14,431)	(14,431)					
Art Books	3,365	3,423	3,423	3,423	3,423	3,734	3,734	3,734					
Credit card cash bal	43	43	43	43	43	43	43	43					
Lost books	(13,108)	(13,153)	(13,153)	(13,040)	(13,040)	(12,942)	(12,942)	(12,942)					
Donations Restricted for Books	(2,380)	(2,380)	(2,380)	(2,380)	(2,380)	(2,380)	(2,380)	(2,380)					
Misc & Donations	(14,281)	(14,281)	(14,281)	(14,431)	(14,431)	(14,431)	(14,431)	(14,431)					
Archive Project	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)					
Total Restricted Funds	(269,737)	(267,527)	(262,810)	(145,423)	(323,878)	(301,087)	(219,520)	(375,293)	0	0	0	0	0
Cash Operating Reserve	\$3,156,167	\$2,763,178	\$2,746,707	\$2,493,967	\$2,295,976	\$2,127,088	\$1,849,316	\$2,847,363	\$0	\$0	\$0	\$0	\$0
	\$ 3,156	\$ 2,763	\$ 2,747	\$ 2,494	\$ 2,296	\$ 2,127	\$ 1,849	\$ 2,847	\$ -	\$ -	\$ -	\$ -	\$ -
10-Year Cash Operating Reserve Historical Summary in 000's													
Fiscal Year	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2011-12	\$1,884	\$1,850	\$1,711	\$1,625	\$1,424	\$1,188	\$1,589	\$1,652	\$1,489	\$1,346	\$1,338	\$1,646	\$1,884
2012-13	\$1,877	\$1,800	\$1,519	\$1,584	\$1,384	\$1,229	\$1,682	\$1,721	\$1,705	\$1,542	\$1,907	\$1,996	\$1,877
2013-14	\$1,884	\$1,848	\$1,633	\$1,415	\$1,316	\$1,192	\$1,766	\$1,808	\$1,646	\$1,567	\$1,917	\$2,012	\$1,884
2014-15	\$2,143	\$1,903	\$1,661	\$1,452	\$1,288	\$1,113	\$1,756	\$1,891	\$1,754	\$1,596	\$2,167	\$2,236	\$2,143
2015-16	\$2,143	\$1,899	\$1,710	\$1,536	\$1,366	\$1,205	\$1,885	\$2,062	\$1,907	\$1,734	\$2,193	\$2,291	\$2,143
2016-17	\$2,465	\$1,856	\$1,774	\$1,591	\$1,442	\$1,276	\$2,079	\$2,199	\$2,070	\$1,909	\$2,444	\$2,614	\$2,465
2017-18	\$2,482	\$1,946	\$1,812	\$1,637	\$1,426	\$1,252	\$1,788	\$2,098	\$2,035	\$1,881	\$2,497	\$2,472	\$2,482
2018-19	\$2,766	\$2,202	\$2,146	\$1,948	\$1,710	\$1,603	\$2,515	\$2,474	\$2,195	\$2,224	\$2,973	\$2,965	\$2,766
2019-20	\$3,167	\$2,511	\$2,315	\$2,139	\$1,949	\$1,785	\$2,050	\$2,939	\$2,761	\$2,584	\$2,431	\$3,188	\$3,167
2020-21	\$3,156	\$2,684	\$2,426	\$2,259	\$2,066	\$1,847	\$2,807	\$2,935	\$2,760	\$2,564	\$2,359	\$3,177	\$3,156
2021-22		\$2,763	\$2,747	\$2,494	\$2,296	\$2,127	\$1,849	\$2,847	\$0	\$0	\$0	\$0	\$0
Change in Operating Reserve:													
FY18 Change		\$90	\$38	\$46	-\$16	-\$24	-\$291	-\$101	-\$35	-\$27	\$53	-\$142	\$17
FY19 Change		\$255	\$334	\$311	\$284	\$351	\$728	\$376	\$160	\$342	\$476	\$493	\$284
FY20 Change		\$310	\$169	\$191	\$239	\$183	-\$465	\$465	\$566	\$360	-\$542	\$223	\$401
FY21 Change		\$173	\$111	\$120	\$117	\$61	\$757	-\$4	-\$2	-\$20	-\$72	-\$11	-\$11
FY22 Change		\$79	\$321	\$235	\$230	\$280	-\$957	-\$88					

**Regular Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
January 10, 2022**

Roll Call, Present: Chair Jeff Slavitz, Vice Chair Ken Weil, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards

Members Absent: Niran Amir

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

CALL TO ORDER: Chair Slavitz called the meeting to order at 6:15 pm

OPEN Forum:

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

1. Welcome to new Library Director, Crystal Duran

The Trustees were pleased to welcome new Library Director Crystal Duran!

