

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *June 20, 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. 279-2022 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 JUNE 13, 2022 – JULY 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, May 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 – 5-10 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 May 16, 2022
10. Approval of Agency Warrants month of May, 2022
11. Advocacy Letters – Appropriation Request, ERAF

AGENDA CONTINUES ON PAGE 2

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TRUSTEE CONSIDERATIONS

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

12. Approval of EV Charging Station Service

13. Presentation on MARINet – Crystal Duran, Director, and Joey Della Santina, Assistant Director

14. Approval of proposed Agency Operating Budget for Fiscal Year 2022-2023

15. RESOLUTION NO. 280-2022 IN GRATEFUL APPRECIATION TO DR. THOMAS CROMWELL

16. RESOLUTION NO. 281-2022 ADOPTING THE 2022/2023 AGENCY GANN APPROPRIATIONS LIMIT

17. RESOLUTION NO. 282-2022 ADOPTING THE 2022/2023 CFD 1995-1 GANN APPROPRIATIONS LIMIT

COMMUNICATIONS & ANNOUNCEMENTS

18. 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. 279-2022

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 JUNE 13, 2022 – JULY 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 20th day of June, 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 20th day of June, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff, Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk



DATE: June 20, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Usage and Programs

Our "[Read Beyond the Beaten Path](#)" Summer Reading Program for children and teens kicked off last week. Individuals are encouraged to visit the library weekly to pick up a goodie and participate in various activities. There are fun programs, including an insect discovery lab, a magician, and henna temporary tattoos. We also resumed our [Reading Buddies](#) program, which pairs a child in grades K-3 with a teen mentor for 30 minutes to read and play word games. The Reading Buddies program is a collaboration between our Children and Teen services and was launched in 2019 to foster a love and confidence in reading for our younger patrons. Teens earn community service credit for school and mentorship experience. In addition to in-person programs, our to-go kits remain in demand and are available in the children's library.

We also have several tech offerings, including phones and tablets workshops, CoderDojo, computer programming for children ages eight and up, and Girls Who Code. The [Girls Who Code](#) program is geared toward grades 3-5 and 6-12, exposing girls to STEM opportunities in a fun and friendly environment. The program runs from June 22 to July 13 and will be facilitated by a teen volunteer.

Usage at a Glance January 2022 to June 2022

20,253 Visits	18,543 Materials Borrowed	363 Computer Sessions	3,785 Q&A
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Expansion

Staff are working on several projects in preparation for opening the complete building. Each department will play a pivotal role from planning where materials will go in the nave, developing new policies and procedures, recruiting and training new staff, and implementing new technologies. One such project includes implementing a user-friendly integrated system to manage multiple library functions such as room reservations, digital signage, event registration, and self-serve kiosks. Staff are auditing three systems and considering important factors such as user interface, integration with our current circulation system, efficiency, and cost and maintenance. Staff will share more about this project in the coming months. Additionally, we are connecting with libraries statewide to learn about various operating best practices concerning the library's new bookstore and art gallery.

Outreach and Community Connections

Our Children and Teen Librarians have been busy promoting the Summer Reading Program through school visits, digital newsletters, and other outreach. Staff also participated in the local [Juneteenth](#) event to promote library programs and resources and provide a library presence. Since our last meeting, I have met with The Ranch director to discuss shared opportunities and the Chamber about future growth and downtown plans.

Personnel

I am currently working an intermittent schedule through July to balance lactation breaks and bonding time, daily staff check-ins, meetings, and uninterrupted work time. My schedule largely consists of:

- Four weekdays, 9am-12:30/1pm, break then return 3:00-7pm, typically Monday and Wednesday through Friday; and
- One weekend day, typically Saturdays

My schedule is in-person at the library with very few remote meetings from home. I'll remain available on Tuesdays to attend meetings or come in as needed. Of course, I'll prioritize and rearrange my work schedule to accommodate meetings or time-sensitive issues as they arise and remain available by phone and email.

Administration

I am happy to share that the library had its first all-staff meeting earlier this month since the pandemic shutdown in 2019. We discussed the library budget, new positions and staff development, the expansion, and upcoming programs. We had an engaging and productive time, and I received welcome feedback about these meetings going forward. During the meeting, we also discussed the library's new Green Team, led by our Teen Librarian and Technology and Learning Librarian. The Green Team is an internal task force focused on sustainability efforts and strategies to ensure the library is engaged in efforts to reduce waste and inspire and inform the public through programs and resources. We will share more information in the coming months. Other major tasks that I am working on include developing a Library Annual Report for presentation at an upcoming meeting and a Library Annual Plan

outlining major activities for the coming year. The Annual Report will encompass FY 21-22 and largely include infographics rather than a lengthy narrative and precede the annual report required by the State Library in October.

State Library and other Regional Updates

I attended the California Library Association Annual Conference in Sacramento earlier this month. During the conference, I learned more about the State Library's new priorities and upcoming funding opportunities, including an emphasis on sustainability efforts and equity and diversity. The State Library will tentatively receive an additional \$250 million for infrastructure grants, increase Library Parks Passes, and distribute books to children by replicating the [Dolly Parton Imagination Library](#). From a regional standpoint, libraries are preparing for wildfire season, updating disaster plans, and conducting staff training on preparedness and response.



June 16, 2022

To: Jeff Slavitz, Chair, Library Agency Trustees and Crystal Duran,
Library Director
From: Glenn Isaacson, Project Manager
Subject: Expansion Project Activity Report No. 28

Activities Accomplished:

At the exterior:

Site work has advanced on the Tiburon Blvd. frontage with rough grading for the fifth retention basin and the plaza areas complete, the base of the retention basin concrete poured and formwork for the new curbs installed.

Access to Town Hall is now through the rear door after completion of a temporary accessible ramp to that location.

At the interior:

Dry wall and insulation are installed, and most taping and mudding are complete.

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.

Casework and cabinets for the staff lunchroom, Teen arts and crafts and mail room are being installed.

Platforms for the HVAC equipment in the attic are installed and mechanical equipment and ductwork are being installed.

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

Exterior concrete site work will conclude for the retention basin, sidewalks, lower plaza and handicap drop off spaces on Tiburon Blvd.

Interior walls and ceilings will be painted.

Light fixtures will be installed.

HVAC installation will be completed.

A decision will be made regarding the provider of the electrical vehicle (EV) charging stations and their management.

Longer term activities include:

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

Overview:

The amended Project Budget of \$18,310,000 is holding as is the substantial completion date of August 15, 2022.

END.

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

6-1

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Basic Library Tax	\$ 2,159,580	\$ 2,091,616	96.9%	\$ 2,067,703	\$ 1,976,751	95.6%
Parcel Tax	\$ 275,000	\$ 239,696	87.2%	\$ 275,000	\$ 263,135	95.7%
ERAF	\$ 523,000	\$ 564,247	107.9%	\$ 400,000	\$ 505,043	126.3%
Grants	\$ 60,000	\$ -	0.0%	\$ 62,820	\$ -	0.0%
Desk Revenue Sales & Fines	\$ 7,000	\$ 279	4.0%	\$ 6,929	\$ -	0.0%
Misc. Other Revenue	\$ 2,930	\$ 131	4.5%	\$ 2,931	\$ 4	0.1%
Interest Income	\$ 19,966	\$ 7,106	35.6%	\$ 31,329	\$ 18,878	60.3%
TOTAL GENERAL FUND	\$ 3,047,476	\$ 2,903,075	95.3%	\$ 2,846,712	\$ 2,763,811	97.1%
ORIGINAL CFD BOND DEBT SERVICE						
Original Bond Principal	\$ (85,000)	\$ (85,000)	100.0%	\$ (80,000)	\$ (80,000)	100.0%
Original Bond Interest	\$ (32,550)	\$ (32,550)	100.0%	\$ (37,500)	\$ (37,500)	100.0%
Fiscal Agent Fees	\$ (12,500)	\$ (7,315)	58.5%	\$ (12,500)	\$ (9,243)	73.9%
TOTAL CFD DEBT SERVICE	\$ (130,050)	\$ (124,865)	96.0%	\$ (130,000)	\$ (126,743)	97.5%
TOTAL REVENUE AFTER DEBT SERVICE	\$ 2,917,426	\$ 2,778,210	95.2%	\$ 2,716,712	\$ 2,637,068	97.1%

Percent of Year Complete	91.7%
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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 May 31, 2022

