

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**SPECIAL Meeting of Thursday, August 4, 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**

1. Election of Officers for Fiscal Year 2023

**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**

2. **CONSIDERATION OF APPROVAL OF RESOLUTION NO. 283-2022 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 JULY 13, 2022 – AUGUST 13, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

**STAFF BOARD AND COMMITTEE REPORTS**

3. Chair's Report – Chair Elect (2 minutes)
4. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
5. Expansion Update – Glenn Isaacson, Project Manager (5 minutes)
6. Belvedere Tiburon Library Foundation Report, Suzannah Scully, Foundation President, (5 minutes)
7. Agency Preliminary Financial Statements and Quarterly Treasurer's Report, June, 2022 – Kristin Johnson, Agency Clerk ( 5 minutes)
8. Belvedere Tiburon Library Agency Treasurer's report on Expansion Line of Credit, Jeff Slavitz, Agency Treasurer (5 minutes)
9. 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.

10. Approval of Agency Minutes of June 20, 2022
11. Approval of Agency Warrants, month of June, 2022

**AGENDA CONTINUES ON PAGE 2**

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1501 Tiburon Blvd, Tiburon, California

**TRUSTEE CONSIDERATIONS**

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

12. Consideration of Agency Conflict of Interest Policy.
13. **RESOLUTION 284-2022 AMENDING RESOLUTION 263-2020 AUTHORIZING EXECUTION OF LOAN DOCUMENTS AND FINALIZING AN AGREEMENT TO BORROW FUNDS FROM MECHANICS BANK. Exhibit A Loan Documents.**
14. Policy Review and Adoption:
  - A. Library Programs Policy
  - B. Makerspace Policy
  - C. Teens Room Policy
  - D. Children's Room Policy
15. Presentation on Library Website, Ivan Silva, Technology and Learning Initiatives Librarian

**COMMUNICATIONS & ANNOUNCEMENTS**

16. Schedule of 2022/2023 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. 283-2022

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 JULY 13, 2022 – AUGUST 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) August 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 4<sup>th</sup> day of August, 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 4th day of August, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

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Kenneth Weil, Library Agency Chair

ATTEST:

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Kristin Johnson, Clerk



**DATE:** August 4, 2022

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Library Director's Report

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### **Library Usage and Programs**

The summer reading program is drawing to a close this month. Aside from twice-weekly storytimes, families got one-on-one with creepy crawlers during the Insect Discovery Lab and were awed by Magician Perry Yan. Tweens and teens also had fun with henna art and participating in the Reading Buddies program. People of all ages continue enjoying chess club on Wednesday evenings. The Phones and Tablets Basic Skills assisted 15-20 individuals weekly and has had high praise and positive feedback from participants. A limited number of programs will be held from now until the library's Grand Opening to allow staff time to complete high-priority tasks.

#### *Usage at a Glance January 2022 to July 2022*

27,635 Visits	25,150 Materials Borrowed	541 Computer Sessions	5,089 Q&A
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### **Expansion**

Several activities are taking place as the expansion nears completion. Staff are processing new materials, weeding dated items, and finalizing the collection layout. The Cornerbooks team is sorting used materials for sale, developing operating procedures, and recruiting volunteers. Staff are packing in preparation for the move into permanent work areas. Once the Nave and offices are furnished, staff will begin moving the collection onto shelves, relocate from their temporary workstations, and help set up the various labs for occupation. All staff will support these final, critical last steps, and we anticipate some disruption to library service, including limited browsing and some library closure or reduced business hours.

There are several technology-related projects ongoing with the expansion as well. Staff are busy purchasing necessary hardware to equip the Founder's Room, the digital lab, the Makerspace, Teen Room, and new staff workstations. We will utilize an internal, cloud-based application to manage digital signage across the library, room reservations, program registration and attendance, and our self-serve kiosks. This platform will allow for an improved customer experience and increase staff efficiencies across departments.

