

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, May 16, 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. 278-2022 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 MAY 13, 2022 – JUNE 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. Belvedere Tiburon Library Agency Treasurer's report on Expansion Line of Credit, Jeff Slavitz, Agency Treasurer (5 minutes)
7. 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.

8. Approval of Agency Minutes of April 18, 2022
9. Approval of Agency Warrants month of April, 2022

TRUSTEE CONSIDERATIONS

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

10. Consideration of Operating Reserve Policy

11. Initial Review of proposed Agency Operating Budget for Fiscal Year 2022-2023

12. Update of ALA Library Bill of Rights as Appendix to BTLA Collection Development Policy

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BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *May 16, 2022*, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

13. 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. 278-2022

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 MAY 13, 2022 – JUNE 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) June 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 16th day of May, 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 16th day of May, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff, Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk



DATE: May 16, 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 14,000 visitors, over 2,800 reference questions answered, and over 13,000 materials borrowed. Our calendar of activities has grown with storytime hosted twice a week, weekly chess club, technical assistance programs on Fridays, monthly book discussion groups, and other children's coding workshops. This year's Summer Reading Program will run from June 13 to August 5. The theme is "Read Beyond the Beaten Path" and will include a mix of onsite and virtual programs, activity kits, and an end-of-program "party." Attached is the children's recommended reading list for reference (Attachment A). Aside from library-hosted activities, the Library Foundation has begun planning in-person activities in the library, including Teddy Bear Tea on the patio, on May 21.

Personnel

We are saddened to see our Cataloging and Acquisitions Manager retire in June. She has decided to take on the role of a full-time grandma and help her family with her first grandchild. She has refined our acquisitions and cataloging processes and has been integral to mapping out the collection for the expansion. We will fill her position as soon as possible and wish her the best of luck in her new role. . One of our paraprofessional staff is graduating with her Master of Library Science from San Jose State University this month. We're excited to celebrate her major accomplishment after working on her degree over the past two years. Her studies have focused on reference, cataloging, collections development, and adult services, and we look forward to continuing to utilize her skills.

Outreach and Community Connections

Our children and teen librarians are conducting outreach at the local schools throughout May and June to share library activities and resources and encourage participation in the upcoming

summer reading program. I have participated in several meetings with the Reed Union School District administration. We will be working together to develop a Student Success Card initiative to ensure all students have a library card and can access our resources. We are currently working on the project scope and schedule and plan to pursue a similar initiative with the local private schools in the future.

Administration

I am working with the Foundation Executive Director to draft a Memorandum of Understanding between the Agency and Foundation that clearly outlines our respective roles, responsibilities, and collaborative efforts. Our goal is to present a draft to Agency and Foundation executive staff for input in early June. Following that review and revision will be further discussion between the full boards of each entity before final adoption. I participate in renovation meetings weekly and provide input from an operational perspective. The ongoing meetings offer helpful context for planning the FY 22-23 budget and necessary policies and procedures.

READ BEYOND THE BEATEN PATH



Belvedere Tiburon Library 2022 Summer Reading List



Cece Rios and the Desert of Souls

by Kaela Rivera

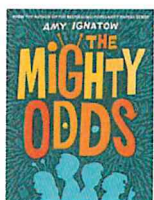
Questioning her remote community's superstitions about dangerous powerful spirits, Cece plays with the forbidden art of brujería to rescue her sister.



Shine!

by J. J. Grabenstein

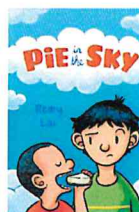
A new student at a posh private school struggles with poor self-esteem before finding inspiration in the achievements of her astronaut heroine.



The Mighty Odds

by Amy Ignatow

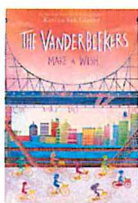
A diverse crew of middle-school kids develop limited superhero abilities after a strange accident forges their unlikely friendship.



Pie in the Sky

by Remy Lai

Out of place when his family moves to an English-speaking country, 11-year-old Jingwen dreams about the cakes he would have baked with his late father.



The Vanderbeekers Make a Wish

by Karina Yan Glaser

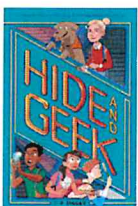
Excited for Papa's 40th birthday party, the Vanderbeeker children learn more about their mysterious grandparents while waiting for the celebration to start.



Lights, Camera, Cook!

by Charise Mericle Harper

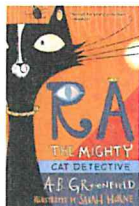
Tate, Rae, Caroline, and Oliver, ages nine to eleven, compete in a televised cooking competition that includes real-life cooking techniques for aspiring chefs.



Hide and GEEK

by T. P. Jagger

To save their hometown of Elmwood, Gina, Edgar, Elena and Kevin, must solve the famous toymaker's one final puzzle.



Ra the Mighty: Cat Detective

by Amy Butler Greenfield

In ancient Egypt, the Pharaoh's pampered cat Ra and his scarab-beetle sidekick solve a crime, and exonerate a servant girl falsely accused of theft.

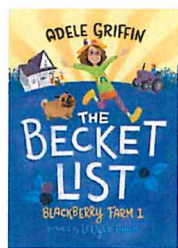


Belvedere
Tiburon
Library

1501 Tiburon Blvd
Tiburon, California 94920
415.789.2662

www.beltibrary.org/kids

Belvedere Tiburon Library 2022 Summer Reading List



The Becket List

by Adele Griffin

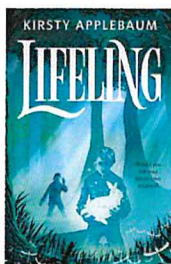
When New York City native Becket Branch moves to the country with her family to help run her grandmother's farm she finds that new friends, hostile chickens, sour lemonade and mischief are only the beginnings of her new life.