SPECIAL TRUSTEE CONSIDERATION

- 2. MOTION TO APPROVE RESOLUTION NO. 272-2022 PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-08-21, DATED JUNE 11, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BELVEDERE-TIBURON LIBRARY AGENCY FOR THE PERIOD JANUARY 13, 2022 – FEBRUARY 12, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Trustee Cromwell, Seconded by Trustee Johnson.**

Roll call Vote:

Ayes: Jeff Slavitz, Ken Weil, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards.

Absent: Niran Amir

Noes: None

Motion Passed.

3. Chair's Report

Chair Slavitz reported that this was Director Mazzolini's last BTLA meeting, and that all are happy for her, yet sorry to see her go.

4. Library Director's Report

Director Mazzolini reported that things are going well getting Crystal settled in the Library.

Staff are hoping to bring patrons in to the Library as soon as the Town of Tiburon approves occupancy.

Director Mazzolini is looking forward to being a patron of and volunteer for the Library after a wonderful, long professional life, including 25 years in Tiburon and 20 years in Massachusetts. She is grateful to have been deeply involved in both the creation of the Library in 1996 and in the Expansion 25 years later, and grateful for all the community support that she and the Library have received over the years.

Chair Slavitz lauded Director Mazzolini's legacy to the Library and community.

5. Expansion Update

Project Manager Glenn Isaacson expressed appreciation for Director Mazzolini's contribution to their 14 years of expansion work together.

The current focus of work has shifted to the renovation of the old, original portion of the Library Building. The area has been emptied and stripped, and most of the demolition work has been completed. Framing of new spaces began today.

Major emphasis remains, also, on completing the new restrooms to allow for patron occupancy of the new portion of the building. Lighting and rough plumbing is in place in the restroom areas, and awaits inspection. After inspection and approval, walls and ceilings will be closed, and fixtures placed. The current hope is to complete the restrooms by the end of February.

Wet weather has delayed exterior work. The remaining interior work is complex HVAC and tenant improvement work.

Trustee Cromwell asked about the schedule for completion. Project Manager Isaacson said that the Contractors are currently predicting a May completion. Chair Slavitz asked whether any factors could delay that goal. Project Manager Isaacson affirmed that inspection timing, materials delays, permit delays, and COVID exposures could all delay the project further. The various factors put together can really compound, creating more delay time. This is true for all projects at this time.

Chair Slavitz asked about how the current rental of a temporary outdoor toilet station might accelerate the permitting for patron occupancy. Project Manager Isaacson said that the architects had submitted documents for review of the situation 2 weeks ago, at which time the review inspector was away. He expects that the permit for occupancy will be granted soon, possibly this week.

6. Foundation Report

Chair Slavitz reported on behalf of Foundation President Rachael Ong that appeals were distributed to the community in December. November donations included \$260,000 for the Capital Campaign and \$8,000 for the Annual Appeal. The Foundation will continue to make IRA and Estate trust solicitations. Events at Library are currently on hold due to the COVID Omicron variant surge.

Trustee Drew lauded the Foundation for the spectacular performance in November. Trustee Cromwell added that Director Mazzolini was responsible over many years of Expansion planning and implementation for a large portion of the successful fundraising.

7. Treasurer's Report on Expansion Line of Credit

Chair Slavitz reported that the Project is \$2,000,000 short for completion. In addition, the Foundation's fundraising includes \$500,000 in Pledges Receivable, so the borrowing on the Project will begin soon, and will probably total \$2,500,000.

8. Committee Reports

Trustee Richards thanked Deirdre McCrohan and the Ark for the recent article welcoming Director Duran and honoring Director Mazzolini.

CONSENT CALENDAR

9/10. Motion to approve the Minutes of December 13, 2021, and the Warrants dated December 2021, made by Trustee Johnson, seconded by Trustee Cromwell.

Roll Call Vote:

Ayes: Vice Chair Weil, Trustee Cromwell, Trustee Drew, Trustee Johnson, Trustee Richards, and Chair Slavitz.

Absent: Trustee Amir

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

11. APPROVAL OF FINAL AUDIT FOR JUNE 30, 2021

Motion to approve Final Audit for June 30, 2021 made by Trustee Johnson, seconded by Trustee Weil.

Roll Call Vote:

Ayes: Vice Chair Weil, Trustee Cromwell, Trustee Drew, Trustee Johnson, Trustee Richards, and Chair Slavitz.

Absent: Trustee Amir

Noes: None.

Motion Passed.

12. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 273-2021 IN APPRECIATION OF DEBORAH MAZZOLINI

Motion to approve Resolution No. 273-2021 made by Trustee Johnson, seconded by Trustee Drew.

Roll Call Vote:

Ayes: Vice Chair Weil, Trustee Cromwell, Trustee Drew, Trustee Johnson, Trustee Richards, and Chair Slavitz.

Absent: Trustee Amir

Noes: None.

Motion Passed.

13. Meeting Dates

The next Regular Meeting would normally be scheduled for February 14, 2022, but a Special Meeting will be held instead on February 22, 2022.

Chair Slavitz adjourned the meeting at 7:30 pm.