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
GENERAL FUND						
Personnel (4)	\$ 2,065,293	\$ 1,991,962	96.4%	\$ 1,964,336	\$ 1,765,166	89.9%
Circulation Materials & Data (5)	\$ 284,510	\$ 239,258	84.1%	\$ 289,670	\$ 245,683	84.8%
Technology Services (6)	\$ 120,300	\$ 88,077	73.2%	\$ 111,300	\$ 100,514	90.3%
Program Services & Supplies (7)	\$ 112,000	\$ 59,612	53.2%	\$ 105,500	\$ 52,369	49.6%
Building Expenses (8)	\$ 254,205	\$ 234,448	92.2%	\$ 158,909	\$ 124,363	78.3%
Agency Administration	\$ 63,120	\$ 51,868	82.2%	\$ 61,420	\$ 45,151	73.5%
TOTAL GENERAL FUND	\$ 2,899,428	\$ 2,665,225	91.9%	\$ 2,691,135	\$ 2,333,246	86.7%
NET OPERATING REVENUE	\$ 17,998	\$ 112,985		\$ 25,577	\$ 303,822	
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%	\$ -	\$ -	0.0%
Use of Expansion Reserve	\$ 1,000,000	\$ 1,000,000	100.0%	\$ -	\$ -	0.0%
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	\$ 6,415,000	49.3%
Expansion Reserve from Operations	\$ 1,000,000	\$ 1,000,000	100.0%	\$ -	\$ -	0.0%
Expansion Line of Credit Inflow	\$ -	\$ 500,000		\$ -	\$ -	
Less: Expansion Expenditures	\$ 4,054,161	\$ 4,188,102	103.3%	\$ 13,000,000	\$ 6,433,010	49.5%
NET EXPANSION ACTIVITY (9)	\$ -	\$ (13,102)		\$ -	\$ (18,010)	
Percent of Year Complete	91.7%					

(4) Personnel

CalPERS Unfunded Accrued Liability Payment is made in July

(5) Circulation Materials & Data

Most of the Digital Resource and Platform Support Subscriptions are paid in July
Annual MARINet charge is paid in July

(6) Technology Services

Includes background infrastructure for Patron Support by Staff plus Robotics Program
and Technology Training for Patrons

(7) Program Services & Supplies

Newsletters, if produced on paper, increase the costs in this category
Includes Children's and Teen Programs

(8) Building Expenses

Building and Liability insurance is paid in July
Includes Storage costs during Expansion

(9) Expansion Activity

Expansion Funding by the Foundation or Line of Credit is requested in round
numbers, and based on the previous year's expansion account balance,
thus the difference between income and expenditures

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 16, 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. 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 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

Chair Slavitz noted that he, Director Duran and Foundation President Suzannah Scully presented an update at the Belvedere City Council meeting last week and will attend the Tiburon Town Council meeting this week.

3. Library Director's Report

Director Duran reported that the Library has had 14,000 visitors, about 2,800 reference calls answered, and 13,000 materials borrowed since opening in January. Program activities continue to grow, including story times, chess club, technology training, book groups, and children's coding, and summer reading.

The Foundation's in-house in-person Teddy Bear Tea, with 4 seatings, is sold out for this Saturday. Additional in-Library activities are planned.

Cataloging and Acquisitions Manager Laura Callahan will retire in June, and Cataloging Assistant Gina Vaziri will receive her MLIS degree in May.

Children's Librarian Alicia Bell and Teen Librarian Rebecca Jung are visiting local schools to encourage students to participate in Summer Reading programs. Director Duran is working with the Reed School District to plan activities for supporting students, and launching an initiative to engage all students by ensuring that all are issued a Library Card.

Director Duran is also working with the Library Foundation to create a Memorandum of Understanding for roles, responsibilities, and collaboration, which is standard practice in most libraries.

Tiburon Council member Alice Fredericks has introduced the Library to the possibility of an appropriation for the Library from this coming fiscal year's California State Budget through Assemblyman Mark Levine. Director Duran and Chair Slavitz have submitted a formal request for an appropriation for the Library Expansion of up to \$3,000,000. Director Duran said that it would be helpful to have letters of support from local councils and elected officials and community partners, as the State Budget appropriations will be under review and negotiation from mid-June into July.

Trustee Richards asked whether the Summer Reading Program was created by Library staff alone or via collaboration with the School District. Director Duran said that the Library is using a program created by the Illinois State Library, and that this is typical for many Libraries. The Illinois program includes a theme and an activity manual. Belvedere Tiburon Library Staff customize the program and create the local reading list.

4. Expansion Update

Project Manager Glenn Isaacson reported that there is much activity on site both indoors and outdoors.

The major current interior work is dry-walling, which is nearly complete. Taping, finishing and painting will follow soon.

Project Staff have worked with the Town of Tiburon in order to close the front sidewalk and entrance and facilitate rear door entry to the Town Hall.

The earth in Zelinsky Park had been distributed and final grading is in process.

A mid-August completion date for the Project is still expected.

Trustee Drew asked about the plans for the intersection of Tiburon Boulevard and Mar West. He feels the intersection is possibly dangerous, especially with the increase in left-turn traffic with the new Library configuration. Project Manager Isaacson said that for

pedestrians there is a traffic light controlled crossing one block further south at Tiburon Boulevard and Beach Road, and that the Mar West left turn lane has recently been painted and is marked with good signage. There is also a brick pedestrian crossing at Chase Bank on Tiburon Boulevard. During critical hours, there is a crossing guard at Mar West and Tiburon Boulevard. Trustee Drew asked whether there would be a traffic light at Mar West and Tiburon Boulevard. Project Manager Isaacson said that the environmental review study indicated that there was not enough traffic on Tiburon Boulevard to warrant a light. Trustee Drew asked whether the study anticipated an increase in traffic, and when the study was done. Project Manager Isaacson said that the study would be made available.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that April Foundation revenue was \$10,000 from the Capital Campaign and \$8,000 from the Teddy Bear Tea. The Teddy Bear Tea included 280 seats and was sold out.

The Foundation is working on the donor wall, with a temporary foam core board to be displayed in the next few weeks. Emails to donors are going out this week to ask donors to get their names in before the end of September. 100 spots are currently available. The sculptor is making mockups for review.

6. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that the Project will start drawing on the line of credit this month. Available Foundation money at this point in time and the Agency Expansion Reserve have been used in full. Chair Slavitz and Project Manager Isaacson are working with Mechanics Bank to change the borrow-by date of the agreement. The expected amount to borrow is \$2,500,000 plus \$400,000 for Foundation pledges receivable which will arrive at later dates. Trustee Drew asked whether interest rate is consistent through life of loan. Chair Slavitz said that the interest rate is set for the current payback period of about 4 years. If the loan is not paid off during that period, it is likely that the interest rate would be renegotiated.

Trustee Richards asked about the Mechanics Bank requirement to hold funds. Clerk Johnson said that most Agency funds are still deposited with LIAF. Mechanics Bank did not require a transfer of those funds to Mechanics savings accounts, due to public fund risk limits. The Library Agency does maintain a \$300,000 savings account at Mechanics. The Bank did require most of the Foundations' active funds to be deposited with Mechanics.

7. Committee Reports

There were no committee reports.

CONSENT CALENDAR

Trustee Richards requested that the minutes be edited for a misquote on page 3 of 5. Her actual comment and concern was that she had noted a sizeable remaining balance in the Library's Public Relations budget for this fiscal year, and suggested it would be useful for the Agency to think about using the remainder not only for the Library Grand Opening, but also for a public relations strategy as the Library reopens its doors.

8/9. Motion to approve the Minutes of April 18, 2022, with the above change, and the Warrants dated month of April, 2022, made by Trustee Cromwell, seconded by Trustee Amir.

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:

10. Consideration of Operating Reserve Policy

Director Duran noted that she and the Library Staff have been auditing the Library's policies for revision in accordance with best practices going forward. The Agency currently has no Operating Reserve Policy in place. She asked the Agency to enter into a discussion of risk mitigation to move toward an outline of specific reserves to continue and/or establish in terms of dollar amounts and uses. A poll of local Agencies indicated general operating reserve practices maintain about 25% of annual expenses. The Town of Tiburon follows this. The City of Belvedere requires a 6-month operating reserve (about 35%) and ½ of debt service reserve.

Director Duran asked the Agency for feedback for an operating reserve specification. With respect to revenues, the Basic Library Tax has generally increased over time, and is projected at about a 6% increase for this year. About half of Parcel Tax (\$275,000 per year) is used for Debt Service, and the remainder is legally available for Operations. However, it is not yet clear how much of the Parcel Tax revenue will continue to be available after the original bond debt is paid off in 2026. In addition, ERAF revenue is not guaranteed, and is a large part of the operating budget, at \$500,000. The ERAF, especially, is something to consider in terms of reserves for Library Operations.

In addition to Parcel and ERAF Tax concerns are Grant monies. While the Foundation has historically done a great job of raising funds for the Library, recent fundraising efforts have focused on the Capital Campaign, and funds available for operations are subject to fluctuation, depending on the local fundraising climate and focus.

Library Personnel costs generally increase about 3-to-5% per year, including insurance and pension cost increases. Personnel comprises about 70% of the Library budget. There will also be increased costs to insure and operate the new larger building. In addition, Unfunded

Pension repayment obligations are a large part of the Library's current and future budgeting concerns.

Director Duran proposed that the Agency review a draft Operating Reserve Policy in July or August, and suggested establishing Operating Reserves at 35% of Operating Expenses.

Trustee Cromwell commented that ERAF has been generous recently. Director Duran said that Marin County Agencies are unique in receiving ERAF refunds. Only 5 counties in California are currently receiving the ERAF refund. If State legislation were to change the funding formula for schools, the refund could be greatly impacted. In 2020, a potential lawsuit was brought to light, with proponents questioning the amount that Marin County and the other four counties receive, while poorer counties are not receiving a refund. This is an additional potential risk. Because of the State's current Budget Surplus, the County has advised budgeting ERAF for Fiscal 2023 at the same high level received in 2022, but the risk should be considered for future planning.