The Lock-Eater

by Zack Loran Clark

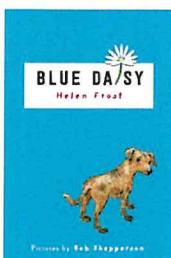
Gifted with the ability to open the unopenable with a touch, Melanie Gate is chosen by the Traveler to become the apprentice to his magical assistant and so begins an epic adventure.



Lifeling

by Kirsty Applebaum

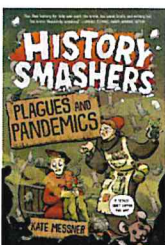
When his family is left with no money, Lonny, who can bring dying creatures back to life in exchange for a piece of his own life, must venture into Farstroke to find work where he debates revealing his secret ability to the town.



Blue Daisy

by Helen Frost

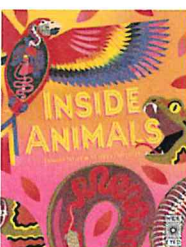
Friends Sam and Katie try to help a stray dog and, in the process, bring their neighbors closer together. Includes a recipe for dog biscuits



History Smashers: Plagues and Pandemics

by Kate Messner

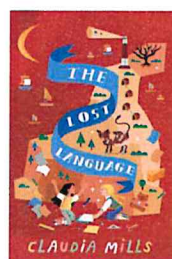
With a mix of sidebars, illustrations, photos, and graphic panels, this book uncovers the hidden truths about history's pandemics, from the Black Death to COVID-19.



Inside Animals

by Barbara Taylor

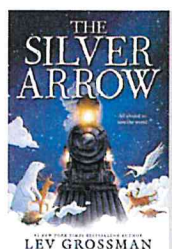
Explore the inner workings of over 20 incredible creatures, from the bony, brainy, brawny and bizarre. Discover how skeletons, organs, nerves, and muscles fit together inside your favorite animals.



The Lost Language

by Claudia Mills

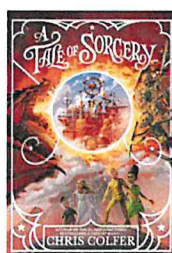
While on a mission to save a near extinct language, sixth-grader Betsy finds her relationship strained with her best friend, Lizard, who is obsessed with the project, especially when tragedy strikes and Lizard does the unthinkable.



The Silver Arrow

by Lev Grossman

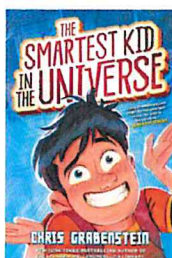
Kate's humdrum life is transformed when her eccentric Uncle Herbert brings her a colossal locomotive train, the Silver Arrow, as her 11th birthday gift, leading her on a mysterious quest.



A Tale of Sorcery

by Chris Colfer

The Southern Kingdom is in the grip of Emperor Seven and his war on magic, books, and learning. A darkness is also rising and Brystal Evergreen must gather allies among the fairies and other magical creatures against the threats.



The Smartest Kid in the Universe

by Chris Grabenstein

When 7th grader Jake mistakes the world's first ingestible knowledge pills for jelly beans, he suddenly knows all about physics and can speak Swahili but his friend Grace thinks they can use his new found brilliance to save their middle

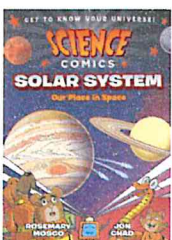
school from shutting down.



Only If You Dare: 13 Stories of Darkness and Doom

by Josh Allen

A collection of thirteen short stories showing how horribly wrong food, jobs, and even a bed pillow can be.



Solar System: Our Place in Space

by Rosemary Mosco

Sara, Jill and their pets explore the science and characteristics of the solar system, describing the sun and each of the planets.



May 11, 2022

To: Jeff Slavitz, Chair, Library Agency Trustees and Crystal Duran,
Library Director
From: Glenn Isaacson, Project Manager
Subject: Expansion Project Activity Report No. 27

Activities Accomplished:

At the exterior:

The earth stockpile at Zelinsky Park area has been utilized on site.
Storage containers have been removed.
Site work has advanced on the Tiburon Blvd. frontage with rough grading for the fifth retention basin and the plaza areas nearing completion.
Access to Town Hall is now through the rear door after completion of a temporary accessible ramp to that location.

At the interior:

Restrooms are operational and the temporary outdoor unit has been removed.
Dry wall and insulation have been installed as the framing passed inspection.
Electrical and data 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 installed and mechanical equipment and ductwork are being installed.
Window shades have been installed in Phase 1 rooms.

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

Exterior concrete site work will commence for the retention basin, sidewalks, lower plaza and handicap drop off spaces on Tiburon Blvd..
New interior walls and ceilings dry wall will be taped and finished.
Light fixtures will be installed.
HVAC installation will be completed.
The trash enclosure will be erected.

Longer term activities include:

Completion of all exterior and Phase 2 interior work by August 15.
Completing the orders for furnishing all of the phase 2 spaces.

Overview:

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

The Project Budget has been increased by the Agency Board by \$625,000 to \$18,310.000 and the completion date is scheduled for August 15, 2022.

END.

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 18, 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, Jeff Foran, Nancy Kemnitzer, Suzannah Scully, Deirdre McCrohan, Kristin Johnson

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. SPECIAL TRUSTEE CONSIDERATION

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

Roll Call Vote:

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

There was no report from the Chair. Trustee Cromwell asked that everyone welcome former Chair and Building Committee member Jeff Foran who is in attendance this evening.

3. Library Director's Report

Director Duran reported that the Library has successfully welcomed 9,000 visitors since the January partial opening. Library users visit in a continual stream, with Mondays and Saturdays a bit lighter. Staff have resumed a number of Library programs: Story times on Tuesdays and Wednesdays, Teen Book Club (in person on the patio), and Friday

Technology programs on tablets & smartphones, taught by Librarian Ivan Silva. Staff are also polling Library users regarding their interest in programs.

The Circulation staff are selling used books again: \$1 paperbacks and \$2 hardbacks. The Library is still limiting acceptance of used books. Corner Books will take on the primary role for accepting and selling books once the space is fully open. Trustee Richards advised that Staff reach out to Heather Lobdell and other Corner Books volunteers for planning.