The Library entered into a service agreement with EV Connect to provide EV charging stations as a public service. The service agreement is for three years of a cloud subscription to manage the stations and maintenance. EV Connect proved to be the best-priced vendor with the most flexibility in terms of contract length and owner administration of the units. The Library will host a total of three EV charging stations; a dual unit in the general parking area and a single unit in a dedicated handicap-accessible parking space. Staff are drafting operating policies and procedures that outline operation hours, usage costs, and safety.

### **Outreach and Community Connections**

Publicity and marketing activities are increasing as we near the Grand Opening celebration. Our Library Art Committee (LAC) has done extensive work to prepare for our first exhibit, [Renewal](#). In the coming weeks, you'll note feature articles in the Marin Magazine, Belvedere Tiburon 94920, and The Ark. You may also come across print and digital advertisements, posters, and flyers for the Grand Opening.

### **Personnel**

We completed an initial round of recruitment to fill our Adult Services Librarian and Community Engagement Librarian positions. We had eight applicants for Adult Services and five for Community Engagement. We are conducting a first review of the applications and then will schedule interviews with those who meet the requirements. Both positions are open until filled. Our next round of recruitment will begin shortly to fill several part-time positions, including a custodian and assistants for Teens, Circulation, Makerspace, and Children's.

### **Administration**

I am drafting an annual service plan outlining the library's various major activities, initiatives, or services for the year. It is helpful for decision-making, internal planning, and external communications about library priorities. In the future, the annual plan will be developed in conjunction with the budget. Staff will continue meeting monthly for an all-staff meeting, likely occurring in the morning before we open to the public. Staff will participate in a series of online training in preparation for a full reopening on topics including dealing with pandemic-fatigued customers and de-escalation strategies.

There are a few small grant opportunities we are pursuing. We submitted an application to the State Library to begin offering Zip Books. The Zip Books program provides library users with

speedy access to books that are not available at their local libraries. A patron simply requests the item, the library purchases it from Amazon, and the book is shipped directly to the patron's home. When finished, the patron returns it to the library, and the library adds it to the collection. We applied for a nominal amount and, if awarded, plan to target homebound individuals. We are also submitting an application for Sustainable California Libraries, a new grant initiative from the State Library. The grant provides funding up to \$30,000 to design programming and educational opportunities focused on sustainability and climate resilience and will help launch our Green Team efforts. We also plan to submit a Community Grant application to the Tiburon Peninsula Foundation to fund teen programs and resources related to our sustainability initiative.

**State Library and other Regional Updates**

The State Library's Parks Pass has proven very popular, and demand has grown. The State Library secured additional funding to expand the program and we anticipate receiving additional Parks Passes in the coming months. Additional funding may be available to supplement the initiative with programming and other resources. We currently have three passes and they are always checked out.





July 31, 2022

To: Jeff Slavitz, Chair, Library Agency Trustees and Crystal Duran,  
Library Director  
From: Glenn Isaacson, Project Manager  
Subject: Expansion Project Activity Report No. 29

**Activities Accomplished:**

**At the exterior:**

Site work has advanced on both the Tiburon Blvd. frontage and the Zelinsky Park areas. The sidewalk and handicap drop off along Tiburon Blvd. are complete and open to the public.

Grading is complete and formwork for the concrete walkways is mostly in place. Once poured the unit paver blocks will be installed.

Electric cables to the exterior lighting are being installed.

Retention basins are filled with soil and piping is connected.

EV charging station equipment has been ordered.

Outdoor patio furniture has been ordered.

**At the interior:**

Painting is complete.

Wood wainscot and trim are installed.

HVAC is complete and being tested.

Electrical fixtures and switches are installed in most rooms.

Surplus materials are being removed to clear for installation of floor coverings.

Sinks in the Staff lunch room, Teen pantry and Teen Arts and Crafts spaces are connected.

Casework is installed.

Furniture for all spaces has been ordered.

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

All exterior concrete site work will be completed.

Paving blocks will be partially installed.

The irrigation system will be installed.

The temporary wall separating Phase One from Phase Two construction will be removed.

Floor coverings will be installed.

Remaining data and power connections will be made.