Trustee Cromwell asked what a common reserve for Libraries would be. Director Duran said that most libraries follow the reserve policy adopted by the City or County they are part of. As a JPA, the Belvedere Tiburon Library is responsible for its own individual policy.

Trustee Slavitz asked what an approximate \$1,000,000 Operating Reserve would be used for. Director Duran said that, since ERAF is 16% of the Library's revenue, a shortfall there would be significant. An Operating Reserve would allow the Library to self-finance for 2 years in the case of no ERAF money. Otherwise, since Library Personnel costs are about \$2,000,000, cutbacks in personnel would be required if ERAF was not received. Clerk Johnson suggested a consideration for the Library's low cash point of each year, rather than the cash point at fiscal year-end. While taxes are received in April, which creates a high cash balance at fiscal year-end, that cash is drained until taxes are received again in December. In past years, the positive year-end bottom line, and resulting increase in reserves has been due to generous Foundation fundraising.

Trustee Richards asked whether cities would operate in the same way. Clerk Johnson said that the City of Belvedere uses the fiscal year-end balance, and had questioned the Library using low point of the year. Director Duran added that Cities and Towns have different capabilities to go negative during the year, but the Library needs cash flow on hand at all times. As a JPA, if the Library exhausted its funds, this would require procuring loans or making cutbacks. Trustee Richards added that additional taxes would continue to arrive at later dates. Chair Slavitz added that the Library might consider delaying payments.

Vice Chair Weil added that the Operating Reserve would probably not consider catastrophic events, since the Library is insured. He asked about insurance deductibles. Clerk Johnson said that the largest deductible was flood at \$250,000. (Post-Meeting Note of correction: upon subsequent review, it was determined that the insurer has currently raised the highest deductibles, Flood and Catastrophic, to \$500,000, while the Library's current insurance reserve still stands at \$250,000).

Director Duran said that the Operating Reserve Policy would be specific to the Library's general operating expenses and that there are separate Insurance and Building Reserves.

Director Duran asked the Agency for direction for specification of protocols in the Operating Reserve Policy as to the Library's protocol in the case of a budget shortfall. Would the best course be to cut expenses or to supplement with a reserve? What would be the monetary

thresholds for these decisions? Chair Slavitz said that this would depend on the particular event, and that the Policy should leave room for flexibility in decision making.

Trustee Richards asked whether Reserve funds would be available to make payments on the Expansion Line of Credit. Clerk Johnson said that the Operating Reserve establishment would not reduce the funds for paying down the Line of Credit. Clerk Johnson added that, given an estimated low point of \$1,600,000 for fiscal year 2023, and an estimated Operating Reserve of \$1,000,000, approximately \$500,000 to \$600,000 would currently be available for other purposes, including Expansion Funding/Line of Credit repayment. Chair Slavitz suggested that the Agency wait to determine the availability of funds for the Line of Credit and other purposes until after the amount of the Operating Reserve has been established.

It was generally agreed to start a review process with a draft Operating Reserve Policy which specifies a reserve minimum of 35% of the Operating Expense Budget.

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

Director Duran highlighted elements of the proposed FY22-23 Budget:

- 6% increase in Basic Library Tax Revenue

- 4% Total increase in revenue

- Personnel comprised of 13 full-time, 9 part-time, 3 substitutes, or 18 FTE

- New full-time positions of Community Engagement Librarian and Adult Services Librarian plus dedicated part-time staff for children, teens, and Makerspace

- Proposed spending is comparable to FY2021-2022 in personnel, collection development (with more emphasis on technology), program services and supplies, and agency administration, with increases over FY2021-2022 in building expenses, which includes cleaning, maintenance, and property insurance

- Use of reserves for one-time costs for updated technology and equipment, and Expansion Line of Credit interest repayment, as necessary

Personnel:

The new Community Engagement Librarian would be charged with creating a new marketing narrative and focusing on collaborative opportunities with different communities. This would include website development, social media presence, and community engagement. This position would also include collection development and reference desk duties.

The new Adult Services Librarian would create more structure around adult-focused programs. This position would also include circulation desk and reference desk duties.

Trustee Cromwell asked whether one individual could fulfill both of these roles. Director Duran said that 2 distinct positions were needed for the desired community effect going forward. Library programs should be staff-led and volunteer-assisted, rather than run by volunteers and staff-assisted. Also, the larger building will require more monitoring of spaces.

New Part Time staff would be dedicated filling in the gaps for manning the larger space, especially the Teen Room and the Maker Space.

Trustee Amir asked about replacements for recent retirees. Trustee Drew asked about potential salary increases. Director Duran explained that some past positions had been eliminated as people retired, and that the new positions are for different duties and work configurations, but within the same general costs. Trustee Richards asked whether there would be the same number of full time staff as in prior years. Director Duran and Clerk Johnson confirmed that the Full-Time-Equivalent was increased by one FTE from prior years.

Trustee Amir suggested that projects such as website improvement be aligned with proposed activities. Trustee Drew said that the Agency should be focused on justifying positions. Trustee Weil expressed optimism with respect to new activities and opportunities creating justification for the new positions. Director Duran said that the Agency should continue examine these areas going forward, as the completion of the building and resumption of a regular schedule will reveal projected growth areas and allow for a responsive definition of the Library's mission.

Trustee Richards asked about the MARINet budget line item. Director Duran explained that the MARINet membership/subscription is a shared access of library resources throughout Marin County and well worth the price. The Library's cost is based on each library's revenue, population, and equity between branches. Participation means that all residents can access all libraries, including one college library, within Marin County; membership greatly expands the size of the collection available to residents. Trustee Cromwell asked if this type of sharing was common in library systems. Director Duran affirmed. Trustee Richards asked how the Library's cost compares to those of others in the county. Director Duran said it was relatively low in comparison. The County Library has the highest cost. Belvedere Tiburon is probably comparable to Mill Valley. The Belvedere Tiburon Library has a lot of usage from other areas within the system. Trustee Richards asked if the benefits of the system include professional development. Director Duran said that, while there was no official allowance for that, the director members meet regularly to share ideas and information, creating a collective approach to library services, development, and networking. The MARINet group also facilitates working committees, which a number of Library Staff are actively involved in.

Chair Slavitz asked about the Step and Track Schedule. Director Duran explained that this would be included in the budget approval process going forward. The Step and Track already covers the 2 new positions, as the Job Categories (rather than Job Titles) are included there.

Chair Slavitz noted that the Step and Track included the Library Director and asked about the progression and how it would happen. Director Duran explained that progression would depend on Agency review of the Director's performance on an annual basis. Clerk Johnson added that, as CalPERS requires the Director to be listed on the Step and Track, the current numbers entered for the Director are a merely a draft place holder for Agency review and revision.

Chair Slavitz asked whether all staff were at Step 1. Director Duran said that new hires are generally at step one. Most of existing staff are already beyond Step 6, which means that

they only receive the budget-determined Cost of Living increase each year. Only a few existing staff are still in the Step range.

Chair Slavitz asked what the criteria would be for Step increases. Director Duran said that would be based on each employee's annual review. Currently, all staff are evaluated for a July 1 Step or COLA increase. The Director and Department Heads are responsible for seeing that all staff are reviewed on an annual basis. The Agency is responsible for the annual review of the Director.

Trustee Drew asked whether the annual increase was a given. Trustee Weil added that feedback should be ongoing, with the assumption that a step increase is not expected or guaranteed each year.

Trustee Richards asked what percentage for Step increases had been applied to the schedule, and whether such was in accord with general practice. Clerk Johnson said that, historically, the Library Step and Track had been set at 4.5% per Step, with COLA applied after Step 6. Employees on Step and Track receive only the 4.5%, no additional COLA. Employees beyond Step and Track receive only COLA.

Trustee Richards suggested that the Agency form an HR and a Finance subcommittee for these types of discussions regarding Step and Track settings and employee evaluation processes. Director Duran said that she would need time to review all job descriptions and formalize an evaluation process for Agency review.

Director Duran said that the purpose of today's budget presentation was specifically to request this type of input for changes to the budget for the June final presentation. Her goal is to present a balanced budget with conservative revenue and spending. In the future, the Agency might wish to also enter into a strategic planning process to set the types of protocols discussed today.

Trustee Drew was in favor of approving new positions, as they did not increase the budget per se.

Trustee Weil asked about the Fiscal Year 2023 Public Relations budget line item, why it was decreased from the prior year (especially in light of adding a new Community Engagement Librarian), and what the funds would be used for. Director Duran said that the Public Relations line item had been decreased partly due to a move away from print materials, with more focus on online communications, including social media. In addition, the new Community Engagement Librarian will be expected to create a marketing plan, and that plan will determine future budgets in this area. Director Duran had also allocated more of the Program Services Category overall budget to the Children, Teen, and Maker Space Program lines.

Trustee Weil expressed his approval of the increased Staff Training budget, stressing its importance within the changing world of services in libraries.

No vote was taken. The final Budget Draft will be presented for action at the June 20 Agency Meeting.

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

Director Duran noted that Paragraph 7 had been added to the Bill of Rights subsequently to the version previously approved by the Agency. Related internal Library policies will be updated at a later date.