Business hours for the Library have been increased to 10-6 Monday through Thursday and 10-5 Friday and Saturday. The Library is not currently open on Sunday, due to staffing capacity. Staff will monitor Library user visits and inquiries regarding future open hours. More hours will be added when additional staff are hired after the renovation is completed. Once the Library is able to open on Sunday, new weekend programs will be added. Chair Slavitz asked about the level of Library staffing needed. Director Duran said that she plans to hire back same level of FTE's the Library carried before closing for COVID and the renovation, including some key new positions for Children, Teen, and Adult Library services and Program support. This will be discussed in relation to the May Agency meeting budget review.

California Libraries now have access to a State Library Parks Pass which can be checked out. The pass allows admission to 200 State and National parks in California.

4. Expansion Update

Project Manager Glenn Isaacson thanked Former Chair Jeff Foran for his effective help with the Project. Along with Chair Slavitz, the team recently met with the contractor and were able to resolve differences regarding the Project schedule and budget. The team reached an agreement on an end price and a firm August 15 completion date.

The Project work team has returned to the site in full force, which is very encouraging. As of today, they have moved earth, harvested paving blocks for re-use, removed the temporary outdoor toilets, brought the new restrooms far enough along for public use, and removed 2 of 3 outdoor storage containers. Window shades were installed in the new building area.

The team will now continue the indoor renovation and exterior work. Every trade is now present in full force to complete the Interior work, including HVAC, plumbing, electrical, and framing. Exterior work will involve closing the main entrance to the Town Hall and re-routing entry to the back door, so that ADA pathway construction can begin this week. The Tiburon Boulevard plywood fence has been removed, which helps the street appearance of the Library, and will allow for outdoor surfacing work to begin there. .

Permanent restrooms became operable as of April 8. The restrooms are not fully complete: temporary sinks have been installed until final products arrive for installation at a later date. The restrooms are working, ventilated, and ADA compliant. However, occupancy of the Library is still limited to 100 persons until the work is completed.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that several events are in the works, and the Foundation members are focusing on marketing, office organization, and fundraising strategy.

The Teddy Bear Tea will be held for the first time since 2020. The event is scheduled for Saturday, May 21. Ticket sales have been great so far.

Planning for Grand Opening events and ceremonies will begin with a Tuesday, April 26 meeting.

Foundation marketing includes a monthly email newsletter, which is receiving a great response from donors and volunteers. The letter included requests for such, and some high quality candidates have come forward.

There will be a temporary foam-core board honorary installed in Library to recognize donors, along with a posting of newsletters and other marketing posters on the bulletin board near the Library parking lot entrance. Thanks to the graphic design team of Kelly Lauber, and Jenna Ervice.

Foundation Staff and team will now begin preparing budgets for the coming fiscal year. Library Director Crystal Duran and Foundation Executive Director Jenna Ervice will also draft an MOU between the Library Agency and the Foundation (for clarity of teamwork on fundraising and budgeting) to be reviewed and approved by the respective Boards.

6. Financials

Clerk Johnson reported that, with 75% of the year passed, 55% of budgeted revenues have been received, which is on par for this time of year. Most of the remaining taxes for the fiscal year should arrive in late April. Expenses are at 79% of budget, compared to a normal 72-75%, 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.

Trustee Richards asked about using some Library reserves (Page 6-6) for the Library grand opening. This will be addressed during the May and June budget discussions.

7. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that the budget increase (Item 11) on the Expansion Project will also increase the potential borrowing on the Line of Credit for the project. There will also be a discussion on the possible use of some of the Agency's reserves for the Project in conjunction with budget review at the May and June Agency meetings.

8. Committee Reports

There were no committee reports.

CONSENT CALENDAR

9/10. Motion to approve the Minutes of March 21, 2022, and the Warrants dated month of March, 2022, made by Trustee Johnson, seconded by Trustee Cromwell.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

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

Project Manager Glenn Isaacson explained that this resolution reflects a review, discussion, and agreement with the contractor regarding activities, materials, and changes needed to complete the Project at this time. The review resulted in the need for a Project budget increase of \$625,000, bringing the total Project Cost to \$18,310,070. This total includes a remaining contingency of \$260,000. The total not to exceed number for the Alten Construction contract is now \$14,141,095, and this amount should be corrected in item 3 of the Resolution on page 11-4 of the packet.

With that correction in place, Project Manager Isaacson recommended that the Agency act favorably on Resolution 277-2022.

Trustee Cromwell said that this type of change is to be expected with any project of this size and duration. Project Manager Isaacson added that this increase in the project budget of represents 3% of the total cost, added to a prior 3% increase, for a total 6% increase. This level of increase is not unusual for this type of project, especially with the current inflationary pressures.

Former Chair Foran added that, in consideration of COVID issues, architects, contractor, permitting, and supply chain issues in the current business climate, this increase is modest. Agency Trustees expressed general agreement.

Project Manager Isaacson said that, soil work and building inspections still on the horizon, there could be additional changes, as these areas are not predictable.

Trustee Richards thanked Mr. Isaacson for his efforts in getting an end date confirmed for the project and asked all present to also recognize the Foundation members and private donors who continue to support the project to see it through. Vice Chair Weil added that this is a positive reflection on the dedication and values of the community.

MOTION TO APPROVE RESOLUTION 277-2022 AUTHORIZING AN INCREASE TO THE BUDGET FOR THE EXPANSION PROJECT AND AUTHORIZING RELATED PROJECT CHANGE ORDERS made by Trustee Richards, seconded by Trustee Johnson.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

12. Meeting Dates

The next Regular meeting is scheduled for Monday, May 16, 2022 at 6:15pm, via Zoom.

