

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *March 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=YVhUNjIUL0FwYWgyNjVldUpUdFA0UT09>

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. 275-2022 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 MARCH 13, 2022 – APRIL 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 February 28, 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 February 22, 2022
10. Approval of Agency Warrants dated February, 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.

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *March 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. 275-2022

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 MARCH 13, 2022 – APRIL 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) April 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 21st day of March 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 21st day of March 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff, Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk



Item 2

DATE: March 21, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Usage and Programs

The library reopened to the public on Monday, January 31, 2022, with a limited occupancy permit of 100 people, including staff. The temporary space includes materials for browsing, two computer stations, two self-checkout stations, a reservable study room, a print and copy station, and some indoor and outdoor patio seating. Since reopening the limited space, we have had just over 5,500 visitors, over 1,100 reference questions answered, and over 5,400 materials borrowed. Our current business hours are Monday through Saturday, 10 am to 5 pm, but we'll expand to include additional weekday evening and weekend hours by April 4; that schedule is still pending.

On Wednesday, March 16, we hosted our first in-person storytime since reopening. It was held on the children's patio with 20 in attendance. It will be hosted weekly on Wednesdays at 3:30 pm. The time selected was based on input from parents with young children who typically attend preschool or school during the morning hours. We also plan to include a morning storytime beginning in April to accommodate families with young children who may be home or not in preschool. Storytime was advertised on the library's website and social media, the Ark, through an email to Foundation donors and direct emails to families. Aside from storytime, we plan to resume teen book club in April, typically held monthly on a weekend afternoon. The teen program may be a hybrid program with some participants joining virtually and others in-person, at their request. Before reopening, the teen book club has been meeting virtually since April 2020 and has had higher participation rates than when offered in-person. Staff have observed that the participants are more focused, book discussions are more in-depth, typically shy participants engage more, and the Zoom format provides more flexibility for participants to join when they have other activities taking place. We'll continue offering to-go activity kits for children and teens, track usage, and determine if and when to reduce the number of kits to distribute.

We are also resuming chess club in person. Sometime in May 2020, the chess club moved to a virtual format allowing participants to play ongoing games over multiple online sessions. The

virtual club hosted 31 members. Chess club is tentatively scheduled to resume in-person on April 6 and will be held Wednesdays from 6-7:30 pm on either patios, weather permitting; the program is all-ages. Aside from library-hosted activities, the Library Foundation also plans to begin hosting in-person activities in the library.

Outreach and Community Connections

I've connected with various community organizations within the past month through Trustee and Foundation introductions, including our local Chamber of Commerce director, RUSD Superintendent, the Tiburon Peninsula Foundation Board, Town of Tiburon staff, and various donors. Whenever possible, I also tune into various council and committee meetings. As a result of my meeting with RUSD Superintendent McGrath, I'll be participating in their newly-formed facility master plan committee and assist with librarian recruitment for some vacancies they anticipate soon. Aside from myself, other library staff are staying connected within the community. Our children's librarian will participate in the Read Across Reed event as a guest reader in April. Our teen librarian is also reaching out to local middle school and high schools to reestablish previous services and plan programs. Additionally, one of our reference librarians has maintained monthly communications with representatives from the Alzheimer's Association, Age Friendly Marin, Seniors at Home of Marin, and Marin Villages of Tiburon.

State Library and other Regional Updates

At last month's Agency Meeting, I shared the State Library is currently offering a grant opportunity for infrastructure and capital improvement called Building Forward. Under the grant, we could apply for funds to potentially cover solar panels and a backup power source to serve the local community as a disaster service point. The grant requires a 1:1 dollar match. Upon further research and communication with key state library staff, we should delay applying until the following year. Applying in the next cycle would allow us time to assess local needs, craft a compelling application, and evaluate match options.



March 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. 25

Activities Accomplished:

At the exterior,

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

The granite framework for the Donor Wall is installed by the front entry.

A plan for an accessible entry to the rear of Town Hall while the front plaza is being Constructed has been reviewed with the Town and is ready for approval.

At the interior:

All work is occurring in the “old” library building with emphasis on the new public restrooms. Tile installation is nearly complete, which will be followed by fixture and partition installation.