Remaining light fixtures will be installed.

Book shelving in Phase Two will commence re-assembly.

Window treatments will be installed in Phase Two areas.

Appliances will be installed in Staff Lunch Room.

**Longer term activities include:**

Completion of all interior work by the end of August.

Completion of all exterior work including landscaping by mid-September.

**Overview:**

The amended Project Budget of \$18,310,000 is holding.

The substantial completion date for the interior is mid-August and for the exterior mid-September.

END.

**Belvedere Tiburon Library Agency**  
**Statement of Operating Revenues**  
**Preliminary Cash Basis Year Ending June 30, 2022**

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>						
Basic Library Tax	\$ 2,159,580	\$ 2,166,745	100.3%	\$ 2,067,703	\$ 2,008,508	97.1%
Parcel Tax	275,000	273,266	99.4%	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	34,475	54.9%
Desk Revenue Sales & Fines	7,000	291	4.2%	6,929	-	0.0%
Misc. Other Revenue	2,930	156	5.3%	2,931	4	0.1%
Interest Income	19,966	7,165	35.9%	31,329	18,994	60.6%
<b>TOTAL GENERAL FUND</b>	<b>\$ 3,047,476</b>	<b>\$ 3,011,870</b>	<b>98.8%</b>	<b>\$ 2,846,712</b>	<b>\$ 2,830,159</b>	<b>99.4%</b>
<b>ORIGINAL CFD BOND DEBT SERVICE</b>						
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%
<b>TOTAL CFD DEBT SERVICE</b>	<b>\$ (130,050)</b>	<b>\$ (124,865)</b>	<b>96.0%</b>	<b>\$ (130,000)</b>	<b>\$ (126,743)</b>	<b>97.5%</b>
<b>TOTAL REVENUE AFTER DEBT SERVICE</b>	<b>\$ 2,917,426</b>	<b>\$ 2,887,005</b>	<b>99.0%</b>	<b>\$ 2,716,712</b>	<b>\$ 2,703,416</b>	<b>99.5%</b>

<b>Percent of Year Complete</b>	<b>100.0%</b>
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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 Operating Expenditures, Reserve, and Expansion Activity**  
**Preliminary Cash Basis Year Ending June 30, 2022**

	FY 2021-22			FY 2020-21		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>						
Personnel (4)	\$ 2,065,293	\$ 2,135,028	103.4%	\$ 1,964,336	\$ 1,917,647	97.6%
Circulation Materials & Data (5)	284,510	267,187	93.9%	289,670	258,729	89.3%
Technology Services (6)	120,300	107,937	89.7%	111,300	103,954	93.4%
Program Services & Supplies (7)	112,000	65,021	58.1%	105,500	56,032	53.1%
Building Expenses (8)	254,205	260,837	102.6%	158,909	134,780	84.8%
Agency Administration	63,120	52,284	82.8%	61,420	49,858	81.2%
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,899,428</b>	<b>\$ 2,888,294</b>	<b>99.6%</b>	<b>\$ 2,691,135</b>	<b>\$ 2,521,000</b>	<b>93.7%</b>
<b>NET OPERATING REVENUE</b>	<b>\$ 17,998</b>	<b>\$ (1,289)</b>		<b>\$ 25,577</b>	<b>\$ 182,416</b>	
<b>ADDITIONS &amp; IMPROVEMENTS</b>						
Technology & Equipment	8,000	-	0.0%	8,000	-	0.0%
Building Furniture & Fixtures	10,000	-	0.0%	20,000	-	0.0%
<b>TOTAL ADDITIONS &amp; IMPROVE</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NON-OPERATING EXPENSES</b>						
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%
<b>TOTAL NON-OPERATING EXP</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>EXPANSION ACTIVITY</b>						
Expansion Grants & Contributions	3,054,161	3,125,000	102.3%	13,000,000	6,665,000	51.3%
Expansion Reserve from Operations	1,000,000	1,000,000	100.0%	-	-	0.0%
Expansion Line of Credit Inflow	-	1,000,000				
Total Expansion Inflows	4,054,161	5,125,000	126.4%	13,000,000	6,665,000	51.3%
Less: Expansion Expenditures	4,054,161	4,723,850	116.5%	13,000,000	6,681,034	51.4%
<b>NET EXPANSION ACTIVITY (9)</b>	<b>\$ -</b>	<b>\$ 401,150</b>		<b>\$ -</b>	<b>\$ (16,034)</b>	

