

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, April 18, 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. 276-2022 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 APRIL 13, 2022 – MAY 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 March 31, 2022, Kristin Johnson, Agency Clerk (5 minutes)
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 March 21, 2022
10. Approval of Agency Warrants month of March, 2022

TRUSTEE CONSIDERATIONS

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

11. **CONSIDERATION OF APPROVAL OF RESOLUTION 277-2022 AUTHORIZING AN INCREASE TO THE BUDGET FOR THE EXPANSION PROJECT AND AUTHORIZE RELATED PROJECT CHANGE ORDERS.**

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *April 18, 2022*, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

12. 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. 276-2022

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 APRIL 13, 2022 – MAY 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) May 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 18th day of April, 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 18th day of April, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff, Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk

DATE: April 18, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Usage and Programs

The limited library reopening since January 31 has been a success with approximately 9,000 visitors, over 1,600 reference questions answered, and over 8,300 materials borrowed. We resumed weekly storytime for children on Wednesday afternoons and will add a second storytime on Tuesday mornings at the end of the month. Our teen book club met for the first time this month in a hybrid format. We also have chess club scheduled for Wednesday evenings but had to postpone our first program due to a staff Covid case. We're resuming popular tech skills programs, including a phone and tablet how-to session that provides a general overview of devices and tricks for using common features. Aside from library-hosted activities, the Library Foundation will begin hosting in-person activities in the library, including Teddy Bear Tea on the patio, on May 21.

We have resumed selling used books for \$1-\$2. The books are available on a cart near the circulation desk. Due to storage capacity, we are accepting book donations but are limited to one bag per person per week. We also have a reference list of local organizations that can accept larger quantities of donated books.

We extended our business hours on April 4 to include Monday to Thursday, 10 am to 6 pm, and Friday to Saturday from 10 am to 5 pm. Since reopening, our library usage data demonstrates that Mondays have our fewest visitors, followed by Saturdays. Staff also pulled data from 2019 to look at library usage throughout the week. The data from two different points in 2019 revealed that Sundays also had the fewest library users, with just under half the number of visitors typically received on any day. Given our limited staffing, we're currently unable to accommodate Sunday business hours. We plan to resume Sunday business hours once we begin adding personnel in the coming FY. We'll continue to assess business hours and expand them to include earlier daytime and later evening weekday hours as possible.

Outreach and Community Connections

Staff regularly participate in monthly MARINet workgroup meetings and Bay Area-specific workgroups with staff from other libraries. The various workgroups collaborate to develop local solutions or share information on new or emerging services. Our children's librarian participated in the Read Across Reed event as a guest reader the past week; other local guests included firefighters, police officers, and school board members.

State Library and other Regional Updates

In partnership with the First Partner's Office and State Parks, the State Library offers a California State Library Parks Pass, a free vehicle day-use entry to over 200 state parks. Library cardholders can check out a Parks Pass just as they would other library materials to free visit parks, lakes, beaches, and monuments in the State Parks system. Our library has been allotted three passes. Staff are working with MARINet libraries to develop a coordinated approach to circulation, including the loan period and how to catalog the pass. We anticipate the passes will be available for borrowing by the end of the month. We'll market the passes with content developed by the State Library through our website, newsletter, and social media. Anyone is welcome to utilize the interactive map of participating parks at www.parks.ca.gov.



April 6, 2022

To: Jeff Slavitz, Chair, Library Agency Trustees and Crystal Duran,
Library Director
From: Glenn Isaacson, Project Manager
Subject: Expansion Project Activity Report No. 26

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 and interior Phase 2 work.

A plan for an accessible entry to the rear of Town Hall while the front plaza is being constructed is approved.

The storage containers are being emptied for removal.

At the interior:

All work is occurring in the “old” library building with emphasis on the new public restrooms. Tile installation is complete, and fixtures and partitions are installed.

Restrooms should be operational by April 8.

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

Electrical wiring in the walls is nearly complete.

Rough-in Plumbing to the staff lunchroom and Teen Pullman kitchen and Arts and Craft space is installed.

Platforms for the HVAC equipment in the attic are being installed.