Trustee Amir asked whether the Library has Personally Identifiable Information (PII) Policy. Clerk Johnson said that the Library does have a Privacy Policy which was updated in November 2018. The policy should be reviewed for current practices and updated.

MOTION TO APPROVE made by Trustee Johnson seconded by Trustee Richards.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

13. Meeting Dates

The next Regular meeting is scheduled for Monday, June 20, 2022 at 6:15pm, via Zoom.

Chair Slavitz adjourned the meeting at 8:03 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
OPERATING WARRANTS
MONTH OF MAY, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
5/17/2022	000427	A&P Storage	100	8430	Building Maintenance	3,123.00	3,123.00
5/18/2022	000428	Shani Boyd (Refund of Withhold)	100	7100	PERS Retirement Benefits	55.12	55.12
5/24/2022	000429	USBANK Fiscal Agent	100	1020	Cash with Fiscal Agent	112,354.20	112,354.20
OPERATING PRINTED CHECKS							
5/23/2022	101425	Aramark	100	8492	Maintenance Contracts	277.86	277.86
5/23/2022	101426	Blackstone Publishing	100	7601	Books and Other Materials	440.00	440.00
5/23/2022	101427	Brodart	100	7601	Books and Other Materials	523.05	
		Brodart	100	7602	Vendor Processing Costs	10.31	533.36
5/23/2022	101428	Business Card	100	7606	Digital Resources & Content	157.08	
		Business Card	100	8020	Online Services	6.99	
		Business Card	100	8430	Building Maintenance	573.00	
		Business Card	100	8815	Credit Card Fees	73.43	810.50
5/23/2022	101429	City of Belvedere	100	8830	Accounting	4,050.00	4,050.00
5/23/2022	101430	Delta Dental	100	7110	PERS Insurance Benefits	1,379.56	1,379.56
5/23/2022	101431	Employment Development Dept	100	7140	Unemployment	109.00	109.00
5/23/2022	101432	Gina Vaziri Reimbursement	100	7603	Supplies for Processing	154.12	154.12
5/23/2022	101433	Ingram Library Services	100	7601	Books and Other Materials	10,791.31	
		Ingram Library Services	100	7602	Vendor Processing Costs	756.16	11,547.47
5/23/2022	101434	Library Ideas	100	7606	Digital Resources & Content	19.00	19.00
5/23/2022	101435	Marin IT, Inc.	100	8070	IT Infrastructure	400.00	400.00
5/23/2022	101436	Mechanics Card	100	7200	Professional Deveopment	355.00	
		Mechanics Card	100	7601	Books and Other Materials	130.92	
		Mechanics Card	100	7606	Digital Resources & Content	11.99	
		Mechanics Card	100	8020	Online Services	14.99	
		Mechanics Card	100	8035	Computers & Peripherals	29.14	
		Mechanics Card	100	8230	Office Supplies	191.21	
		Mechanics Card	100	8815	Credit Card Fees	99.00	832.25
5/23/2022	101437	Mill Valley Refuse	100	8480	Trash	288.12	288.12
5/23/2022	101438	Motion Picture Licensing	100	8020	Online Services	199.00	199.00
5/23/2022	101439	Overdrive	100	7606	Digital Resources & Content	3,112.49	3,112.49
5/23/2022	101440	PG&E	100	8490	Electricity & Gas	49.51	49.51
5/23/2022	101441	Purchase Power Pitney Bowes	100	8220	Postage	208.99	208.99
5/23/2022	101442	Riley F. Hurd III	100	8840	Legal Services	6,335.00	6,335.00
5/23/2022	101443	SDRMA (Workers Comp FY23)	100	1100	Prepaid Expenses	6,140.60	6,140.60
5/23/2022	101444	TPX Communications	100	8260	Telephone	1,154.71	1,154.71
5/23/2022	101445	USBANK Equipment Leasing	100	8210	Copier Expense	1,465.69	1,465.69
5/23/2022	101446	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	3,053.52	3,053.52
Total Hand Checks						\$158,093.07	\$158,093.07

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
5/2/2022	000338	MB Contract Furniture - Dep Maker	200	9047	Furniture	13,444.11	13,444.11
5/23/2022	000339	Alten Construction - April	200	9045	Site Work	412,979.45	412,979.45
5/23/2022	000340	Alten Escrow - April	200	9051	Escrow	21,735.76	21,735.76
5/23/2022	000341	CMA	200	9048	Project Managerment	747.50	747.50
					TOTAL	\$ 448,906.82	\$ 448,906.82



April 27, 2022

The Honorable Marc Levine
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0010

Dear Assemblymember Levine:

Thank you for your advocacy and diligence in representing and working on behalf of Belvedere and Tiburon and the broader North Bay community. This letter is for your consideration to include an appropriation of \$3 million for the Belvedere Tiburon Library Capital Project.

The Belvedere Tiburon Library Capital Project is an effort to expand and renovate the dated 10,500 sq. ft. library to meet diverse community needs better. The expansion includes 9,000 sq. ft. of additional space comprised of:

- **Teen library** - A new convening space with learning resources, digital equipment, and musical instruments;
- **Makerspace** - An all-ages lab filled with the latest technology, including a 3D printer, laser cutter, coding computers, virtual reality equipment, and recording studio;
- **Digital skills lab** - A dedicated computer and technology lab to provide one-on-one and small group instruction on various media and digital literacy skills;
- **Children's programming space** - A safe space designed for families to promote literacy development and a love of reading and inquiry;
- **Art gallery** - To display local artists' work and provide cultural enrichment opportunities; and
- **Community meeting spaces** - Reservable spaces perfect for tutoring, local service club meetings, and small business use.

The \$18.3 million project began in early 2020 and suffered significant pandemic-related challenges and delays, including labor and material shortages and subsequent cost increases. 85% of the project is funded through the generous support of private donors, but the project now faces a budget shortfall. The requested \$3 million appropriation is critical to the project's completion, slated for later this year.

With your support, Belvedere Tiburon residents and neighboring communities will flourish with opportunities to convene, learn, and grow in the new library space. Thank you in advance for your attention to this important matter. Please feel free to contact me to provide additional information or answer any questions at cduran@beltiblibrary.org or 415.789.2656.

Sincerely,

A handwritten signature in blue ink, appearing to read "Crystal", is written over a horizontal line.

Crystal Duran
Library Director



Belvedere
Tiburon
Library

May 26, 2022

The Belvedere Tiburon Library Agency
1501 Tiburon Blvd.
Tiburon, CA 94920

The Honorable Phil Ting
Assembly Budget Committee
1021 O Street, Room 8230
Sacramento, CA 95814

Dear Assemblymember Ting:

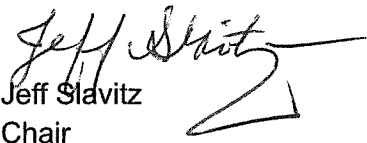
We urge you to secure a \$3 million appropriation for the Belvedere Tiburon Library Capital Project as you finalize the state budget in the coming weeks.

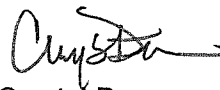
The Belvedere Tiburon Library Capital Project is an effort to expand and renovate the dated library to include 9,000 sq. ft. of additional space comprised of:

- Teen library - A new convening space with learning resources, digital equipment, and musical instruments;
- Makerspace - An all-ages lab filled with the latest technology, including a 3D printer, laser cutter, coding computers, virtual reality equipment, and recording studio;
- Children's programming space - A safe space designed for families to promote literacy development and a love of reading and discovery;
- Digital skills lab - A dedicated computer and technology lab to provide one-on-one and small group instruction on various media and digital literacy skills;
- Art gallery - To display local artists' work and provide cultural enrichment opportunities; and
- Community meeting spaces - Reservable spaces perfect for tutoring, local service club meetings, and small business use.

The Belvedere Tiburon Library Capital Project is paramount to serving many needs, including an after-school hub for expanded learning, publicly-accessible EV charging stations, and a central meeting point during emergencies and natural disasters. With your support, Belvedere Tiburon residents and neighboring communities will flourish with opportunities to convene, learn, and grow with access to essential services and resources in the expanded library space.

Sincerely,


Jeff Slavitz
Chair


Crystal Duran
Library Director



Belvedere
Tiburon
Library

May 26, 2022

The Belvedere Tiburon Library Agency
1501 Tiburon Blvd.
Tiburon, CA 94920

The Honorable Nancy Skinner
Senate Budget Committee
1020 N Street, Room 502
Sacramento, CA 95814

Dear Senator Skinner:

We urge you to secure a \$3 million appropriation for the Belvedere Tiburon Library Capital Project as you finalize the state budget in the coming weeks.

The Belvedere Tiburon Library Capital Project is an effort to expand and renovate the dated library to include 9,000 sq. ft. of additional space comprised of:

- Teen library - A new convening space with learning resources, digital equipment, and musical instruments;
- Makerspace - An all-ages lab filled with the latest technology, including a 3D printer, laser cutter, coding computers, virtual reality equipment, and recording studio;
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The Belvedere Tiburon Library Capital Project is paramount to serving many needs, including an after-school hub for expanded learning, publicly-accessible EV charging stations, and a central meeting point during emergencies and natural disasters. With your support, Belvedere Tiburon residents and neighboring communities will flourish with opportunities to convene, learn, and grow with access to essential services and resources in the expanded library space.