<b>Percent of Year Complete</b>	<b>100.0%</b>
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- |                                  |                                                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (4) Personnel                    | CalPERS Unfunded Accrued Liability Payment is made in July                                                                                                                                           |
| (5) Circulation Materials & Data | Most of the Digital Resource and Platform Support Subscriptions are paid in July<br>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<br>Includes Children's and Teen Programs                                                                                      |
| (8) Building Expenses            | Building and Liability insurance is paid in July<br>Includes Storage costs during Expansion                                                                                                          |
| (9) Expansion Activity           | Expansion Funding by the Foundation or Line of Credit is requested in round numbers, and based on the previous year's expansion account balance, thus the difference between income and expenditures |

**Belvedere Tiburon Library Agency**  
**Preliminary Operating Income Statement**  
**Budget to Actual**  
**Fiscal Year Ended June 30, 2022**

		<b>ANNUAL BUDGET</b>	<b>YEAR TO DATE</b>	<b>% OF BUDGET</b>	<b>BUDGET REMAINING</b>
<b>GENERAL FUND REVENUE</b>					
<b>Revenue</b>					
Basic Library Tax		\$ 2,159,580	\$ 2,166,745	100.33%	\$ (7,165)
Parcel Tax		275,000	273,266	99.36%	1,734
ERAF		523,000	564,247	107.88%	(41,247)
BTLF Grants		60,000	0	0.00%	60,000
Book Fines and Reserves		2,000	220	11.00%	1,780
Book Sales		5,000	71	1.41%	4,929
Reference Desk Income		2,000	110	5.49%	1,890
Copier Fees		900	40	4.44%	860
E-Scrip Revenue		30	6	21.63%	24
Interest Income		19,966	7,165	35.88%	12,801
<b>Total Revenue</b>		<b>\$ 3,047,476</b>	<b>\$ 3,011,870</b>	<b>98.83%</b>	<b>\$ 35,606</b>
<b>Debt Service</b>					
Bond Debt Service - Interest		(32,550)	(32,550)	100.00%	0
Bond Debt Service -		(85,000)	(85,000)	100.00%	0
Bond Fiscal Agent Fees		(12,500)	(7,315)	58.52%	(5,185)
<b>Total Debt Service</b>		<b>\$ (130,050)</b>	<b>\$ (124,865)</b>	<b>96.01%</b>	<b>\$ (5,185)</b>
<b>Total GEN FUND REV AFTER</b>		<b>\$ 2,917,426</b>	<b>\$ 2,887,005</b>	<b>98.96%</b>	<b>\$ 30,422</b>
<b>GENERAL FUND EXPENDITURES</b>					
<b>Personnel</b>					
Salaries & Wages		1,431,595	1,588,725	110.97%	(157,130)
Medical Reimbursement		29,287	24,956	85.21%	4,331
Part Time Salaries & Wages		96,217	50,758	52.75%	45,459
PERS Retirement Benefits		237,742	227,039	95.49%	10,703
PERS Insurance Benefits		203,795	193,329	94.86%	10,466
Workers Comp Insurance		6,838	0	0.00%	6,838
Employment Practices Insurance		5,400	0	0.00%	5,400
Payroll Tax Expense		28,119	27,202	96.73%	917
Unemployment		4,500	818	18.17%	3,682
Professional Development		2,800	1,704	60.85%	1,096
Staffing Recruitment		19,000	20,497	107.87%	(1,497)
<b>Total Personnel</b>		<b>\$ 2,065,293</b>	<b>\$ 2,135,028</b>	<b>103.38%</b>	<b>\$ (69,735)</b>