Chair Slavitz adjourned the meeting at 6:52 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							
4/4/2022	000420	Hagel Supply	100	8460	Custodial Supplies	243.40	243.40
4/4/2022	000421	Lincoln National Life Ins	100	7110	PERS Insurance Benefits	416.88	416.88
4/4/2022	000422	Marin IT, Inc	100	8040	Technical Support	5,577.00	5,577.00
4/4/2022	000423	PG&E	100	8490	Power	61.24	61.24
4/4/2022	000424	Glaver Cifuentes	100	8450	Janitorial Expense	3,850.00	3,850.00
4/4/2022	000425	SDRMA	100	8410	Property & Liability Insurance	6,150.82	6,150.82
4/30/2022	000426	Vantagepoint TRF AGT 457	100	2040	Deferred Comp Deductions	3,053.52	3,053.52
OPERATING PRINTED CHECKS							
4/30/2022	101404	American Express	100	1100	Accounts Receivable - EXP	858.26	
		American Express	100	7601	Books and Other Materials	97.28	
		American Express	100	7603	Supplies for Processing	135.83	
		American Express	100	7606	Digital Resources & Content	282.37	
		American Express	100	8071	Website Maintenance	171.77	
		American Express	100	8080	Robotics	270.00	
		American Express	100	8230	Office Suplies	296.43	
		American Express	100	8250	Children's Program Supplies	525.01	
		American Express	100	8251	Young Adult Programs	146.69	
		American Express	100	8430	Building Maintenance	4,041.19	
		American Express	100	8501	Small Furniture & Fixtures	453.12	
		American Express	100	8850	Office Expenses	15.99	7,293.94
4/30/2022	101405	Blackstone Publishing	100	7601	Books and Other Materials	425.05	425.05
4/30/2022	101406	Business Card	100	7606	Digital Resources & Content	157.08	
		Business Card	100	8020	Online Services	21.98	
		Business Card	100	8250	Children's Program Supplies	532.60	
		Business Card	100	8430	Building Maintenance	573.00	
		Business Card	100	8501	Small Furniture & Fixtures	945.51	
		Business Card	100	8810	Bank Charges	71.77	2,301.94
4/30/2022	101407	Cengage/Gale	100	7601	Books and Other Materials	19.52	19.52
4/30/2022	101408	Delta Dental	100	7110	PERS Insurance Benefits	1,379.56	1,379.56
4/30/2022	101409	EBSCO	100	7606	Digital Resources & Content	4,253.00	4,253.00
4/30/2022	101410	Glaver Cifuentes	100	8450	Janitorial Expense	3,850.00	3,850.00
4/30/2022	101411	Ingram Library Services	100	7601	Books and Other Materials	13,427.92	
		Ingram Library Services	100	7602	Vendor Processing Costs	971.99	14,399.91
4/30/2022	101412	Library Ideas	100	7606	Digital Resources & Content	26.50	26.50
4/30/2022	101413	Lincoln National Life Insurance	100	7110	PERS Insurance Benefits	416.88	416.88
4/30/2022	101414	Mairnet	100	7603	Supplies for Processing	894.33	894.33
4/30/2022	101415	Marin IT, Inc.	100	8070	IT Infrastructure	1,247.50	
		Marin IT, Inc.	100	8040	Technical Support	5,027.00	6,274.50
4/30/2022	101416	Marin Water	100	8500	Water	623.97	623.97
4/30/2022	101417	Mill Valley Music	100	7601	Books and Other Materials	333.09	333.09
4/30/2022	101418	Mill Valley Refuse	100	8480	Trash	288.12	288.12
4/30/2022	101419	OCLC, Inc.	100	8070	IT Infrastructure	214.66	214.66
4/30/2022	101420	Overdrive	100	7606	Digital Resources & Content	495.96	495.96
4/30/2022	101421	Project 6	100	8071	Website Maintenance	6,409.00	6,409.00
4/30/2022	101422	TPX Communications	100	8260	Telephone	1,138.03	1,138.03
4/30/2022	101423	USBANK Equipment Leasing	100	8210	Copier Expense	1,353.99	1,353.99
4/30/2022	101424	VOID	Void	Void	Void	-	-
Total Hand Checks						\$ 71,744.81	\$ 71,744.81

BELVEDERE TIBURON LIBRARY AGENCY
EXPANSION WARRANTS
APRIL, 2022

9-2

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
4/4/2022	000331	BRW - February	200	9041	Architect	8,200.00	8,200.00
4/5/2022	000332	MB Contract Furniture	200	9047	Furniture	200.00	200.00
4/5/2022	000333	Bel Tib Library Reimb for KI Furn	200	9047	Furniture	858.27	858.27
4/7/2022	000334	CMA	200	9048	Project Manageent	5,660.00	5,660.00
4/30/2022	000335	Alten Construction - March	200	9045	Site Work	130,986.22	130,986.22
4/30/2022	000336	Alten Escrow - March	200	9051	Escrow	6,894.01	6,894.01
4/30/2022	000337	BRW Architects - March	200	9041	Architect	6,513.00	6,513.00
					TOTAL	\$ 159,311.50	\$ 159,311.50



DATE: May 16, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Financial Reserve Policy

For several years, the Belvedere Tiburon Library has been fortunate to receive steady tax revenues and support from the Belvedere Tiburon Library Foundation. Historically, reserves have grown due to cost savings, conservative spending, and grant funding across fiscal years. The Agency should adopt a financial reserve policy to ensure sufficient cash flow for expenses and address unexpected events and costs. A financial reserve policy should consider how much will be retained in reserve and acceptable uses of reserve funds.

In the non-profit sector, best practice dictates that reserves should cover three to six months of expenses, with six months as the ideal minimum. In local government, reserve policies vary based on revenue, expenditures, and long-range forecasting. The Town of Tiburon annually maintains 25% of general fund operative expenses in reserve. Belvedere's policy dictates six months of general fund expenditures and half of debt service payments in each FY.