Framing of the new interior spaces is complete and door frames are installed.

Electrical wiring in the walls is continuing.

The Contractor has delivered pricing for the balance of the interior work. Pricing has been reviewed and comments returned to Contractor for further clarification/correction.

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

Hopefully, agreement will be reached on final scope and pricing of Phase 2 interior work and the sub-contractors will be mobilized.

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 ‘new’ building.

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

END.

Belvedere-Tiburon Library Agency
Statement of Revenues
Period Ending February 28, 2022

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Basic Library Tax	\$ 2,159,580	\$ 1,224,097	56.7%	\$ 2,067,703	\$ 1,163,330	56.3%
Parcel Tax	\$ 275,000	\$ 150,962	54.9%	\$ 275,000	\$ 150,858	54.9%
ERAF	\$ 523,000	\$ 290,039	55.5%	\$ 400,000	\$ 288,946	72.2%
Grants	\$ 60,000	\$ -	0.0%	\$ 62,820	\$ -	0.0%
Desk Revenue Sales & Fines	\$ 7,000	\$ -	0.0%	\$ 6,929	\$ -	0.0%
Misc. Other Revenue	\$ 2,930	\$ 4,805	164.0%	\$ 2,931	\$ 14,360	489.9%
Interest Income	\$ 19,966	\$ 5	0.0%	\$ 31,329	\$ 3	0.0%
TOTAL GENERAL FUND	\$ 3,047,476	\$ 1,669,908	54.8%	\$ 2,846,712	\$ 1,617,497	56.8%
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	\$ 1,562,481	53.6%	\$ 2,716,712	\$ 1,512,851	55.7%

Percent of Year Complete	66.7%
---------------------------------	--------------

(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 The Library Foundation is currently focused on Capital Fundraising
and gives to Library Operations as funds are available

Belvedere-Tiburon Library Agency
Statement of Expenditures
Period Ending February 28, 2022

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Personnel (4)	\$ 2,065,293	\$ 1,562,130	75.6%	\$ 1,964,336	\$ 1,298,780	66.1%
Circulation Materials & Data (5)	\$ 284,510	\$ 203,267	71.4%	\$ 289,670	\$ 209,286	72.2%
Technology Services (6)	\$ 120,300	\$ 60,844	50.6%	\$ 111,300	\$ 77,931	70.0%
Program Services & Supplies (7)	\$ 112,000	\$ 46,764	41.8%	\$ 105,500	\$ 37,312	35.4%
Building Expenses (8)	\$ 254,204	\$ 180,133	70.9%	\$ 158,909	\$ 93,855	59.1%
Agency Administration	\$ 63,120	\$ 37,021	58.7%	\$ 61,420	\$ 30,543	49.7%
TOTAL GENERAL FUND	\$ 2,899,427	\$ 2,090,159	72.1%	\$ 2,691,135	\$ 1,747,707	64.9%
NET OPERATING REVENUE	\$ 17,999	\$ (527,678)		\$ 25,577	\$ (234,856)	
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	\$ 1,000,000	100.0%			
TOTAL NON-OPERATING EXP	\$ 1,000,000	\$ 1,000,000	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	\$ 1,000,000	100.0%	\$ -	\$ -	0.0%
Less: Expansion Expenditures	\$ 4,054,161	\$ 3,376,664	83.3%	\$ 13,000,000	\$ 3,700,203	28.5%
NET EXPANSION ACTIVITY (9)	\$ -	\$ (1,664)		\$ -	\$ (35,203)	

Percent of Year Complete	66.7%
---------------------------------	--------------

- (4) Personnel CalPERS Unfunded Accrued Liability Payment is made in July
- (5) Circulation Materials & Data Most of the Digital Resource and Platform Support Subscriptions are paid in July
Annual MARINet charge is paid in July
- (6) Technology Services Includes background infrastructure for Patron Support by Staff plus Robotics Program and Technology Training for Patrons
- (7) Program Services & Supplies Newsletters, if produced on paper, increase the costs in this category
Includes Children's and Teen Programs
- (8) Building Expenses Building and Liability insurance is paid in July
Includes Storage costs during Expansion
- (9) Expansion Activity Expansion Funding by the Foundation or Line of Credit is requested in round numbers, and based on the previous year's expansion account balance, thus the difference between income and expenditures

SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
February 22, 2022

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

Members Absent: None

Also Present: Crystal Duran, Glenn Isaacson, Nancy Kemnitzer, Jenna Ervice, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Slavitz called the meeting to order at 6:17 pm

OPEN Forum:

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

1. SPECIAL TRUSTEE CONSIDERATION

MOTION TO APPROVE 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 made by Trustee Johnson, seconded by Trustee Amir.