Window shades have been installed in most Phase 1 rooms.

The Contractor and Project team have negotiated a price for Phase 2 interior work and time extensions which are the subject of a separate Memorandum with a recommendation for favorable action at the April 18th. Agency meeting.

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

Exterior site work should commence.

Interior walls and ceilings should receive dry wall.

HVAC should be well along in installation.

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.

The Project Budget requires a \$625,000 upward adjustment and the completion date is now scheduled for August 15, 2022

END.

Belvedere-Tiburon Library Agency
Statement of Revenues
Period Ending March 31, 2022

6-1

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Basic Library Tax	\$ 2,159,580	\$ 1,228,890	56.9%	\$ 2,067,703	\$ 1,166,255	56.4%
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	\$ 241	3.4%	\$ 6,929	\$ -	0.0%
Misc. Other Revenue	\$ 2,930	\$ 4,866	166.1%	\$ 2,931	\$ 14,475	493.9%
Interest Income	\$ 19,966	\$ 131	0.7%	\$ 31,329	\$ 3	0.0%
TOTAL GENERAL FUND	\$ 3,047,476	\$ 1,675,129	55.0%	\$ 2,846,712	\$ 1,620,537	56.9%
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)	\$ (37,500)	100.0%
Fiscal Agent Fees	\$ (12,500)	\$ (7,315)	58.5%	\$ (12,500)	\$ (7,043)	56.3%
TOTAL CFD DEBT SERVICE	\$ (130,050)	\$ (109,865)	84.5%	\$ (130,000)	\$ (124,543)	95.8%
TOTAL REVENUE AFTER DEBT SERVICE	\$ 2,917,426	\$ 1,565,264	53.7%	\$ 2,716,712	\$ 1,495,994	55.1%

Percent of Year Complete	75.0%
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- (1) Basic and Parcel Tax Revenue 55% of tax revenue is received in December
45% of tax revenue is received in April

- (2) ERAF 54% of ERAF revenue is received in January
46% of ERAF revenue is received in June

- (3) BTLF Grants 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 March 31, 2022**

6-2

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Personnel (4)	\$ 2,065,293	\$ 1,707,349	82.7%	\$ 1,964,336	\$ 1,453,438	74.0%
Circulation Materials & Data (5)	\$ 284,510	\$ 203,972	71.7%	\$ 289,670	\$ 229,281	79.2%
Technology Services (6)	\$ 120,300	\$ 68,330	56.8%	\$ 111,300	\$ 79,209	71.2%
Program Services & Supplies (7)	\$ 112,000	\$ 52,597	47.0%	\$ 105,500	\$ 40,652	38.5%
Building Expenses (8)	\$ 254,205	\$ 209,057	82.2%	\$ 158,909	\$ 100,178	63.0%
Agency Administration	\$ 63,120	\$ 40,416	64.0%	\$ 61,420	\$ 31,672	51.6%
TOTAL GENERAL FUND	\$ 2,899,428	\$ 2,281,721	78.7%	\$ 2,691,135	\$ 1,934,430	71.9%
NET OPERATING REVENUE	\$ 17,998	\$ (716,457)		\$ 25,577	\$ (438,436)	
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	\$ 2,675,000	87.6%	\$ 13,000,000	\$ 4,765,000	36.7%
Expansion Reserve from Operations	\$ 1,000,000	\$ 1,000,000	100.0%	\$ -	\$ -	0.0%
Less: Expansion Expenditures	\$ 4,054,161	\$ 3,579,884	88.3%	\$ 13,000,000	\$ 4,805,396	37.0%
NET EXPANSION ACTIVITY (9)	\$ -	\$ 95,116		\$ -	\$ (40,396)	

Percent of Year Complete	75.0%
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|----------------------------------|--|
| (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 |