We propose the Agency discuss developing a financial reserve policy for sustainability and long-term planning purposes. A reserve policy should consider the following factors impacting the Library:

- Basic Library Tax has steadily increased
- Education Revenue Augmentation Fund (ERAF) is unstable and not guaranteed
- Belvedere Tiburon Library Foundation fundraising varies each year
- Personnel costs typically increase 3-5% annually
- Pension repayment obligations continue increasing

Given the considerations above, staff recommends the Agency adopt a general fund financial reserve policy that, at a minimum, maintains 35% of annual operating expenses in reserve. The policy should also allow reserve funds for unexpected events and emergencies and to balance the budget in the case of unanticipated budget shortfalls. The Agency may consider other instances in which reserves are warranted.

Belvedere-Tiburon Library Agency
CONSOLIDATED BUDGET PLAN
YEAR ENDING JUNE 30, 2023

	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	FY22 Budget	March 31, 2022 FY22 Projection	FY23 Proposed Budget
GENERAL FUND REVENUES		5%	5%	5%	4%		6%
Basic Library Tax	\$ 1,785,700	\$ 1,875,872	\$ 1,967,372	\$ 2,067,703	\$ 2,159,580	\$ 2,223,697	\$ 2,287,623
Parcel Tax	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 274,477	\$ 275,000
ERAF	\$ 346,035	\$ 346,035	\$ 400,000	\$ 400,000	\$ 523,000	\$ 527,344	\$ 525,000
BTLF	\$ 210,412	\$ 211,653	\$ 202,194	\$ 62,820	\$ 60,000	\$ -	\$ 80,000
Grants					\$ -	\$ -	\$ -
Desk Revenue Sales & Fines	\$ 22,810	\$ 25,889	\$ 23,589	\$ 9,076	\$ 7,000	\$ 351	\$ 1,500
Misc. Other Revenue	\$ 1,756	\$ 1,521	\$ 1,414	\$ 784	\$ 2,930	\$ 21	\$ 1,030
Interest Income	\$ 17,706	\$ 26,235	\$ 54,300	\$ 31,329	\$ 19,966	\$ 8,725	\$ 5,547
TOTAL GENERAL FUND REVENUE	\$ 2,659,419	\$ 2,762,205	\$ 2,923,869	\$ 2,846,712	\$ 3,047,476	\$ 3,034,615	\$ 3,175,700
ORIGINAL CFD BOND DEBT SERVICE							
Original Bond Principal	\$ (65,000)	\$ (70,000)	\$ (75,000)	\$ (80,000)	\$ (85,000)	\$ (85,000)	\$ (90,000)
Original Bond Interest	\$ (50,550)	\$ (46,500)	\$ (42,150)	\$ (37,500)	\$ (32,550)	\$ (32,550)	\$ (27,300)
Fiscal Agent Fees	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (12,500)	\$ (12,500)	\$ (11,952)	\$ (12,500)
TOTAL CFD DEBT SERVICE	\$ (126,550)	\$ (127,500)	\$ (128,150)	\$ (130,000)	\$ (130,050)	\$ (129,502)	\$ (129,800)
TOTAL REVENUE AFTER DEBT SERVICE	\$ 2,532,869	\$ 2,634,705	\$ 2,795,719	\$ 2,716,712	\$ 2,917,426	\$ 2,905,113	\$ 3,045,900
GENERAL FUND EXPENDITURES		5%	5%	2%	5%		4%
Personnel	\$ 1,739,549	\$ 1,827,645	\$ 1,926,704	\$ 1,964,336	\$ 2,065,293	\$ 2,165,099	\$ 2,155,009
Circulation Materials & Data	\$ 279,025	\$ 285,528	\$ 286,029	\$ 289,670	\$ 284,510	\$ 238,945	\$ 280,584
Technology Infrastructure	\$ 114,700	\$ 98,382	\$ 113,922	\$ 111,300	\$ 106,500	\$ 103,509	\$ 121,424
Program Services & Supplies	\$ 89,300	\$ 91,300	\$ 103,300	\$ 105,500	\$ 125,800	\$ 70,563	\$ 127,667
Building Expenses	\$ 162,145	\$ 164,291	\$ 148,330	\$ 158,909	\$ 254,204	\$ 283,883	\$ 294,177
Agency Administration	\$ 55,920	\$ 61,882	\$ 55,164	\$ 61,420	\$ 63,120	\$ 55,096	\$ 67,039
TOTAL GENERAL FUND EXPENDITURES	\$ 2,440,639	\$ 2,529,028	\$ 2,633,449	\$ 2,691,135	\$ 2,899,427	\$ 2,917,095	\$ 3,045,900
NET OPERATING REVENUE	\$ 92,230	\$ 105,677	\$ 162,270	\$ 25,577	\$ 17,999	\$ (11,982)	\$ 0
USE OF RESERVES							
Technology & Equipment	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ 35,750
Building Furniture & Fixtures	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 55,000
Expansion Line of Credit Principal							\$ 16,000
Expansion Line of Credit Interest							\$ 90,000
Operating Reserve for Grand Opening							\$ 10,000
TOTAL USE OF RESERVES	\$ 28,000	\$ 28,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	\$ 206,750
Transfer to Bldg Maintenance Res	\$ 69,556	\$ 69,556	\$ -	\$ -	\$ -	\$ -	\$ -
Use Building Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Expansion Reserve	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
TOTAL NON-OPERATING EXP	\$ 69,556	\$ 69,556	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
Expansion Funds Income			\$ 7,000,000	\$ 13,000,000	\$ 3,054,161	\$ 3,475,000	\$ -
Expansion Reserve from Operations				\$ -	\$ 1,000,000	\$ -	\$ -
Expansion LOC Borrowing						\$ 2,000,000	\$ 2,900,000
Less: Expansion Expenditures			\$ 7,000,000	\$ 13,000,000	\$ 4,054,161	\$ 5,726,245	\$ 2,900,000
NET EXPANSION ACTIVITY (9)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (251,245)	\$ -