**Belvedere Tiburon Library Agency**  
**Preliminary Operating Income Statement**  
**Budget to Actual**  
**Fiscal Year Ended June 30, 2022**

		<b>ANNUAL BUDGET</b>	<b>YEAR TO DATE</b>	<b>% OF BUDGET</b>	<b>BUDGET REMAINING</b>
<b>Circulation Materials &amp; Data</b>					
Books and other Materials		120,000	116,338	96.94%	3,662
Vendor Processing Costs		7,000	7,563	108.04%	(563)
Supplies for Processing		3,000	4,769	158.97%	(1,769)
Digital Resources & Content		57,000	53,519	93.89%	3,481
MARINet		97,510	84,998	87.16%	12,512
<b>Total Circulation Materials &amp;</b>		<b>\$ 284,510</b>	<b>\$ 267,187</b>	<b>93.91%</b>	<b>\$ 17,324</b>
<b>Technology Services</b>					
Online Services		10,000	10,278	102.78%	(278)
Equipment Repair and Maint.		5,000	695	13.90%	4,305
Computers & Peripherals		27,500	6,743	24.51%	20,757
Technical Support		25,000	59,823	239.29%	(34,823)
Telecommunications		2,000	0	0.00%	2,000
IT Infrastructure		17,000	15,314	90.08%	1,686
Website Maintenance	8071	20,000	14,530	72.64%	5,470
Robotics		9,000	553	6.14%	8,447
Technology Training		4,800	0	0.00%	4,800
<b>Total Technology Services</b>		<b>\$ 120,300</b>	<b>\$ 107,937</b>	<b>89.72%</b>	<b>\$ 12,363</b>
<b>Program Services &amp; Supplies</b>					
Copier Expense		18,000	14,783	82.12%	3,217
Postage Freight		7,000	5,854	83.62%	1,146
Public Relations		23,500	7,233	30.78%	16,267
Office Supplies		10,000	11,189	111.89%	(1,189)
Library Services Materials		7,000	1,121	16.02%	5,879
Children's Program Supplies		16,000	7,612	47.57%	8,388
Young Adult Programs		7,000	4,249	60.69%	2,751
Telephone		12,500	12,978	103.82%	(478)
A/V Equipment & Peripherals		11,000	0	0.00%	11,000
<b>Total Program Services &amp;</b>		<b>\$ 112,000</b>	<b>\$ 65,021</b>	<b>58.05%</b>	<b>\$ 46,979</b>

**Belvedere Tiburon Library Agency**  
**Preliminary Operating Income Statement**  
**Budget to Actual**  
**Fiscal Year Ended June 30, 2022**

		<b>ANNUAL BUDGET</b>	<b>YEAR TO DATE</b>	<b>% OF BUDGET</b>	<b>BUDGET REMAINING</b>
<b>Building Expenses</b>					
Building & Contents		95,980	69,869	72.79%	26,110
Building Maintenance		16,500	108,792	659.34%	(92,292)
Grounds Maintenance		15,000	7,275	48.50%	7,725
Janitorial Expense		54,200	42,507	78.42%	11,693
Custodial Supplies		7,865	2,488	31.62%	5,377
Trash		4,027	3,227	80.12%	800
Electricity & Gas		33,633	3,985	11.84%	29,648
Parking		10,000	10,320	103.20%	(320)
Maintenance Contracts		8,000	3,803	47.54%	4,197
Water		9,000	5,198	57.75%	3,802
Small Furniture & Fixtures		0	3,373	0.00%	(3,373)
<b>Total Building Expenses</b>		<b>\$ 254,204</b>	<b>\$ 260,837</b>	<b>102.61%</b>	<b>\$ (6,632)</b>
<b>Agency Administration</b>					
Bank Charges		1,000	143	14.29%	857
Credit Card Fees		2,000	963	48.14%	1,037
Cash (over/under)		120	0	0.00%	120
Accounting		10,300	9,137	88.70%	1,163
Auditing		29,700	24,640	82.96%	5,060
Legal Services		15,000	15,594	103.96%	(594)
Office Expenses		5,000	1,807	36.13%	3,193
<b>Total Agency Administration</b>		<b>\$ 63,120</b>	<b>\$ 52,284</b>	<b>82.83%</b>	<b>\$ 10,836</b>
<b>Total GENERAL FUND</b>		<b>\$ 2,899,427</b>	<b>\$ 2,888,292</b>	<b>99.62%</b>	<b>\$ 11,135</b>
<b>NET OPERATING REVENUE</b>		<b>\$ 17,999</b>	<b>\$ (1,288)</b>		