**BELVEDERE TIBURON LIBRARY AGENCY
INCOME STATEMENT BUDGET TO ACTUAL
NINE MONTHS ENDED MARCH 31, 2022**

		ANNUAL BUDGET	YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
REVENUES					
Revenue					
Basic Library Tax	5010	\$ 2,159,580	\$ 1,228,890	57%	\$ 930,690
Parcel Tax	5020	275,000	150,962	55%	124,038
ERAF	5025	523,000	290,039	55%	232,961
Foundation Grants	5032	60,000	0	0%	60,000
Book Fines and Reserves	5040	2,000	220	11%	1,780
Book Sales	5050	5,000	21	0%	4,979
Other Revenues	5065	2,000	110	6%	1,890
Copier Fees	5070	900	15	2%	885
E-Scrip Revenue	5090	30	6	20%	24
Interest Income	5099	19,966	4,866	24%	15,100
Total Revenue		3,047,476	1,675,129	55%	1,372,347
Debt Service - Original Bonds					
Debt Service - Interest	8910	(32,550)	(17,550)	54%	(15,000)
Debt Service - Principal	8915	(85,000)	(85,000)	100%	0
Fiscal Agent Fees	8920	(12,500)	(7,315)	59%	(5,185)
Total Debt Service - Original Bonds		(130,050)	(109,865)	84%	(20,185)
Total REVENUES		\$ 2,917,426	\$ 1,565,264	54%	\$ 1,352,162
EXPENDITURES					
Personnel					
Salaries & Wages	7010	1,431,595	1,265,477	88%	166,118
Medical Reimbursement	7015	29,287	19,669	67%	9,618
Part Time Salaries & Wages	7020	96,217	37,721	39%	58,496
PERS Retirement Benefits	7100	237,742	196,664	83%	41,078
PERS Insurance Benefits	7110	203,795	144,521	71%	59,274
Workers Comp Insurance	7120	6,838	0	0%	6,838
Insurance	7125	5,400	0	0%	5,400
Payroll Tax Expense	7130	28,119	21,446	76%	6,673
Unemployment	7140	4,500	709	16%	3,791
Professional Development	7200	2,800	645	23%	2,155
Staffing Recruitment	7210	19,000	20,497	108%	(1,497)
Total Personnel		2,065,293	1,707,349	83%	357,944
Circulation Materials & Data					
Books and other Materials	7601	120,000	69,182	58%	50,818
Vendor Processing Costs	7602	7,000	4,211	60%	2,789
Supplies for Processing	7603	3,000	3,585	120%	(585)
Digital Resources & Content	7606	57,000	41,996	74%	15,004
MARINet	7607	97,510	84,998	87%	12,512
Total Circulation Materials & Data		284,510	203,972	72%	80,538
Technology Services					
Online Services	8020	10,000	10,021	100%	(21)
Equipment Repair and Maintenance	8030	5,000	695	14%	4,305
Computers & Peripherals	8035	27,500	4,630	17%	22,870
Technical Support	8040	25,000	32,735	131%	(7,735)
Telecommunications	8050	2,000	0	0%	2,000
IT Infrastructure	8070	17,000	12,192	72%	4,808
Website Maintenance	8071	20,000	7,774	39%	12,226
Robotics	8080	9,000	283	3%	8,717
Technology Training	8090	4,800	0	0%	4,800
Total Technology Services		120,300	68,330	57%	51,970

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Copy of 2022-03 Budget to Actual 2022-3-31 Sheet1

Belvedere Tiburon Library Agency	
Statement of Changes in Cash	
For the Nine Months ended March, 2022	
Beginning CASH at Fiscal Year End June 30, 2021	\$ 4,992,698
<u>OPERATING ACTIVITY</u>	
Operating Revenue	1,675,129
Debt Service	(109,865)
Operating Expenses	(2,281,723)
Net Operating Income/(Loss)	(716,459)
<u>RESERVE ACTIVITY</u>	
Library Expansion Reserve Funds Transferred to Project	(1,000,000)
<u>EXPANSION ACTIVITY</u>	
Expansion Grants and Contributions Received	2,675,000
Library Expansion Reserve Funds Transferred to Project	1,000,000
Total Expansion Funding	3,675,000
Expansion Expenditures	(3,581,234)
Net Expansion Activity	93,766
<u>BALANCE SHEET ACTIVITY</u>	
Cash Received on Prior Year Receivables	190,842
Cash Paid Out on Prior Year Payables	(32,762)
Net Balance Sheet Activity	158,080
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Designated Fund Inflows	4,765
Designated Fund Outflows	(28,355)
Net Designated Fund Activity	(23,590)
Rounding	
Ending CASH at March 31, 2022	\$ 3,504,495
<u>CASH BALANCE DETAIL</u>	
Building Reserve	\$ 316,794
Insurance Reserve	\$ 250,000
Expansion Reserve (\$1,000,000 transferred to project)	\$ -
Expansion Checking Balance	\$ 196,188
Fiscal Agent Account Balance	\$ 120,000
Donor/Source Designated Funds	\$ 55,350
Operating Reserve	\$ 2,566,163
CASH at March 31, 2022	\$ 3,504,495