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

Absent: None

Noes: None

Motion Passed.

2. Chair's Report

Chair Slavitz reported that Agency Members and Glenn Isaacson had been meeting with the Contractor and Architects to clarify the project schedule going forward.

3. Library Director's Report

Director Duran provided a detailed report on several aspects of library operations:

Reopening and Library Usage: Director Duran noted that the Library re-opened to the public on January 31, 2022, and that children's, teens, and adult high-interest items are available for browsing. Since opening, the library staff hosted 1,700 visitors, answered over 400 reference questions, and facilitated the circulation of 2,200 items. The Library is following current state COVID guidelines.

2021 Library Activity: Library Staff served the community during COVID and construction closure with distribution of 2,500 children's and teen's activity kits, online programs, circulation of 24,726 items, and answering 6,108 inquiries. In addition, 129 new users were issued library cards and 104,154 user website visits were counted.

Programs: In-person programs will resume mid-March in enclosed outdoor spaces at the Library. In addition, virtual programs will continue to be offered, to allow options for attendees.

Priorities: Director Duran will focus on current year performance analysis and next year's budget planning, completing the Library renovation, staff organization, Foundation activities, an audit and update of Library policies, and Library internal operating procedures.

Personnel: Director Duran has provided COVID guidelines to staff based on the latest CDC, Marin County, and Cal-OSHA requirements, including the use of State SB114 allowance for supplemental paid sick leave. Current staffing is short by 16 part-time staff lower than the level prior to COVID and construction closures. The Library is open to the public 42 hours per week, compared to 60 hours prior to the closures. Director Duran will take a short-term leave at the end of March into April. She will be working from home with full access to in-office communication platforms and data, and will participate in regular meetings. The Assistant to the Director for Library Services will provide contact and assistance as needed. Trustee Drew asked about a possible addition of an Assistant Director. Director Duran explained that there were already 2 high-level Assistants to the Director (Library Services and Admin.), and no additional staffing in this area is planned.

State Library and other Regional Updates: In the near future, the Library will be able to participate in a statewide eBook platform, the Palace Project, which will provide more digital content to Library users. The platform is currently under a pilot test with various California libraries.

Several grant opportunities are available through the State Library, and it is possible that the Library could have a chance at qualifying for an infrastructure and capital improvement grant related to Solar and Generator installation, since, especially the Generator would allow the Library to serve as a community center during a power failure or disaster. The grants are geared toward Libraries with greater financial need, but it is worth a look regarding the backup power capital projects. Funds awarded would need to be expended by March, 2024.

Director Duran is a Board member of the California Library Association, will be attending the CLA's Annual conference in Sacramento, and has encouraged staff to submit proposals to share any work or lessons learned, and would also like for several staff, and possibly Foundation and Agency members to attend available workshops.

Chair Slavitz thanked Director Duran for her high level summary of Library Activities and plans. He added that Director Duran had been recently introduced to the Tiburon Town Council, and asked Belvedere Council member Nancy Kemnitzer to inquire about introducing her to the Belvedere City Council soon. Trustee Amir added that she and Director Duran would soon be meeting with the Supervisor and 3 Principals of the Reed Union School District, in addition to presenting an annual report to the District Council in April.

Chair Slavitz added that a joint Agency-Foundation meeting is planned for April.

4. Expansion Update

Project Manager Glenn Isaacson reported that he has been meeting with the contractor and the architect recently, focusing on coordination of all parties with a goal of a clear, precise schedule and dollar-wise strategy for completion of the Project, specifically the exterior and the renovation of the original library building.

The remaining exterior work plan has been clarified, and work will begin soon.

The plans for the original library building interior renovation are complete and are out for subcontractor review, pricing and scheduling.