		2021/2022	Mar-22	2022/2023	% Change	
		Approved	FY 2021/2022	Budget	over FY22	
		Budget	Projection	Estimate	Budget	Account Description Detail:
OPERATING REVENUES:						
5010	Basic Library Tax*	2,159,580	2,223,697	2,287,623	6%	Per County Projections received (Tiburon 5.07%, Belvedere 7.71% over prior year ACTUAL)
5020	Parcel Tax	275,000	274,477	275,000	0%	Library Original 1996 Bond Tax of \$66 per Parcel
5025	ERAF	523,000	527,344	525,000	0%	Estimate - Check with County in May
5032	BTLF Grants	60,000	0	80,000	33%	All Sources of Foundation Fundraising available for Operations (current focus on Expansion)
5040	Book Fines & Reserves	2,000	220	500	-75%	Hold Fees
5050	Book Sales	5,000	21	-	-100%	In-Library sales of donated books
5065	Reference Desk Income	2,000	110	1,000	-50%	Use of Print Management, Sales of Marin Books, Cards, Thumb Drives
5070	Commission on Copier	900	15	1,000	11%	Funds from Public Copiers
5090	E-Scrip Revenue	30	6	30	0%	
5099	Interest Income	19,966	8,725	5,547	-72%	LAIF and Mechanics Savings - Interest Rates assumed at .3% calculated on lowest balances
	Total Operating Revenue	3,047,476	3,034,615	3,175,700	4%	
8915	Principal Repayment	(85,000)	(85,000)	(90,000)	6%	From Bond Amortization Schedule
8910	Bond Interest	(32,550)	(32,550)	(27,300)	-16%	From Bond Amortization Schedule
8920	Fiscal Agent Fees	(12,500)	(11,952)	(12,500)	0%	Four NBS Payments of approx \$2.5K plus One USB Payment of \$2,500
	Total Operating Debt Service	(130,050)	(129,502)	(129,800)	0%	
	Total Revenue after Debt Serv	2,917,426	2,905,113	3,045,900	4%	Grant and Operational Revenues were lower in 2022 due to COVID and Expansion Efforts
OPERATING EXPENDITURES:						
Personnel:						
7010	Salaries & Wages	1,431,595	1,595,477	1,380,119	-4%	3% COLA for 10, 4.25% for 3 Step and Track for FY23 (Vacation Payouts for Retirement in FY22)
7015	Medical Reimbursement	29,287	25,669	24,300	-17%	Up to \$225 per month for PERS employees if maximum Health Allowance is not used
7020	Part-Time Wages	96,217	49,721	212,725	121%	Part Time Staffing
	Subtotal Salaries & Wages	1,557,099	1,670,867	1,617,144	4%	
7100	PERS Retirement Benefits	237,742	231,164	239,942	1%	CalPERS FY23 normal %'s + required UAL pymt of \$116,921
7110	PERS Health Benefits	203,795	198,471	234,270	15%	Rate Increase and More Participation: Health, Dental, LTD, Life,
7120	Worker's Comp Insurance	6,838	7,000	7,117	4%	Based on all Clerical Salaries, New Insurance through SDRMA
7125	Employment Practices Insurance	5,400	5,400	5,400	0%	Insurance Coverage through SDRMA (3- yr Tail pn prior Policy purchased in FY21)
7130	Payroll Tax Expense	28,119	28,046	36,285	29%	Based on Salaries & Wages
7140	Unemployment	4,500	3,009	-	-100%	Due to COVID layoffs 6/30/20
7200	Professional Development	2,800	645	14,850	430%	\$650 per FT, \$300 per PT, \$4,000 for conferences/misc.
7210	Staffing Recruitment	19,000	20,497	0	-100%	Director Retirement - Search Firm for New Director FY22 only
	Total Personnel	2,065,293	2,165,099	2,155,009	4%	
			71%	68%		Personnel % of Total Revenue after Debt Service

		2021/2022	Mar-22	2022/2023	% Change	
		Approved	FY 2021/2022	Budget	over FY22	
		Budget	Projection	Estimate	Budget	Account Description Detail:
Circulation Materials & Data						
7601	Books & Other Materials	120,000	96,183	113,584	-5%	Print Materials: Shifting some to digital, replenishing collection after construction weeding
7602	Processing Costs & Fees	7,000	5,411	7,000	0%	Book and Media covering, labeling, taping, and repair
7603	Supplies-Processing	3,000	3,885	3,000	0%	Tape, Cases, Covers for processing and repair in library
7606	Digital content	57,000	48,468	57,000	0%	e-Book purchases, Database subscriptions, and Platform subscriptions - Public Use
7607	MARINet/NN Annual Cost	97,510	84,998	100,000	3%	\$92K Marinet + \$8K courier service
	Total Circulation Materials & Data	284,510	238,945	280,584	-1%	
Technology Infrastructure:						
8020	Online Services	10,000	13,782	10,000	0%	Marin IT monthly backups , Movie Licensing, OCLC Cataloging + ILL - Staff Use/IT Software
8030	Equipment Maintenance & Rep	5,000	695	-	-100%	Reduced to \$0, moved \$5K to 8035
8035	Computers & Equipment	27,500	4,829	5,000	-82%	Misc Updates
8040	Technical Support	25,000	50,736	66,924	168%	Marin IT Contract \$5,577 monthly
8050	Telecommunications	2,000	0	-	-100%	CENIC now superceded and/or included in MARINet
8070	IT Infrastructure	17,000	16,693	18,000	6%	Back Office Technology Support (Separated from 7606 and 8020)
8071	Website maintenance	20,000	16,774	21,500	8%	Project 6 Website Support Plus Pantheon Monthly (2021 included major upgrade)
	Total Technology Infrastructure	106,500	103,509	121,424	14%	
Program Services & Supplies:						
8210	Copier Expenses	18,000	16,019	19,284	7%	New Lease \$1,357 plus annual overage of \$3,000 based on experience
8220	Postage & Freight	7,000	6,798	7,000	0%	Includes Postage on Quarterly Print Newsletter (2)
8225	Public Relations	23,500	9,333	17,083	-27%	Marketing materials, advertisements, collateral
8230	Office Supplies	10,000	13,015	10,000	0%	Includes Toner for all Printers and Faxes
8240	Library Services & Supplies	7,000	997	12,000	71%	Fees & Supplies for Public Programs; Adult Programs
8250	Children's Programs	16,000	7,632	16,000	0%	Children's Arts, Reading, Programs
8251	Young Adult Programs	7,000	3,824	12,000	71%	Teen Arts, Reading, Programs
8260	Telephone	12,500	12,662	12,500	0%	Telepacific
8270	AV Equipment & Peripherals	11,000	0	5,000	-55%	Founders and Conference Rooms Audio Visual Updates & Maintenance
8280	Maker Space Programs	9,000	283	12,000	33%	Robotics, Virtual Reality, 3D printing, etc for teens and kids
8290	Technology Training Programs	4,800	0	4,800	0%	Public Classes
	Total Program Services & Supplies	125,800	70,563	127,667	1%	