	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	\$200	\$200			
2-Cash in Mechanics Checking	\$284,113	\$12,064	\$220,833	\$169,918	\$119,462	\$149,297	\$221,465	\$267,603	\$181,450	\$125,244			
3-Cash in Mechanics Building Acct	\$101,072	\$99,142	\$94,558	\$77,813	\$256,268	\$234,692	\$153,125	\$308,898	\$99,407	\$196,188			
4-Cash with Fiscal Agent (310)	\$102,550	\$102,552	\$102,552	\$3	\$3	\$3	\$3	\$3	\$120,000	\$120,000			
5-Cash in Mechanics Money Market	\$283,869	\$283,951	\$284,038	\$284,120	\$284,199	\$284,261	\$284,321	\$284,381	\$284,436	\$284,497			
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	\$2,928,365	\$2,778,366			
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	\$3,613,858	\$3,504,495	\$0	\$0	\$0
Restricted Reserves:													
Building reserve	(316,794)	(316,794)	(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)	(250,000)	(250,000)			
Expansion Reserve	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	0	0	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)	(566,794)	(566,794)	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)	(99,407)	(196,188)	-	-	-
4-Cash with Fiscal Agent (310)	(102,550)	(102,552)	(102,552)	(3)	(3)	(3)	(3)	(3)	(120,000)	(120,000)	0	0	0
Snelling Trust	(12,615)	(12,346)	(12,213)	(14,083)	(14,083)	(13,240)	(13,240)	(13,240)	(12,876)	(13,798)			
Program Committee	6,798	6,798	6,798	6,798	6,798	6,798	6,798	6,798	6,798	3,798			
Film Series	(3,857)	(3,857)	(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	3,426	3,426			
Senior Programs	(8,000)	(8,000)	(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)	(9,112)	(9,112)			
Art Committee	(14,394)	(14,394)	(14,394)	(14,394)	(14,394)	(14,431)	(14,431)	(14,431)	(14,394)	(14,394)			
Art Books	3,365	3,423	3,423	3,423	3,423	3,734	3,734	3,734	4,999	6,686			
Credit card cash bal	43	43	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)	(12,005)	(11,871)			
Donations Restricted for Books	(2,380)	(2,380)	(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)	(5,172)	(3,891)			
Archive Project	(2,000)	(2,000)	(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)	(273,937)	(371,538)	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	\$2,773,127	\$2,566,163	\$0	\$0	\$0
	\$ 3,156	\$ 2,763	\$ 2,747	\$ 2,494	\$ 2,296	\$ 2,127	\$ 1,849	\$ 2,847	\$ 2,773	\$ 2,566	\$ -	\$ -	\$ -
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	\$2,773	\$2,566	\$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	\$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					

DRAFT FOR AGENCY REVIEW

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
March 21, 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, Suzannah Scully, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Slavitz called the meeting to order at 6:14 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. 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 made by Trustee Cromwell, seconded by Trustee Richards.

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 the Agency and the Foundation are still working on setting a date for a Joint Agency-Foundation meeting.

3. Library Director's Report

Director Duran reported that the new Library space has been open to the public for eight weeks. The staff continue to modify the space for increasing services. There are now two computer stations, two self-checkout stations, a study room which can be reserved for up to two hours and will accommodate up to four people, a print and copy station, and added seating both indoors and outdoors. The staff have hosted 5,500 visitors, facilitated 5,400 checkouts, and answered over 1,000 reference questions.