In the original building interior, the framing is finished for all interior new spaces, so that the layout is now clearly visible. Restroom work proceeded smoothly through electrical, drywall, and painting. Unfortunately, the tiling contractors were all unavailable for several weeks, due to a COVID outbreak in their ranks, and are now in the process of completing the work after the delay. Finishing work is ongoing, and electrical work will begin tomorrow.

In the new building, new furniture will arrive this Friday. The donor granite wall will also be arriving for installation at the main entrance.

Project Manager Isaacson addressed a recent comment published in the Ark Newspaper as to why the Project is costing so much, including an analysis of total project cost divided by the square footage of newly built portion of the building. Mr. Isaacson said that the Project is more complex than just the new building, and any analysis must include also the square footage of the previously existing 10,000 square feet, which is being fully renovated, and all of the exterior site work for the Town Hall, Zelinsky park, and Library grounds, and the Tiburon Boulevard work, including divider/planters, curb changes, and a new left turn lane. The project cost also includes furnishings. When analysis includes all these factors, the cost per square foot is in line.

Trustee Cromwell asked about the purpose of the wooden railing in the front of the Library. Project Manager Isaacson explained that this is a visual guide for the exit route in case of emergency. Because there is a construction fence around the Library, the wooden fence is required to clarify a pathway to an opening in the construction fence. The wooden fence will be removed when the construction fence is taken down.

5. Foundation Report

Foundation Executive Director Jenna Ervice reported on behalf of President Suzannah Scully. The Foundation has exceeded its original \$750,000 Capital Campaign goal for this year by the end of January, having raised \$866,000 thus far. Foundation members and staff are still hard at work with new ideas for events and strategies for continued Capital Campaign fundraising. A second Capital Campaign Foundation reunion is planned for March, coordinated by Bonnie Spiesberger. The December event brought in a \$50,000 contribution, and a fundraising volunteer.

The Tiburon Chamber of Commerce is partnering with the Foundation to develop opportunities for support by the local business community. This will bring in smaller contributions, and will provide more visibility in the community.

The Grand Opening Committee kickoff meeting will be held in March at the Tiburon Town Hall, thanks to Patti Pickett. The opening celebration is planned for September 15 through 17. Thursday night, September 15, will be a private event for a select group of major Capital Campaign donors. Friday night, September 16, will be the opening of the Art Committee's Renewal exhibit for other Capital Campaign donors, open house style. Saturday, September 17, will be an open event for the entire community, featuring speakers, story times, outdoor play areas, and other activities, possibly including food trucks, and/or a picnic.

The Bookmarks are hoping to host a Teddy Bear Tea in April outdoors. Pamela Goldman and Whitney Lee are coordinating this event.

A spring mailer mass solicitation is also in the works.

Suzannah Scully and Jenna Ervice have been reviewing the Foundation's infrastructure, including marketing, stewardship of donors, enhancements in processes, and better publicity for naming opportunities. A new marketing committee will be formed, focusing digital outreach, gaining more social media followers, and reaching a younger demographic for engagement with the Foundation.

6. Agency Financial Statements and Quarterly Treasurer's Report December 31, 2022

Clerk Johnson reported that, after receipt of most of the December taxes in January and February, the revenues are close to 55% of budget, par for year-to-date. Expenditures are slightly higher than the expected 50% (at 52%) due to early subscription payments, early annual unfunded pension liability payments, and to recruiting expenses.

Director Duran and Clerk Johnson are updating projections for this fiscal year and have drafted a budget for next fiscal year for Executive committee review by early April. An updated budget draft will be presented in May, and a final draft for approval will be presented in June.

Trustee Richards asked about the ERAF revenue increase from fiscal year 2020 to fiscal year 2021. Clerk Johnson explained that ERAF fluctuates, and is not predictable, as the State authority decides each year what to return to municipalities and agencies from prior tax withholdings for education. This year's budget is based on a recommended estimate from the Marin County accounting office.

Trustee Weil asked when an estimate for next fiscal years' taxes might be available. Clerk Johnson said that projections had already been received from the County, projecting a 7.83% increase for Belvedere and a 5.15% increase for Tiburon. The draft budget includes estimates based on those projections.