Sincerely,

Jeff Slavitz
Agency Chair

Crystal Duran
Library Director



May 31, 2022

The Honorable Sydney Kamlager
 Chair, Senate Budget Subcommittee #4 on State Administration and General Government
 1021 O Street, Suite 6510
 Sacramento, CA 95814

The Honorable Wendy Carrillo
 Chair, Assembly Budget Subcommittee #4 on State Administration
 1021 O Street, Suite 5730
 Sacramento, CA 95814

Dear Chair Kamlager & Chair Carrillo:

On behalf of the Belvedere Tiburon Library Agency, I write to join the California State Association of Counties (CSAC), Urban Counties of California (UCC), the Rural County Representatives of California (RCRC), and the League of California Cities (CalCities) in conveying our strong opposition to a revised proposed trailer bill released in connection with the May Budget Revision regarding "insufficient Educational Revenue Augmentation Fund (ERAF) backfills."

This proposed trailer bill would change current law in a way that would significantly harm counties, cities, and potentially special districts by permanently "capping" their excess ERAF funds at 2022-23 levels that would be returned to them (after schools have been fully funded) and would instead use such local tax revenues to pay the State's in-lieu Vehicle License Fee (VLF) obligation. The trailer bill would violate constitutional provisions approved by the voters, including Proposition 1A and 22, which explicitly prohibit the State from seizing local agency funds to pay for State obligations. The proposed act even includes a retaliatory provision that would penalize local agencies that seek to vindicate their constitutional rights by immediately terminating State funding for VLF shortfalls if its cap on excess ERAF is invalidated in court.

The "VLF swap" was a component of a 2004 State budget compromise between the State and its counties and cities in which the State permanently reduced taxpayers' VLF obligations by 67.5 percent; cities and counties had previously received the bulk of VLF revenues as general-purpose funding for local programs and services. In exchange for this revenue reduction, the State provided counties and cities with an annual in-lieu VLF amount (adjusted annually to grow with assessed valuation) to compensate for the permanent loss of VLF revenues. This agreement made clear that excess ERAF funds would not be used to fund the in-lieu VLF amount. Further, the Legislature and Administration agreed to a ballot measure – Proposition 1A – that amended the Constitution to ensure that future shifts or transfers of local agency property tax revenues could not be used to pay for State obligations. That November, Proposition 1A was approved by 83.7 percent of voters.



Belvedere
Tiburon
Library

Legislation to implement the VLF swap carefully and purposefully identified the sources of funds that were available to pay the State's in-lieu VLF obligation: ERAF distributions to non-basic aid schools and property tax revenues of non-basic aid schools. Proposition 98 ensures that State funds are provided to those schools to meet their constitutional funding guarantee, so they do not experience any financial loss. However, in those instances where there are too few non-basic aid schools in a county from which to transfer sufficient funds to pay the State's in-lieu VLF obligation, the State has provided annual appropriations to make up for the revenue shortfalls. Counties that have been subject to these circumstances include Alpine, Amador, and San Mateo, with Napa County likely joining them soon.

While we appreciate that the State desires a more predictable process for identifying such shortfalls, the proposed trailer bill perpetuates the problem by utilizing local agencies' existing revenues to fulfill the State's in-lieu VLF obligation. Not only does that approach have grave consequences for those local agencies who now face the loss of excess ERAF, it runs counter to the 2004 agreement that resulted in Proposition 1A and violates the constitutional provisions that were overwhelmingly supported by voters.

We respectfully urge that your subcommittees reject the proposed trailer bill language as amended and instead work with affected local agencies to resolve this unintended consequence in a manner that is consistent with the 2004 agreement and Proposition 1A. The current trailer bill reneges on commitments made by the State previously enacted into law regarding the source of VLF funding and violates State constitutional provisions that prohibit such raids of local funds, as well as the 2004 budget compromise between the State and local agencies.

Sincerely,

Jeff Slavitz, Chair
Belvedere Tiburon Library Agency

Cc: Senator Mike McGuire
Assembly Member Marc Levine



June 13, 2022

To: Jeff Slavitz, Chair, Library Agency Trustees and Crystal Duran,
Library Director
From: Glenn Isaacson, Project Manager
Subject: Electric Vehicle (EV) Charging Stations

The purpose of this Memorandum is to remind you of the planned EV station purpose and count, advise you of a change in direction regarding the use of four of the five EV stations, and, consequentially, request authority to enter a procurement and Management agreement with a commercial EV station operator.

Planned EV stations:

The Library Expansion Project plans call for 5 parking spaces with EV service. One at the north end of the parking lot, which is associated with a handicap parking stall and four spaces at the south end of the lot dedicated to the exclusive use of vehicles owned by the Town of Tiburon.

Change of Direction:

The Town has recently advised that it no longer intends to use the four Town dedicated spaces and prefers that they be used by the public.

Consequences:

The EV charging equipment specified for the project, which was designed for a single user is being returned to the manufacturer, and will need to be replaced by both equipment and services designed to serve multiple users on a pay for use basis.

There are about a dozen companies offering the sale of EV equipment and services that appear to be able to meet the library's needs. We have been in contact with two of these Blink and Chargepoint. Both appear to be leaders in terms of numbers of charging stations under management in the bay area.

In terms of selection the matters that need to be addressed are:

Cost of the equipment and installation.

Control of hours-of-service availability.

Network showing stations in use or available.
Rate charged to users.
Rate charged for users that stay beyond the charging cycle.
Transaction fee costs.
Maintenance costs.

Both Blink and Chargepoint provide/sell their own charging station equipment, which runs between \$4,000 to \$6,000 for the single pedestal and \$6,000 to \$10,000 for the double pedestals. Installation costs and pre-paid network/transaction fees and maintenance fees are additional. The proposal from Chargepoint including all items except installation, which is provided for in the General Contractor's contract, amount to approximately \$43,000 for all five stations. The Blink proposal appears to be a bit lower.

From an operational income/expense matter we are advised that the stations should fully cover the cost of power, maintenance and transaction fees and yield a modest net revenue.

The Library has a Marin Clean Energy rebate availability of \$20,000 pursuant to an earlier approved application and will be receiving a credit for the returned equipment estimated to be approximately \$4,000. This will be adequate to pay for the acquisition of the new equipment. The remaining costs are operational and should be offset by revenue from the public use of the charging stations

Recommendation:

This matter is brought to you now in order to avoid holding up other site work even though discussions and clarifications of terms for comparative purposes are ongoing with both potential providers to determine which one should be selected. Accordingly, it is recommended that the Library Director, after consultation with the Building Committee, be authorized to enter into appropriate procurement and operating agreements with the preferred provider for the management of the system as a library operating expense with off-setting revenue.

END.



COLLECTION

- 942k books and media (466k titles)
- Libby/OverDrive: 76k electronic items (51k titles)
- Enki (76k titles)
- O'Reilly Learning (35k titles)
- Link+ (60 libraries in CA & NV)



RESOURCES

- Discover & Go
- WSJ.com
- O'Reilly Learning
- Ancestry.com
- Mango Languages
- ProQuest Newstand



SOFTWARE

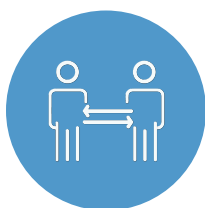
- Sierra ILS
- Checkouts, patrons, inventory, acquisitions*
- Decision Center
- Stats and analytics*
- BiblioCommons
- Catalog & MARINet app*
- Firewall, security

MARINet Membership

2022



Books, Services, & More



WORKING GROUPS

- Children's librarians
- Teen librarians
- Cataloging librarians
- Circulation supervisors
- Digital resource librarians
- Board of directors
- Collection development task force



PROFESSIONAL DEVELOPMENT

MARINet office offers classes on:

- Inventory
- Stats and analytics
- Records management

BEL TIB MARINet USAGE MAY 2022

- 2,800 OverDrive items
- 1,200 books and media borrowed from other MARINet libraries



- 600 pages viewed in SF Chronicle
- 90 articles in ProQuest
- 25 Mango sessions

Belvedere Tiburon Library

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



DATE: June 20, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Proposed FY22-23 Budget

The mission of the Belvedere Tiburon Library is to provide library services now, and in the future, that will encourage and support a literate, enlightened, and cultured community. This mission will be fulfilled by providing, to the greatest degree possible, free and equal access to knowledge, information, and ideas through the Library's resources and programs in a setting conducive to learning. (Adopted November 3, 1997). FY 22-23 is a unique year for the Belvedere Tiburon Library. The community will enjoy a newly completed library expansion resulting in over 19,000 sq. ft. to better serve a broad range of needs. The updated library will include dedicated spaces for children, teens, technology learning, small group collaboration, and leisure.