Director Duran and the Library Staff are working with the staffing schedule to expand business hours for both weekday evenings and weekend days.

The Library hosted the first in-person Baby Storytime in two years on March 16, with 20 babies and parents attending. This Storytime will now continue weekly. A morning Storytime will be added in April. The Teen Book Club will also resume on a Saturday afternoon in April, possibly with a hybrid online/in-person format. During the pandemic, it was noted that more teens engaged when virtual formats became available. Chess Club will also resume in April, meeting weekly on Wednesdays.

Director Duran and Staff Librarians have been developing community connections and local participation in the schools to nurture Library growth which complements community needs and activities. Trustee Richards suggested that the Staff not only participate in local public, but also private school activities.

Application for a State Library Grant which would potentially help fund solar panels and a backup power source for the Library has been delayed until next year, based on research and communication with key State Library staff. This will allow Library Staff and Agency time to assess local needs, craft a compelling application, and evaluate match options.

4. Expansion Update

Project Manager Glenn Isaacson reported that work is proceeding on the physical interior of the original building, including door frames, glazing, restrooms, and electrical work.

The Project Team is still working on a conclusive costing schedule for the interior work. This Wednesday, the Team will meet with the contractor.

The donor granite frame is in place at the main Library entrance. Trustee Richards noted that the donor names have been listed on the Foundation Website, available for donor corrections.

5. Foundation Report

Foundation President Suzannah Scully reported that the Foundation raised \$14,390 in February.

The Teddy Bear Tea has been tentatively scheduled for May 21st, outdoors on the patio, with a Storytime held indoors.

The Library Grand Opening Committee kickoff meeting will be held at the Tiburon Town Hall tonight. The planned schedule includes a donor event on Thursday, September 15, an Art Exhibit donor event on Friday, September 16, and a community event with ribbon cutting, food, and various activities on Saturday, September 17. Marketing for the event is in the works.

Last week's monthly newsletter received a great response, with a number of library tours requested, and 50% viewing rate by recipients online. The response indicates that donors and patrons want to hear about and participate in Library activities.

6. Financials

Clerk Johnson reported that, with 67% of the year passed, 55% of budgeted revenues have been received, which is on par for this time of year. Expenses are at 72% of budget, compared to a normal 65-67%, due to benefit payouts related to staff retirements, recruiting expenses, and to the rental of outdoor toilets to allow for the opening of the Library to the public.

7. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that the borrowing estimate to complete the Expansion Project remains at \$2,500,000 at this time.

8. Committee Reports

There were no committee reports.

CONSENT CALENDAR

9/10. Motion to approve the Minutes of February 22, 2022, and the Warrants dated February, 2022, made by Trustee Weil, seconded by Trustee Amir.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

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

13. Meeting Dates

The next Regular meeting is scheduled for April 18 at 6:15pm via Zoom.

Chair Slavitz adjourned the meeting at 6:41 pm.