7. Treasurer's Report on Expansion Line of Credit

Chair Slavitz reported that there has been no change yet as to the estimated borrowing of \$2,500,000. The Project will begin drawing from the line of credit next month.

8. Committee Reports

There were no committee reports.

CONSENT CALENDAR

9/10. Motion to approve the Minutes of January 10, 2022, and the Warrants dated January, 2021, made by Trustee Richards, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Jeff Slavitz, Ken Weil, Niran Amir, Thomas Cromwell, Maureen Johnson, Roxanne Richards

Absent: Lawrence Drew

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

There were no additional trustee considerations on the Agenda for this meeting.

13. Meeting Dates

Director Duran anticipated no changes to the Agency Meeting schedule at this time.

Clerk Johnson announced that the next Regular meeting, Monday, March 21, was missing from the schedule.

Chair Slavitz adjourned the meeting at 7:25 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 FEBRUARY 16, 2022

OPERATING PRINTED CHECKS							
2/16/2022	101342	A & P MOVING COMPANY	100	8430	Building	3,123.00	3,123.00
2/16/2022	101343	AMERICAN EXPRESS	100	7601	Books and	143.22	
		AMERICAN EXPRESS	100	7603	Supplies for	99.55	
		AMERICAN EXPRESS	100	8035	Computers &	19.46	
		AMERICAN EXPRESS	100	8071	Website	125.00	
		AMERICAN EXPRESS	100	8230	Office Supplies	1,136.94	
		AMERICAN EXPRESS	100	8250	Children's	310.31	
		AMERICAN EXPRESS	100	8251	Young Adult	477.18	
		AMERICAN EXPRESS	100	8430	Building	437.81	
		AMERICAN EXPRESS	100	8815	Credit Card	15.32	2,764.79
2/16/2022	101344	ARAMARK	100	8492	Maintenance	505.20	505.20
2/16/2022	101345	BARTEL ASSOCIATES, LLC	100	8835	Auditing	515.00	515.00
2/16/2022	101346	BLACKSTONE PUBLISHING	100	7601	Books and	454.97	454.97
2/16/2022	101347	BRODART CO.	100	8230	Office Supplies	321.00	
		BRODART CO.	100	7601	Books and	1,503.18	
		BRODART CO.	100	7602	Vendor	108.23	1,932.41
2/16/2022	101348	CATHERINE PYUN	100	8250	Children's	63.25	63.25
2/16/2022	101349	DELTA DENTAL OF CALIFORNI	100	7110	PERS	1,215.40	1,215.40
2/16/2022	101350	EMPLOYMENT DEVELOPMENT DEPT	100	7140	Unemployment	709.00	709.00
2/16/2022	101351	GLAVER CIFUENTES	100	8450	Janitorial	3,850.00	3,850.00
2/16/2022	101352	INGRAM LIBRARY SERVICES	100	7601	Books and	5,501.38	
		INGRAM LIBRARY SERVICES	100	7602	Vendor	370.60	5,871.98
2/16/2022	101353	LINCOLN NATIONAL LIFE INS	100	7110	PERS	378.63	378.63
2/16/2022	101354	MARIN IT, INC.	100	8040	Technical	8,458.25	
		MARIN IT, INC.	100	8070	IT	400.00	8,858.25
2/16/2022	101355	NEW YORK STATE LIBRARY	100	7601	Books and	20.00	20.00
2/16/2022	101356	OCLC, INC.	100	8070	IT	107.33	107.33
2/16/2022	101357	OVERDRIVE, INC.	100	7606	Digital	1,134.15	1,134.15
2/16/2022	101358	PACIFIC GAS & ELECTRIC	100	8490	Electricity &	69.64	69.64
2/16/2022	101359	PURCHASE POWER	100	8220	Postage &	239.70	239.70
2/16/2022	101360	SWANK MOVIE LICENSING USA	100	8020	Online	609.00	609.00
2/16/2022	101361	TPX COMMUNICATIONS	100	8260	Telephone	1,057.15	1,057.15
2/16/2022	101362	VANTAGEPOINT TRF AGT-457	100	2040	Deferred	3,053.52	3,053.52
					Total Printed Checks	36,532.37	36,532.37