During preliminary budget discussions at the May Agency meeting, the Board inquired about staffing levels, MARINet subscription, and public relations plans. The revised budget reflects changes relative to some of these inquiries and newly identified activities and costs. Below are highlights of changes from the draft FY 22-23 Budget presented at the May Agency Meeting:

- Increase in Revenue from 5010 Basic Library Tax, 5032 BTLF (Foundation) Grants, 5033 Program Grants, and 5090 Other Revenue (formerly E-Scrip Revenue)
- Increase of Personnel Expenditures to reflect 12 months of employment for all staff, including promotions/salary adjustments, additional PT and subs, and professional development
- Decrease in Circulation Materials and Data expenditures
- Public Relations expenses restored to previous FY levels
- EV Public Charging Stations have been added to both Revenues (5090 Other Revenue) and Expenditures (8493 EV Public Charging Stations) which are anticipated to net minimal revenues annually

The proposed FY 22-23 Budget assumes revenues at a conservative value based on the previous FY and maximum expenses for each category. All expenditures reflect a full library reopening with typical business hours for seven days each week and a wide variety of programming opportunities for the community. Staff are also analyzing ways to reduce costs and improve efficiencies, such as developing a formal procurement process, evaluating collection usage, streamlining acquisitions, and consolidating subscription and vendor services. Staff will seek grant funding to offset program and service costs when possible. Below are highlights of the proposed FY 22-23 Budget:

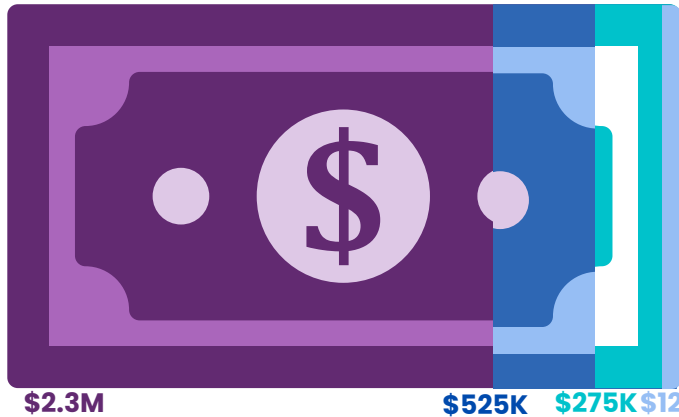
- 7% Increase in Basic Library Tax revenue
- Personnel comprised of 13 full-time, 10 part-time, and substitutes or 18.4 FTE
- New full-time positions of Community Engagement Librarian and Adult Services Librarian and dedicated part-time staff for children, teens, Makerspace, programs and special events
- Comparable spending in personnel, collection development, program services and supplies, and agency administration to FY 21-22
- Use of reserves for one-time costs for updated technology and equipment, library grand opening, and expansion line of credit interest repayment, as necessary



Belvedere
Tiburon
Library

FY 22-23 BUDGET SNAPSHOT

REVENUE



TOTAL REVENUE

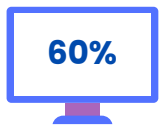
\$3,126,900



Basic Library Tax From FY 21-22

EXPENDITURES

18.4 FTE



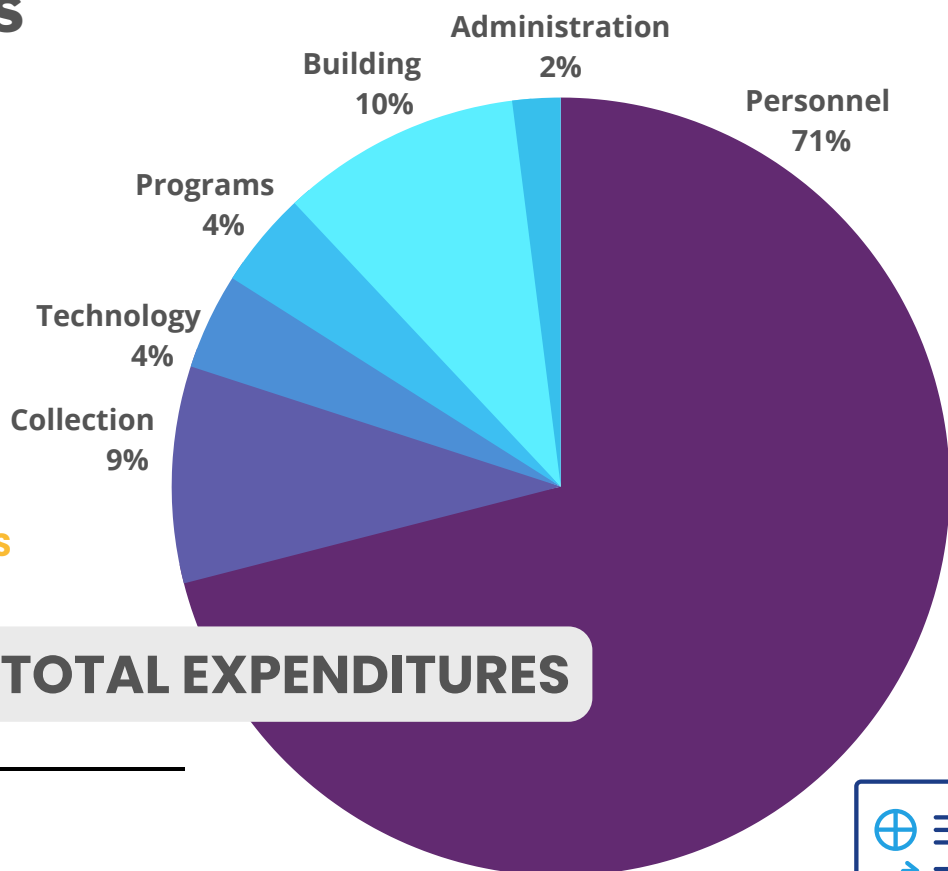
60%

**DIGITAL
RESOURCES**



40%

**PRINT/
AUDIO
MATERIALS**



\$3,126,700 TOTAL EXPENDITURES

BUDGET HIGHLIGHTS

- DEDICATED ADULT SERVICES LIBRARIAN
- MORE COMMUNITY OUTREACH & ENGAGEMENT
- STAFF PROFESSIONAL DEVELOPMENT
- NEW TECHNOLOGY & TRAINING



**PER CAPITA
SPENDING**

\$277

WITHIN TOP
10 IN CALIFORNIA



DATA-INFORMED
DECISION MAKING FOR
EFFICIENCIES & QUALITY

**NEW POLICIES &
PROCEDURES**

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

14-4

	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	FY22 Budget	May 31, 2022 FY22 Projection	FY23 Proposed Budget
GENERAL FUND REVENUES		5%	5%	5%	4%		7%
Basic Library Tax	\$ 1,785,700	\$ 1,875,872	\$ 1,967,372	\$ 2,067,703	\$ 2,159,580	\$ 2,181,829	\$ 2,300,639
Parcel Tax	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
ERAF	\$ 346,035	\$ 346,035	\$ 400,000	\$ 400,000	\$ 523,000	\$ 564,247	\$ 525,000
BTLF Grants	\$ 210,412	\$ 211,653	\$ 202,194	\$ 62,820	\$ 60,000	\$ -	\$ 125,000
Program Grants					\$ -	\$ -	\$ 20,000
Desk Revenue Sales & Fines	\$ 22,810	\$ 25,889	\$ 23,589	\$ 9,076	\$ 7,000	\$ 389	\$ 1,500
Misc. Other Revenue	\$ 1,756	\$ 1,522	\$ 1,414	\$ 784	\$ 2,930	\$ 22	\$ 4,000
Interest Income	\$ 17,706	\$ 26,235	\$ 54,300	\$ 31,329	\$ 19,966	\$ 9,005	\$ 5,547
TOTAL GENERAL FUND REVENUE	\$ 2,659,419	\$ 2,762,206	\$ 2,923,869	\$ 2,846,712	\$ 3,047,476	\$ 3,030,492	\$ 3,256,686
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	\$ 2,634,706	\$ 2,795,719	\$ 2,716,712	\$ 2,917,426	\$ 2,900,990	\$ 3,126,886
GENERAL FUND EXPENDITURES		5%	5%	2%	5%		8%
Personnel	\$ 1,739,549	\$ 1,827,645	\$ 1,926,703	\$ 1,964,336	\$ 2,065,293	\$ 2,146,214	\$ 2,236,509
Circulation Materials & Data	\$ 279,025	\$ 285,528	\$ 286,029	\$ 289,670	\$ 284,510	\$ 257,487	\$ 267,000
Technology Infrastructure	\$ 114,700	\$ 98,382	\$ 113,922	\$ 111,300	\$ 106,500	\$ 108,904	\$ 121,424
Program Services & Supplies	\$ 89,300	\$ 91,300	\$ 103,300	\$ 105,500	\$ 125,800	\$ 67,059	\$ 132,584
Building Expenses	\$ 162,145	\$ 164,291	\$ 148,330	\$ 158,909	\$ 254,204	\$ 266,596	\$ 297,177
Agency Administration	\$ 55,920	\$ 61,882	\$ 55,164	\$ 61,420	\$ 63,120	\$ 62,808	\$ 72,039
TOTAL GENERAL FUND EXPENDITURES	\$ 2,440,639	\$ 2,529,028	\$ 2,633,448	\$ 2,691,135	\$ 2,899,427	\$ 2,909,068	\$ 3,126,733
NET OPERATING REVENUE	\$ 92,230	\$ 105,678	\$ 162,271	\$ 25,577	\$ 17,999	\$ (8,078)	\$ 153
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 Prin & Int				\$ 24,750	\$ 112,231	\$ -	\$ 160,000
Operating Reserve for Grand Opening							\$ 15,000
TOTAL USE OF RESERVES	\$ 28,000	\$ 28,000	\$ 18,000	\$ 42,750	\$ 130,231	\$ -	\$ 265,750
Transfer to Bldg Maintenance Res	\$ 67,531	\$ 69,556	\$ -	\$ -	\$ -	\$ -	\$ -
Use Building Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Expansion Reserve	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
TOTAL NON-OPERATING EXP	\$ 67,531	\$ 69,556	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
Expansion Funds Income			\$ 7,000,000	\$ 13,000,000	\$ 3,054,161	\$ 3,125,000	\$ -
Expansion Reserve from Operations					\$ 1,000,000	\$ 1,000,000	\$ -
Expansion LOC Borrowing					\$ 2,992,837	\$ 700,000	\$ 2,200,000
Less: Expansion Expenditures			\$ 7,000,000	\$ 13,000,000	\$ 7,046,998	\$ 4,815,060	\$ 2,200,000
NET EXPANSION ACTIVITY (9)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,940	\$ -