Respectfully Submitted,

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

March 21, 2022

DRAFT

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BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 MARCH 16, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING PRINTED CHECKS							
3/16/2022	101363	ACV Argo Tiburon	100	8491	Parking	2,040.00	2,040.00
3/16/2022	101364	Aramark	100	8492	Maintenance Contracts	277.86	277.86
3/16/2022	101365	Blackstone Publishing	100	7601	Books and Other Materials	40.00	40.00
3/16/2022	101366	Brodart Co.	100	7601	Books and Other Materials	127.21	
		Brodart Co.	100	7602	Processing Costs	20.61	147.82
3/16/2022	101367	CCH Incorporated	100	7601	Books and Other Materials	232.93	232.93
3/16/2022	101368	Diegos Gardens	100	8440	Grounds Maintenance	1,080.00	1,080.00
3/16/2022	101369	Dynamite Digital	100	8220	Postage & Freight	25.00	
		Dynamite Digital	100	8230	Office Supplies	1,483.03	1,508.03
3/16/2022	101370	Glaver Cifuentes	100	8450	Janitorial Services	3,850.00	3,850.00
3/16/2022	101371	Ingram Library Services	100	7601	Books and Other Materials	8,568.49	
		Ingram Library Services	100	7602	Processing Costs	620.24	9,188.73
3/16/2022	101372	Kyocera Document Solutions	100	8030	Copier Expense	365.26	365.26
3/16/2022	101373	Lincoln Natl Life Insurance	100	7110	PERS Insurance Benefits	378.63	378.63
3/16/2022	101374	Marin IT, Inc.	100	8040	Technical Support	5,577.00	
		Marin IT, Inc.	100	8070	IT Infrastructure	697.50	6,274.50
3/16/2022	101375	OCLC, Inc.	100	7601	Books and Other Materials	20.25	
		OCLC, Inc.	100	8070	IT Infrastructure	377.84	398.09
3/16/2022	100376	PG&E	100	8490	Power	61.61	61.61
3/16/2022	100377	Purchase Power	100	8220	Postage & Freight	208.99	208.99
3/16/2022	100378	Terminix	100	8492	Maintenance Contracts	103.00	103.00
3/16/2022	100379	TPX Communications	100	8260	Telephone	1,153.97	1,153.97
3/16/2022	100380	Vantagepoint TRF Agt 457	100	2040	Deferred Compensation	3,053.52	3,053.52
					Total Hand Checks	\$30,362.94	\$30,362.94

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 MARCH 31, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
3/9/2022	000418	City of Belvedere (Refund)	100	5010	Basic Library Tax	4,284.15	4,284.15
3/28/2022	000419	Martha Wade Design	350	9800	Misc Donation Expenditure	9,520.00	9,520.00
OPERATING PRINTED CHECKS							
3/31/2022	101381	A&P Moving (Storage)	100	8430	Building Maintenance	6,246.00	6,246.00
3/31/2022	101382	American Express	100	7601	Books and Other Materials	503.45	
		American Express	100	7606	Digital Resources & Content	14.99	
		American Express	100	8071	Website Maintenance	184.00	
		American Express	100	8220	Postage	125.11	
		American Express	100	823	Office Supplies	201.39	
		American Express	100	8250	Children's Program Supplies	210.20	
		American Express	100	8251	Young Adult Programs	199.24	
		American Express	100	8430	Building Maintenance	13,738.01	
		American Express	100	8815	Credit Card Fees	43.62	
		American Express	100	8850	Office and Commemorative	350.24	15,570.25
3/31/2022	101383	Aramark	100	8942	Maintenance Contracts	277.86	277.86
3/31/2022	101384	Bartel and Associates	100	8835	Audit	2,730.00	2,730.00
3/31/2022	101385	Blackstone Publishing	100	7601	Books and Other Materials	200.00	200.00
3/31/2022	101386	Brian Scott	100	8250	Children's Program Supplies	425.00	425.00
3/31/2022	101387	Business Card	100	7601	Books and Other Materials	157.08	
		Business Card	100	7602	Vendor Processing Costs	45.65	
		Business Card	100	8020	Online Services	46.66	
		Business Card	100	8250	Children's Program Supplies	720.23	
		Business Card	100	8430	Building Maintenance	39.66	1,009.28
3/31/2022	101388	Cintas	100	8230	Office Supplies	4.55	4.55
3/31/2022	101389	Computype	100	7603	Supplies for Processing	1,738.25	1,738.25
3/31/2022	101390	Delta Dental	100	7110	PERS Insurance Benefits	1,379.56	1,379.56
3/31/2022	101391	Demco, Inc.	100	7603	Supplies for Processing	159.08	159.08
3/31/2022	101392	Hagel Supply	100	8460	Custodial Supplies	217.42	217.42
3/31/2022	101393	Kristin Johnson Reimbursement	100	8850	Office and Commemorative	108.43	108.43
3/31/2022	101394	Library Ideas	100	7606	Digital Resources & Content	19.50	19.50
3/31/2022	101395	Lincoln National Life Insurance	100	7110	PERS Insurance Benefits	219.06	219.06
3/31/2022	101395	Marin IT, Inc.	100	8070	IT Infrastructure	297.50	297.50
3/31/2022	101396	Mill Valley Refuse	100	8480	Trash	288.12	288.12
3/31/2022	101397	NBS	310	8920	Fiscal Agent Fees	2,438.47	2,438.47
3/31/2022	101398	Overdrive	100	7606	Digital Resources & Content	836.99	836.99
3/31/2022	101399	Tiburon Penn. Chamber of Comm.	100	8420	Library Services Materials	100.00	100.00
3/31/2022	101400	US Bank	100	8210	Copier Expense	1,356.79	1,356.79
3/31/2022	101401	Vanguard, Inc.	100	8420	Library Services Materials	350.53	350.53
3/31/2022	101402	Vantagepoint Trf Agt 457	100	2040	Deferred Comp Deductions	9,160.56	9,160.56
Total Hand Checks						\$58,937.35	\$58,937.35