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 FEBRUARY 28, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
2/24/2022	000396	BUSINESS CARD	100	8020		56.05	
		BUSINESS CARD	100	8035		1,377.08	
		BUSINESS CARD	100	8220		29.28	
		BUSINESS CARD	100	8230		788.19	
		BUSINESS CARD	100	8250		864.35	
		BUSINESS CARD	100	8430		1,762.11	
		BUSINESS CARD	100	8815		334.75	
		BUSINESS CARD	100	8850		415.84	5,627.65
2/28/2022	000397	VOID				-	-
2/28/2022	000398	VOID				-	-
2/28/2022	000399	VOID				-	-
2/28/2022	000400	VOID				-	-
2/28/2022	000401	VOID				-	-
2/28/2022	000402	VOID				-	-
2/28/2022	000403	VOID				-	-
2/28/2022	000404	AMERICAN EXPRESS	100	7601	Books and other	630.75	
		AMERICAN EXPRESS	100	7606	Digital Resources &	13.99	
		AMERICAN EXPRESS	100	8035	Computers &	585.01	
		AMERICAN EXPRESS	100	8071	Website Maintenance	125.00	
		AMERICAN EXPRESS	100	8080	Robotics	283.43	
		AMERICAN EXPRESS	100	8225	Public Relations	238.48	
		AMERICAN EXPRESS	100	8230	Office Supplies	165.11	
		AMERICAN EXPRESS	100	8250	Children's Program	589.51	
		AMERICAN EXPRESS	100	8251	Young Adult Programs	144.59	
		AMERICAN EXPRESS	100	8430	Building Maintenance	23,299.96	
		AMERICAN EXPRESS	100	8460	Custodial Supplies	218.60	
		AMERICAN EXPRESS	100	8815	Credit Card Fees	54.63	26,349.06
2/28/2022	000405	ARAMARK	100	8492	Maintenance Contracts	252.60	252.60
2/28/2022	000406	BLACKSTONE	100	7601	Books and other	354.79	354.79
2/28/2022	000407	DELTA DENTAL OF	100	7110	PERS Insurance	1,543.72	1,543.72
2/28/2022	000408	DEMCO, INC.	100	8250	Children's Program	18.67	18.67
2/28/2022	000409	HAGEL SUPPLY	100	8460	Custodial Supplies	219.17	219.17
2/28/2022	000410	LAURA CALLAHAN	100	7601	Books and other	38.24	38.24
2/28/2022	000411	LIBERTY GREENLEAF	100	8230	Office Supplies	386.25	386.25
2/28/2022	000412	LINCOLN NATIONAL	100	7110	PERS Insurance	203.24	203.24
2/28/2022	000413	MARIN IT, INC.	100	8040	Technical Support	362.50	362.50
2/28/2022	000414	MARIN MUNICIPAL	100	8500	Water	610.65	610.65
2/28/2022	000415	MILL VALLEY REFUSE	100	8480	Trash	288.12	288.12
2/28/2022	000416	US BANK EQUIPMENT	100	8210	Copier Expense	1,356.79	1,356.79
2/28/2022	000417	VANTAGEPOINT TRF	100	2040	Deferred Comp	3,053.52	3,053.52
					Total Hand Checks	\$40,664.97	\$40,664.97

EXPANSION WARRANTS

FEBRUARY 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
2/23/2022	000321	VOID				0.00	0.00
2/23/2022	000313	MB Contract Furniture	200	9047	Expansion Furniture & Equipment	5,531.75	5,531.75
2/25/2022	000314	VOID				0.00	0.00
2/25/2022	000315	Alten Construction	200	9045	Site Work	182,176.95	182,176.95
2/25/2022	000316	Alten Construction-Escrow	200	9051	Escrow	9,588.26	9,588.26
2/25/2022	000317	BRW Architects - December	200	9041	Architect	10,860.00	10,860.00
2/25/2022	000318	Conversion Management Associates	200	9048	Project Management	2,925.00	2,925.00
2/25/2022	000319	McMillan Data Communications	200	9045	Site Work	2,770.00	2,770.00
2/25/2022	000320	Miller Pacific Engineering	200	9045	Site Work	5,439.00	5,439.00
					TOTAL	\$ 219,290.96	\$ 219,290.96

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**