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		2021/2022	May-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	2,181,829	2,300,639	7%	Per County Projections received (Tiburon 5.07%, Belvedere 7.71% over prior year ACTUAL)
5020	Parcel Tax	275,000	275,000	275,000	0%	Library Original 1996 Bond Tax of \$66 per Parcel
5025	ERAF	523,000	564,247	525,000	0%	Per County Estimate
5032	BTLE Grants	60,000	0	125,000	108%	Foundation fundraising
5033	Program Grants			20,000		Grants for specific projects - TPF, State Library, NorthNet
5040	Book Fines & Reserves	2,000	220	500	-75%	Hold/Damages Fees
5050	Book Sales	5,000	59	-	-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	Other Revenue	30	7	3,000	9900%	EV Charging Stations
5099	Interest Income	19,966	9,005	5,547	-72%	LAIF and Mechanics Savings - Interest Rates assumed at .3% calculated on lowest balances
	Total Operating Revenue	3,047,476	3,030,492	3,256,686	7%	
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	2,900,990	3,126,886	7%	Grant and Operational Revenues were lower in 2022 due to COVID and Expansion Efforts
OPERATING EXPENDITURES:						
Personnel:						
7010	Salaries & Wages	1,431,595	1,588,503	1,382,477	-3%	3% COLA for 9, 4.25% Step and Track for 4 ; (Vacation Payouts for 3 Retirements made in FY22)
7015	Medical Reimbursement	29,287	25,069	24,300	-17%	Up to \$225 per month for PERS employees if maximum Health Allowance is not used
7020	Part-Time Wages	96,217	50,038	285,992	197%	Part Time Staffing
	Subtotal Salaries & Wages	1,557,099	1,663,610	1,692,769	9%	
7100	PERS Retirement Benefits	237,742	227,097	240,118	1%	CalPERS FY23 normal %'s + required UAL pymt of \$116,921
7110	PERS Health Benefits	203,795	193,888	231,790	14%	Rate Increase: Health, Dental, LTD, Life
7120	Worker's Comp Insurance	6,838	6,151	7,508	10%	Based on all Clerical Salaries
7125	Employment Practices Insurance	5,400	5,400	5,400	0%	Insurance Coverage through SDRMA
7130	Payroll Tax Expense	28,119	27,153	41,924	49%	Medicare (all) and Social Security (part-time), Based on Salaries & Wages
7140	Unemployment	4,500	1,018	-	-100%	Due to COVID layoffs 6/30/20
7200	Professional Development	2,800	1,400	17,000	507%	\$600 per FT, \$285 per PT, additional for conferences/training
7210	Staffing Recruitment	19,000	20,497	0	-100%	Director Retirement - Search Firm for New Director FY22 only
	Total Personnel	2,065,293	2,146,214	2,236,509	8%	
			71%	69%		Personnel % of Total Revenue

		2021/2022	May-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	103,810	100,000	-17%	Print Materials
7602	Processing Costs & Fees	7,000	6,749	7,000	0%	Book and Media covering, labeling, taping, and repair
7603	Supplies-Processing	3,000	4,919	3,000	0%	Tape, Cases, Covers for processing and repair in library
7606	Digital content	57,000	57,011	57,000	0%	e-Book purchases, Database subscriptions, and Platform subscriptions
7607	MARINet/NN Annual Cost	97,510	84,998	100,000	3%	\$92K Marinet + \$8K courier service
	Total Circulation Materials & Data	284,510	257,487	267,000	-6%	
Technology Infrastructure:						
8020	Online Services	10,000	11,517	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	4,685	5,000	-82%	Misc Updates
8040	Technical Support	25,000	55,340	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	15,712	18,000	6%	Back Office Technology Support (Separated from 7606 and 8020)
8071	Website maintenance	20,000	20,955	21,500	8%	Project 6 Website Updates and Support Plus Domain
	Total Technology Infrastructure	106,500	108,904	121,424	14%	
Program Services & Supplies:						
8210	Copier Expenses	18,000	15,839	19,284	7%	New Lease \$1,357 plus annual overage of \$3,000 based on experience
8220	Postage & Freight	7,000	5,807	7,000	0%	Includes Postage on Quarterly Print Newsletter (2)
8225	Public Relations	23,500	7,933	25,000	6%	Marketing materials, advertisements, collateral
8230	Office Supplies	10,000	11,502	10,000	0%	Includes Toner for all Printers and Faxes
8240	Library Services & Supplies	7,000	897	12,000	71%	Fees & Supplies for Public Programs for Adults
8250	Children's Programs	16,000	7,390	16,000	0%	Children's Arts, Reading, Programs
8251	Young Adult Programs	7,000	3,271	12,000	71%	Teen Arts, Reading, Programs
8260	Telephone	12,500	12,867	12,500	0%	TPX Services
8270	AV Equipment & Peripherals	11,000	0	5,000	-55%	Founders and Conference Rooms Audio Visual Updates & Maintenance
8280	Maker Space Programs	9,000	1,053	9,000	0%	Robotics, Virtual Reality, 3D printing, etc for teens and kids
8290	Technology Training Programs	4,800	500	4,800	0%	Public Classes
	Total Program Services & Supplies	125,800	67,059	132,584	5%	

		2021/2022	May-22	2022/2023	% Change	
		Approved	FY 2021/2022	Budget	over FY22	
		Budget	Projection	Estimate	Budget	Account Description Detail:
Building Expenses:						
8410	Insurance	95,890	58,319	95,980	0%	Property and Liability: Including Earthquake and New Building
8430	Building Maintenance	16,500	98,896	24,800	50%	Ongoing plumbing, electrical, etc. PLUS 2 months of Expansion Storage Rental (July/Aug 22)
8440	Grounds Maintenance	15,000	5,465	11,100	-26%	Diego's Gardens \$600 monthly and Town of Tiburon quarterly
8450	Janitorial Expense	54,200	46,357	80,000	48%	Daily Cleaning, COVID Sanitizing, and Annual Deep Clean - Vendor contract
8460	Custodial Supplies	7,954	2,312	11,931	50%	Hagel Janitorial Supplies
8480	Trash	4,027	3,153	4,430	10%	Mill Valley Refuse
8490	Electricity/Gas	33,633	31,633	36,996	10%	PG&E
8491	Parking	10,000	10,440	11,040	10%	Staff Parking - all FT, PT, Foundation
8492	Maintenance Contracts	8,000	3,053	8,000	0%	Mat Service, Security, HVAC, Pest Control, Piano tuning, Fire Extg & First Aid, Backflow Testing
8493	EV Public Charging Stations	-	0	3,000		Annual subscription service for management/TA
8500	Water	9,000	5,102	9,900	10%	MMWD
8501	Furniture & Fixtures	-	1,866	-		As needed: For FY23, New Furniture purchased under Expansion Budget
	Total Building Expense	254,204	266,596	297,177	17%	Larger Building and Grounds, COVID Cleaning, Rising Insurance Costs
Agency Administration:						
8810	Bank Charges	1,000	149	1,000	0%	LAIF Wire Fees, Bank Charge for Audit Confirms
8815	Credit Card Charges	2,000	974	2,000	0%	Visa and AMEX and Square use and discount fees for patron fees paid by credit card
8820	Cash Short/(Over)	120	13	120	0%	Weekly Cash Register Count Variance
8830	Accounting	10,300	10,231	10,300	0%	City of Belvedere (Accounts Payable & Financials) Contract, ADP Payroll
8835	Auditing	29,700	32,640	33,619	13%	Maze Associates audit; GASB 78 plus actuarial serv: Bartel & Co. & PERS
8840	Legal & Consulting Services	15,000	16,794	20,000	33%	Consultant services for legal, HR, policy issues, strategic planning
8850	Office & Commemorative	5,000	2,007	5,000	0%	Agency, Staff, and Volunteer correspondence, recognition, appreciation
	Total Agency Administration	63,120	62,808	72,039	14%	
	Total Operating Expenses	2,899,427	2,909,068	3,126,733	8%	Insurance, PERS UAL, and New Building Utility and Maintenance Costs: % is on par with Revenue
	Net Operating Revenue (Loss)	17,999	(8,078)	153		