BELVEDERE TIBURON LIBRARY AGENCY
EXPANSION WARRANTS
MARCH 2022

10-3

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
3/2/2022	000321	MB Contract Furniture - Deposit	200	9047	Expansion Furniture & Equipment	27,109.36	27,109.36
3/2/2022	000322	MB Contract Furniture - Deposit	200	9047	Expansion Furniture & Equipment	6,970.60	6,970.60
3/9/2022	000323	Alten Escrow - December	200	9051	Escrow	304.52	304.52
3/14/2022	000324	BRW Architects - January	200	9041	Architect	7,536.00	7,536.00
3/14/2022	000325	CMA	200	9048	Project Management	4,865.00	4,865.00
3/14/2022	000326	MB Contract Furniture - Invoice	200	9047	Expansion Furniture & Equipment	2,088.57	2,088.57
3/14/2022	000327	One Work Place - Teen Deposit	200	9047	Expansion Furniture & Equipment	24,975.21	24,975.21
3/14/2022	000328	Richard Deutsch Studio	200	9045	Site Work	21,000.00	21,000.00
3/29/2022	000328	Alten Construction - February	200	9045	Site Work	102,951.52	102,951.52
3/29/2022	000329	Alten Escrow - February	200	9051	Escrow	5,418.50	5,418.50
					TOTAL	\$ 203,219.28	\$ 203,219.28



April 6, 2022

To: Jeff Slavitz, President, Library Agency Members and Crystal Duran,
Library Director.
From: Glenn Isaacson, Project Manager, Expansion Project
Subject: Expansion Project Schedule and Budget

Purpose: The purpose of this memorandum is to advise of project status, projected completion date, foreseeable budget impacts through August 15, 2022, and recommended actions.

As noted in the monthly Activity Reports the Project Team has been in discussions/negotiations with the Contractor these last several months regarding price and schedule for all the remaining interior and exterior work. These discussions are concluded with the following results.

Schedule: Current Situation and Forecast:

Phase 1- The Expansion Building:	Opened to public January, 2022
Phase 2- The remodel of existing space:	August, 2022
Site work:	July, 2022

Until recently the Project Team has projected a Spring 2022 completion for planning purposes. This date is now extended to August 15, 2022. Causes for delays are myriad and include those caused by the Contractor, the Owner, the Design Team, code requirements, inspections, plan reviews, Covid restrictions and consequences and unforeseen conditions such as the current drought and supply/inflation issues.

Budget:

The approved Project Cost Budget is \$17,685,000.

Alten Construction:

The approved Alten Construction contract is \$13,397,000.

Change Order Requests:

Time Extension charges from December 31, 2021 to August 15, 2022.	\$321,930.
(Based upon reducing daily job-site costs from \$1,500 to \$1,400 per day from January 1, 2022 to August 15, 2022.)	

Other Open sub-contractor change order requests.	\$356,717.
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Extended insurance coverage to Aug 13, 2022	\$ 75,000.
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Total Contractor related increase.	<u>\$754,019</u>
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Contingency:

After re-allocating budget from line items that are in surplus to The Contingency line item the current Contingency available is \$389,000.

Recommended Agency Actions:

Increase Project Budget by \$625,000 to \$18,310,000.

Increase Alten contract by \$754,095.