Respectfully Submitted,

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

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
Operating Hand Checks							
1/3/2022	000384	Jason Duran	100	2080	Payroll Adjustment	2,386.59	2,386.59
1/3/2022	000385	Jason Duran	100	2080	Payroll Adjustment	15,251.88	15,251.88
1/3/2022	000386	VOID				0.00	0.00
1/11/2022	000387	Crystal Duran	100	2080	Payroll Adjustment	5,198.86	5,198.86
1/12/2022	000388	State Water Resources Board	100	1100	Receivable from Expansion	600.00	600.00
1/14/2022	000389	Deborah Mazzolini	100	2080	Payroll Adjustment	1,380.38	1,380.38
1/14/2022	000390	VOID				0.00	0.00
1/14/2022	000391	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	4,095.18	4,095.18
1/20/2022	000392	Deborah Mazzolini	100	2080	Payroll Adjustment	120,315.49	120,315.49
1/25/2022	000394	US Bank, Fiscal Agent	100	1020	Cash with Fiscal Agent	150,962.40	150,962.40
1/26/2022	000395	Crystal Duran	100	2080	Payroll Adjustment	465.04	465.04
Operating Printed Checks							
1/27/2022	101327	BLACKSTONE PUBLISHING	100	7601	Books and other Materials	40.00	40.00
1/27/2022	101328	BRODART CO.	100	7601	Books and other Materials	32.84	
		BRODART CO.	100	7602	Vendor Processing Costs	5.15	37.99
1/27/2022	101329	BUSINESS CARD	100	7200	Professional Development	515.85	
		BUSINESS CARD	100	7601	Books and other Materials	16.80	
		BUSINESS CARD	100	7606	Digital Resources & Content	157.08	
		BUSINESS CARD	100	8020	Online Services	21.98	
		BUSINESS CARD	100	8220	Postage & Freight	58.00	
		BUSINESS CARD	100	8251	Young Adult Programs	16.26	
		BUSINESS CARD	100	8430	Building Maintenance	16,408.89	
		BUSINESS CARD	100	8815	Credit Card Fees	2.48	
		BUSINESS CARD	100	8850	Office Expenses	1,008.05	
		BUSINESS CARD	100	8230	Office Supplies	37.89	18,243.28
1/27/2022	101330	KYOCERA DOCUMENT SOLUTIONS	100	8030	Equipment Repair & Maint	330.00	330.00
1/27/2022	101331	LIBRARY IDEAS LLC	100	7606	Digital Resources & Content	25.50	25.50
1/27/2022	101332	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	690.01	690.01
1/27/2022	101333	MARIN IT, INC.	100	8070	IT Infrastructure	697.50	697.50
1/27/2022	101334	MILL VALLEY REFUSE	100	8480	Trash	288.12	288.12
1/27/2022	101335	OVERDRIVE, INC.	100	7601	Books and other Materials	558.22	
			100	7606	Digital Resources & Content	229.85	788.07
1/27/2022	101336	PURCHASE POWER	100	8220	Postage & Freight	38.32	38.32
1/27/2022	101337	SHOWCASES	100	7603	Supplies for Processing	579.42	579.42
1/27/2022	101338	TPX COMMUNICATIONS	100	8260	Telephone	1,042.73	1,042.73
1/27/2022	101339	US BANK EQUIPMENT FINANCING	100	8210	Copier Lease	1,356.79	1,356.79
1/27/2022	101340	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	4,370.18	4,370.18
1/27/2022	101341	WT.COX INFORMATION SERVIC	100	7601		38.39	38.39
					TOTAL	\$ 329,222.12	\$ 329,222.12

BELVEDERE TIBURON LIBRARY AGENCY
EXPANSION WARRANTS
JANUARY, 2022

10-2

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
1/10/2022	000306	Matthias Murer	200	9047	Expansion Furniture & Equipment	17,100.00	17,100.00
1/14/2022	000307	Inside Source	200	9047	Expansion Furniture & Equipment	14,108.64	14,108.64
1/14/2022	000308	BTLA (for Riley Hurd Legal) Reimburse	200	9042	EIR & Legal	1,350.00	1,350.00
1/28/2022	000309	BTLA (For State Water Res) Reimburse	200	9045	Site Work	600.00	600.00
1/28/2022	000310	BRW Architects - December	200	9041	Architect	14,800.00	14,800.00
1/28/2022	000311	CMA - December	200	9048	Project Management	1,267.50	1,267.50
					TOTAL	\$ 49,226.14	\$ 49,226.14

Belvedere-Tiburon Library Agency Future Meeting Dates

April 18, 2022

May 16, 2022

June 20, 2022

July 18, 2022

No meeting in August unless necessary (August 15, 2022)

September 19, 2022

October 17, 2022

November 21, 2022

No meeting in December unless necessary (December 19, 2022)

**All meetings are held on Mondays at 6:15 pm remotely via Zoom
Unless otherwise noted**