		2021/2022	May-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	\$ 3,914,596		Projected & Budgeted / Actual / Projected
Net Operating Revenue (Loss) from above		17,999	(8,078)	153		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	(1,000,000)	(1,000,000)			
9010	Bldg Res - Technology & Equipment	(8,000)	0	(35,750)		Includes Expansion Departmental Needs
9020	Bldg Res - Furniture & Fixtures	(10,000)	0	(55,000)		Includes Expansion Departmental Needs
8925	Expansion Line of Credit Prin & Int	(112,231)	0	(160,000)		Estimated Expansion LOC borrowing of \$2,900,000at 4.5%, Repayments begin 9/7/2022 (10 payments)
	Operating Reserve			(15,000)		Library Grand Opening
	Total use of Reserves	(1,130,231)	(1,000,000)	(265,750)		Net Outflow
Expansion Activity						
	Projected Grants	3,054,161	3,125,000			
	Use of Agency Reserve	1,000,000	1,000,000	-		
	Projected Borrowing	2,992,837	700,000	2,200,000		Estimate
	Expansion Expenditures	(7,046,998)	(4,815,060)	(2,200,000)		Estimate
	Total Expansion Activity	0	9,940	0		
NOTE	Balance Sheet Activity (for cash)	(70,000)	(70,000)	(70,000)		Year End Accruals which change the timing of the effect of expenses on cash
Designated Fund Activity						
	Receipts	6,132	6,314	26,314		Includes estimate for Art Shows in FY23 after opening
	Expenditures	(4,692)	(16,278)	(30,278)		Includes estimate for Art Shows in FY23 after opening
	Net Designated Fund In(Out)Flow	1,440	(9,964)	(3,964)		
Rounding						
Projected Ending Cash Balance - All Funds		\$ 3,437,047	\$ 3,914,596	\$ 3,575,035		Note: These are June 30 All Funds Cash Balances. Some restricted, and funds drop much lower in Nov. Low point FY22 (Dec 2021) without Expansion was \$2,835,000, with \$1,849,000 unrestricted.

Fiscal Year 2023							COLA:3%
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Beyond Step 6
Jr. page	\$ 15.50	\$ 16.16	\$ 16.85	\$ 17.56	\$ 18.31	\$ 19.09	COLA/Budget
Sr. page	\$ 16.25	\$ 16.94	\$ 17.66	\$ 18.41	\$ 19.19	\$ 20.01	COLA/Budget
Jr. Library Assistant	\$ 17.00	\$ 17.72	\$ 18.48	\$ 19.26	\$ 20.08	\$ 20.93	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	\$ 77.05	\$ 80.32	\$ 83.74	\$ 87.29	\$ 91.00	\$ 94.87	COLA/Budget
Library Director (annual)	\$ 150,242.63	\$ 156,627.94	\$ 163,284.62	\$ 170,224.22	\$ 177,458.75	\$ 185,000.75	COLA/Budget
Library Director (monthly)	\$ 12,520.22	\$ 13,052.33	\$ 13,607.05	\$ 14,185.35	\$ 14,788.23	\$ 15,416.73	COLA/Budget

Note: Library Operations Manager Position was discontinued after FY2022.



RESOLUTION NO. 280-2022

A RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY IN GRATEFUL APPRECIATION TO DR. THOMAS CROMWELL FOR ALL HE HAS DONE FOR THE LIBRARY AND THE COMMUNITIES OF BELVEDERE AND TIBURON

WHEREAS, members of the communities of Belvedere and Tiburon serve on the Library Agency and oversee collection of tax monies, budget development, operation and expenditure of money for the Library's development, operation and maintenance;

WHEREAS, Dr. Thomas Cromwell has been an active patron of the Belvedere Tiburon Library and has recognized and championed the importance of the Library in the community;

WHEREAS, Dr. Thomas Cromwell worked in support of the Library and shared his time, his financial and technical expertise, and his knowledge to better the Belvedere Tiburon Library;

WHEREAS, Dr. Thomas Cromwell worked with those passionate about the future of the Library for the residents of the City of Belvedere and Town of Tiburon and was involved in the effort to move the expansion concept forward;

WHEREAS, Dr. Thomas Cromwell has used his skills to ensure the stability and success of the expansion efforts and was committed to the Library's future;

WHEREAS, Dr. Thomas Cromwell worked tirelessly on multiple projects and committees during his terms, committed untold hours to his efforts;

WHEREAS, Dr. Thomas Cromwell served as a Trustee of the Belvedere Tiburon Library Agency for two terms, and as Chair of the Agency for one term, and as a member of the Belvedere Tiburon Foundation for many years;

WHEREAS, Dr. Thomas Cromwell served as a role model for new trustees and exemplified productive contribution;

WHEREAS, the Belvedere Tiburon Library Agency proudly serves as a symbol of community spirit, intellectual integrity, and cultural awareness;

NOW, THEREFORE, BE IT RESOLVED that the Belvedere Tiburon Library Agency Trustees do hereby express their sincere appreciation to Dr. Thomas Cromwell for his continuous and passionate efforts on behalf of the Library over many years, for his commitment to all that is right and good, and for his diligent efforts to insure the financial stability of the Library.

WE HEREBY CERTIFY that the foregoing resolution is in honor of Dr. Thomas Cromwell for his many years of time, commitment, and heart that he has given to the Belvedere Tiburon Library and the Community.

Jeff Slavitz, Chair
Belvedere Tiburon Library Agency

On behalf of **Belvedere Tiburon Library Agency Trustees:**

Vice Chair Ken Weil, Niran Amir, Lawrence Drew, Maureen Johnson, and Roxanne Richards

BUDGET DRAFT #10 PRE CRYSTAL EDITS				
7/1/2022	Compliance With Gann Limits FY 2023	Agency & CFD	Agency 63%	CFD 37%
	Total Proposed Expenditures	3,126,733		
	Less: BTLF & other Grants	(145,000)		
	Debt Service	(129,800)		
	PERS - Retirement Benefits	(240,118)		
	Workers Comp. Insurance	(7,508)		
	Payroll Tax	(41,924)		
	Spending Subject to Limits	2,562,383	1,614,301	948,082
	Fiscal 2023 Appropriation Limits	2,922,072	1,850,300	1,071,773
	Available Room in Limits	359,689	235,998	123,691
	Calculation of Gann Appropriation Limits	Total Limit	Agency	CFD
***	Fiscal 2022 Gann Limits	2,747,440	1,739,720	1,007,720
"A"	California Per Capita Income change		1.0755	1.0755
"B"	Greater of Co. or District population growth		0.9889	0.9889
	Annual Combined Escalator - A x B		1.0636	1.0636
	Fiscal 2023 Appropriation Limits	2,922,072	1,850,300	1,071,773
		1/1/2021	1/1/2022	Change
	Marin County Population	256,537	253,686	-1.11%
	Belvedere Population	2,103	2,080	-1.09%
	Tiburon Population	9,065	8,956	-1.20%
	Total District Population	11,168	11,036	-1.18%
	Source: Dept. of Finance Letter, St. of Calif., May, 2022			
***	Resolutions <u>281-2022</u> and <u>282-2022</u>			
Source:	http://www.dof.ca.gov/Forecasting/Demographics/Estimates/Population			



Belvedere
Tiburon
Library

RESOLUTION NO. 281-2022

RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY
ADOPTING THE 2022/2023
GANN APPROPRIATIONS LIMIT

WHEREAS, Article XIII B of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere Tiburon Library Agency has calculated that limit for the 2022/2023 fiscal year to be \$1,850,300 and

WHEREAS, said Agency also calculates the amount of the proceeds of taxes that are subject to the appropriation limit to be \$1,614,301 for the 2022/2023 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library Agency that the sum of \$1,850,300 is hereby established as the appropriations limit for the Belvedere Tiburon Library Agency for the 2022/2023 fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 20th day of June, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board



RESOLUTION NO. 282-2022

RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY
ADOPTING THE 2022/2023 GANN APPROPRIATIONS LIMIT
FOR THE BELVEDERE-TIBURON LIBRARY AGENCY
COMMUNITY FACILITIES DISTRICT NO. 1995-1

WHEREAS, Article XIII B of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere Tiburon Library Agency has calculated the said Community Facilities District No. 1995-1 limit for the 2022/2023 fiscal year as \$1,071,773 and

WHEREAS, said Agency also recalculates the amount of the proceeds of taxes that are subject to the appropriation limit to be \$948,082 for the 2022/2023 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library Agency that the sum of \$1,071,773 is hereby established as the appropriations limit for the Belvedere-Tiburon Library Agency Community Facilities District No. 1995-1 for the 2022/2023 fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 20th day of June, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Jeff Slavitz, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board

Belvedere-Tiburon Library Agency Future Meeting Dates

July 18, 2022

August 15, 2022

September 19, 2022

October 17, 2022

November 21, 2022

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

January 9, 2023 (second Monday due to MLK Holiday)

February 13, 2023 (second Monday due to Presidents' Holiday)

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