Remaining Contingency will be at \$260,708 to cover yet unknown and unforeseen costs.

Extend Alten contract to August 15, 2022 and set it as Final Project completion date.

Commentary:

There is no joy in recommending an increase in Project Budget or extension of completion dates. Please note that at this stage it is unknown whether all the line-item budget items will be fully expended including the Contingency. Please also note that an increase of \$625,000 represents an increase of 3.5 percent in the Project Cost, which together with the budget increase of July 2021 equals a 6.8 percent total project increase, which should be sufficient to complete the Expansion Project exclusive of add-scope items such as solar and emergency power and significant unforeseen conditions.

END

Rev1.

RESOLUTION NO. 277-2022 (Rev.1)

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BELVEDERE-TIBURON LIBRARY AGENCY AUTHORIZING AN INCREASE TO THE
BUDGET FOR THE BELVEDERE-TIBURON LIBRARY EXPANSION PROJECT,
AUTHORIZING CHANGE ORDERS IN THE AMOUNT OF \$754,095 TO THE CONTRACT
WITH ALTEN CONSTRUCTION, INC, FOR THE CONSTRUCTION OF THE BELVEDERE-
TIBURON LIBRARY EXPANSION PROJECT AND AUTHORIZING THE PROJECT MANAGER
TO EXECUTE ALL REQUIRED CONTRACT DOCUMENTS AND CHANGE ORDERS

WHEREAS, on September 25th, 2019, the Belvedere-Tiburon Library Agency (“Agency”), following a competitive bidding process conducted in accordance with the California Public Contracts Code, adopted Resolution 254-2019, authorizing its contract Project Manager for the Belvedere-Tiburon Library Expansion Project (“the Project”), Glenn Isaacson (“the Project Manager”) to award a contract for construction of the Project to Alten Construction, Inc. in an amount not to exceed \$12,633,800.

WHEREAS, under the originally approved Project timeline, the Project was slated for completion by February 28th, 2021.

WHEREAS, a number of factors and unforeseen complications have set back the estimated completion date for the Project, including delay from the Contractor, the Agency, the Project Design and Engineering Team, compliance with code requirements, inspections, plan reviews, the Covid pandemic and drought conditions affecting the availability of water on site.

WHEREAS, in light of the numerous complications and unforeseen circumstances surrounding Project delivery and completion, the Board of Trustees wishes to increase the overall Project budget by \$625,000, to authorize the Project Manager to issue change orders in the amount of \$754,095 to the contract with Alten Construction and extend the completion date from February 28, 2021 until August 15, 2022.

WHEREAS, the Board wishes to authorize the Project Manager to execute all required contract documentation to effectuate the construction of the Project within the scope of the authorized budget.

WHEREAS, the Board of Trustees has considered all information related to this matter, as presented at the public meetings of the Board of Trustees identified herein, including any supporting reports prepared by Agency staff, and any information provided during public meetings.

NOW, THEREFORE, the Board of Trustees of the Belvedere Tiburon Library Agency does hereby resolve as follows:

1. The Board of Trustees hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the Board’s adoption of this Resolution.
2. The Board of Trustees hereby finds that the potential environmental effects of the Project have been adequately analyzed by the Final Environmental Impact Report certified by the Town of Tiburon on October 5th, 2011 in its capacity as Lead Agency for the Project under the California Environmental Quality Act, as further analyzed under that certain “Addendum to the

Certified Final Environmental Impact Report for the Belvedere-Tiburon Public Library Expansion Project,” adopted in July of 2018.

3. The Board of Trustees hereby 1) increases the total budget for the Project by \$625,000 for a total updated Project budget of \$18,310,000; 2) authorizes the Project Manager to issue change orders to the contract with Alten Construction for Project construction in the amount of \$754,095 for a total amount not to exceed \$14,022,000; 3) authorizes the Project Manager to execute all required contract documents and change orders, and further authorizes the Project Manager to execute any additional contract change orders up to the total approved Project budget.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere Tiburon Library Agency, Marin County, California, at a Regular Meeting thereof, held on the 18th of April, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Agency Board

Belvedere-Tiburon Library Agency Future Meeting Dates

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**