		2021/2022	Mar-22	2022/2023	% Change	
		Approved	FY 2021/2022	Budget	over FY22	
		Budget	Projection	Estimate	Budget	Account Description Detail:
Building Expenses:						
8410	Insurance	95,890	69,870	95,980	0%	Property and Liability: Add Earthquake and New Building - double Square footage
8430	Building Maintenance	16,500	89,586	24,800	50%	Ongoing plumbing, electrical, etc. PLUS 2 months of Expansion Storage Rental (July/Aug 22)
8440	Grounds Maintenance	15,000	6,965	11,100	-26%	Diego's Gardens \$600 monthly and Town of Tiburon \$975(?) quarterly
8450	Janitorial Expense	54,200	58,750	80,000	48%	Double Square footage Daily Cleaning, COVID Sanitizing, and Annual Deep Clean - Vendor contract
8460	Custodial Supplies	7,954	2,225	11,931	50%	Hagel Janitorial Supplies
8480	Trash	4,027	3,153	4,430	10%	Mill Valley Refuse
8490	Electricity/Gas	33,633	33,824	36,996	10%	PG&E back to normal/et unknown after Expansion - Status Quo because costs are unknown
8491	Parking	10,000	10,440	11,040	10%	Staff Parking - all FT, PT, Foundation
8492	Maintenance Contracts	8,000	3,275	8,000	0%	Mat Service, Security, HVAC, Pest Control, Piano tuning, Fire Extg & First Aid, Backflow Testing
8493	EV Public Charging Stations	-	0	-		Expect Income and Expense with no net cost
8500	Water	9,000	5,328	9,900	10%	MMWD
8501	Furniture & Fixtures	-	467	-		As needed: For FY23, New Furniture purchased under Expansion Budget
	Total Building Expense	254,204	283,883	294,177	16%	Larger Building and Grounds, COVID Cleaning, Rising Insurance Costs
Agency Administration:						
8810	Bank Charges	1,000	98	1,000	0%	LAIF Wire Fees, Bank Charge for Audit Confirms
8815	Credit Card Charges	2,000	829	2,000	0%	Visa and AMEX and Square use and discount fees for patron fees paid by credit card
8820	Cash Short/(Over)	120	0	120	0%	Weekly Cash Register Count Variance
8830	Accounting	10,300	6,279	10,300	0%	City of Belvedere (Accounts Payable & Financials) Contract, ADP Payroll
8835	Auditing	29,700	32,640	33,619	13%	Maze Associates audit \$21,000; GASB 78 plus actuarial serv: Bartel & Co. \$8,000, PERS \$700
8840	Legal Services	15,000	12,859	15,000	0%	Riley Hurd, Peter Spoerl & Sarah Leger analysis & support for legal, HR, policy issues
8850	Office & Commemorative	5,000	2,391	5,000	0%	Agency, Staff, and Volunteer correspondence, recognition, appreciation
	Total Agency Administration	63,120	55,096	67,039	6%	
	Total Operating Expenses	2,899,427	2,917,095	3,045,900	5%	Insurance, PERS UAL, and New Building Utility and Maintenance Costs: % is on par with Revenue
	Net Operating Revenue (Loss)	17,999	(11,982)	0		

		2021/2022	Mar-22	2022/2023	% Change	
		Approved	FY 2021/2022	Budget	over FY22	
		Budget	Projection	Estimate	Budget	Account Description Detail:
Beginning Cash Balance - All Funds	\$ 4,617,839	\$ 4,992,698	\$ 4,719,900			Based on FY2020/2021 Projection
Net Operating Revenue (Loss) from above	17,999	(11,982)	0			Net Inflow (outflow): Outflow will use Operating Reserve
Non-Operating Transfers & Expenses:						
Transfer from General Fund to Building Reserve						
Res Transfer from Oper to Bldg Res	0	0	0			No Amount in 2022 due to expansion (normally from Reserve Analysis recommendation 5/8/2013)
Transfer from OPER to Insurance Res			0			
						(not included in total cash below - this is a transfer between funds)
Uses of Reserves						
Expansion Res - Transfer to Project		0				
9010 Bldg Res - Technology & Equipment	(8,000)	0	(35,750)			Includes Expansion Departmental Needs
9020 Bldg Res - Furniture & Fixtures	(20,000)	0	(55,000)			Includes Expansion Departmental Needs
8925 Expansion Line of Credit Principal			(16,000)			Estimated Expansion LOC borrowing of \$2,500,000at 4.5%
8930 Expansion Line of Credit Interest			(90,000)			Estimated Expansion LOC borrowing of \$2,500,000at 4.5%
Operating Reserve			(10,000)			Library Grand Opening
Total use of Reserves	(28,000)	-	(206,750)			Net Outflow
Expansion Activity						
Projected Grants		3,475,000				
Projected Use of Agency Reserve		0				
Projected Borrowing		2,000,000	2,900,000			
Expansion Expenditures		(5,726,245)	(2,900,000)			
Total Expansion Activity	0	(251,245)	0			
NOTE Balance Sheet Activity (for cash)		0	-			Year End Accruals which change the timing of the effect of expenses on cash
Designated Fund Activity						
Receipts		6,282	6,282			Update this for possible Art Shows in FY23 after opening
Expenditures		(15,853)	(15,853)			Update this for possible Art Shows in FY23 after opening and increase Materials Expend
Net Designated Fund In(Out)Flow	-	(9,571)	(9,571)			
Rounding						
Ending Cash Balance - All Funds	\$ 4,607,838	\$ 4,719,900	\$ 4,503,579			Note: These are June 30 All Accounts Balance. funds drop much lower during the Year.
						Low point FY22 (Dec 2021) without Expansion was \$2,835,000, with \$1,849,000 unrestricted.

Fiscal Year 2023							Beyond Step 6
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Jr. page	\$ 14.00	\$ 14.75	\$ 15.38	\$ 16.03	\$ 16.71	\$ 17.42	COLA/Budget
Sr. page	\$ 15.75	\$ 16.50	\$ 17.25	\$ 17.98	\$ 18.75	\$ 19.54	COLA/Budget
Jr. Library Assistant	\$ 16.75	\$ 17.46	\$ 18.20	\$ 18.98	\$ 19.78	\$ 20.63	COLA/Budget
LA 1	\$ 22.77	\$ 23.74	\$ 24.75	\$ 25.80	\$ 26.89	\$ 28.04	COLA/Budget
LA 2	\$ 26.11	\$ 27.22	\$ 28.38	\$ 29.58	\$ 30.84	\$ 32.15	COLA/Budget
Para-professional	\$ 32.36	\$ 33.74	\$ 35.17	\$ 36.66	\$ 38.22	\$ 39.85	COLA/Budget
Librarian	\$ 34.16	\$ 35.61	\$ 37.13	\$ 38.70	\$ 40.35	\$ 42.06	COLA/Budget
Head of Circulation (hourly)	\$ 35.19	\$ 36.69	\$ 38.24	\$ 39.87	\$ 41.56	\$ 43.33	COLA/Budget
Head of Circulation (annual)	\$ 68,620.50	\$ 71,536.87	\$ 74,577.19	\$ 77,746.72	\$ 81,050.95	\$ 84,495.62	COLA/Budget
Head of Circulation (monthly)	\$ 5,718.38	\$ 5,961.41	\$ 6,214.77	\$ 6,478.89	\$ 6,754.25	\$ 7,041.30	COLA/Budget
Librarian-Experienced (hourly)	\$ 39.79	\$ 41.48	\$ 43.24	\$ 45.08	\$ 47.00	\$ 49.00	COLA/Budget
Librarian-Experienced (annual)	\$ 77,590.50	\$ 80,888.10	\$ 84,325.84	\$ 87,909.69	\$ 91,645.85	\$ 95,540.80	COLA/Budget
Librarian-Experienced (monthly)	\$ 6,465.88	\$ 6,740.67	\$ 7,027.15	\$ 7,325.81	\$ 7,637.15	\$ 7,961.73	COLA/Budget
Children's Supervisor (hourly)	\$ 42.02	\$ 43.81	\$ 45.67	\$ 47.61	\$ 49.63	\$ 51.74	COLA/Budget
Children's Supervisor (annual)	\$ 81,939.00	\$ 85,421.41	\$ 89,051.82	\$ 92,836.52	\$ 96,782.07	\$100,895.31	COLA/Budget
Children's Supervisor (monthly)	\$ 6,828.25	\$ 7,118.45	\$ 7,420.98	\$ 7,736.38	\$ 8,065.17	\$ 8,407.94	COLA/Budget
Cataloging & Acquisitions Manager (hourly)	\$ 42.02	\$ 43.81	\$ 45.67	\$ 47.61	\$ 49.63	\$ 51.74	COLA/Budget
Cataloging & Acquisitions Manager (annual)	\$ 81,939.00	\$ 85,421.41	\$ 89,051.82	\$ 92,836.52	\$ 96,782.07	\$100,895.31	COLA/Budget
Cataloging & Acquisitions Manager (monthly)	\$ 6,828.25	\$ 7,118.45	\$ 7,420.98	\$ 7,736.38	\$ 8,065.17	\$ 8,407.94	COLA/Budget
Reference Supervisor (hourly)	\$ 44.69	\$ 46.59	\$ 48.57	\$ 50.63	\$ 52.79	\$ 55.03	COLA/Budget
Reference (annual)	\$ 87,145.50	\$ 90,849.18	\$ 94,710.27	\$ 98,735.46	\$102,931.72	\$107,306.32	COLA/Budget
Reference (monthly)	\$ 7,262.13	\$ 7,570.77	\$ 7,892.52	\$ 8,227.96	\$ 8,577.64	\$ 8,942.19	COLA/Budget
Assistants to the Director	\$ 47.01	\$ 49.01	\$ 51.09	\$ 53.26	\$ 55.53	\$ 57.89	COLA/Budget
Assistants to the Director (annual)	\$ 91,669.50	\$ 95,565.45	\$ 99,626.99	\$ 103,861.13	\$108,275.23	\$112,876.93	COLA/Budget
Assistants to the Director (monthly)	\$ 7,639.13	\$ 7,963.79	\$ 8,302.25	\$ 8,655.09	\$ 9,022.94	\$ 9,406.41	COLA/Budget
Library Director	\$ 94.87	\$ 98.90	\$ 103.11	\$ 107.49	\$ 112.06	\$ 116.82	COLA/Budget
Library Director (annual)	\$ 184,996.50	\$ 192,858.85	\$ 201,055.35	\$ 209,600.20	\$218,508.21	\$227,794.81	COLA/Budget
Library Director (monthly)	\$ 15,416.38	\$ 16,071.57	\$ 16,754.61	\$ 17,466.68	\$ 18,209.02	\$ 18,982.90	COLA/Budget

Belvedere Tiburon Library Appendix 1 to Collection Development Policy

ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Belvedere-Tiburon Library Agency Future Meeting Dates

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**