**Belvedere Tiburon Library Agency**  
**Statement of Changes in Cash**  
**Fiscal Year ended June 30, 2022**

<b>Beginning CASH at Fiscal Year End June 30, 2021</b>	<b>\$ 4,992,698</b>
<b><u>OPERATING ACTIVITY</u></b>	
Operating Revenue	3,011,870
Debt Service	(124,865)
Operating Expenses	(2,888,292)
<b>Net Operating Income/(Loss)</b>	<b>(1,287)</b>
<b><u>RESERVE ACTIVITY</u></b>	
Library Expansion Reserve Funds Transferred to Project	(1,000,000)
Expansion LOC Interest Paid by Operations	(750)
<b>Total Reserve Activity</b>	<b>(1,000,750)</b>
<b><u>EXPANSION ACTIVITY</u></b>	
Expansion Grants and Contributions Received	3,125,000
Library Expansion Reserve Funds Transferred to Project	1,000,000
Expansion LOC Borrowing	1,000,000
<b>Total Expansion Funding</b>	<b>5,125,000</b>
Expansion Expenditures	(4,723,850)
<b>Net Expansion Activity</b>	<b>401,150</b>
<b><u>BALANCE SHEET ACTIVITY</u></b>	
Cash Register Deposit In transit	(444)
Cash Received on Prior Year Receivables	182,757
Cash Paid Out on Prior Year Payables	(29,212)
<b>Net Balance Sheet Activity</b>	<b>153,101</b>
<b><u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u></b>	
Designated Fund Inflows	6,944
Designated Fund Outflows	(32,851)
<b>Net Designated Fund Activity</b>	<b>(25,907)</b>
Rounding	\$ 3
<b>Ending CASH at June 30, 2022</b>	<b>\$ 4,519,008</b>
<b><u>CASH BALANCE DETAIL</u></b>	
Building Reserve	\$ 316,794
Insurance Reserve	\$ 250,000
Expansion Reserve (\$1,000,000 transferred to project)	\$ -
Expansion Checking Balance	\$ 503,572
Fiscal Agent Account Balance	\$ 217,356
Donor/Source Designated Funds	\$ 28,462
Operating Reserve	\$ 3,202,824
<b>CASH at June 30, 2022</b>	<b>\$ 4,519,008</b>



	6/30/21	7/31/21	8/31/21	9/30/21	10/31/21	11/30/21	12/31/21	1/31/22	2/28/22	3/31/22	4/30/22	5/31/22	6/30/22
<b>Total Cash</b>	<b>\$4,992,698</b>	<b>\$4,622,039</b>	<b>\$4,576,311</b>	<b>\$4,206,184</b>	<b>\$4,186,648</b>	<b>\$3,994,969</b>	<b>\$2,835,630</b>	<b>\$3,789,450</b>	<b>\$3,613,858</b>	<b>\$3,504,495</b>	<b>\$3,171,737</b>	<b>\$4,111,245</b>	<b>\$4,519,008</b>
<b>Restricted Reserves:</b>													
Building reserve	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)
Insurance reserve	(250,000)	(274,540)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Expansion Reserve	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(200,000)	0	0	0	0	0	0
<b>Total Reserves:</b>	<b>(1,566,794)</b>	<b>(1,591,334)</b>	<b>(1,566,794)</b>	<b>(1,566,794)</b>	<b>(1,566,794)</b>	<b>(1,566,794)</b>	<b>(766,794)</b>	<b>(566,794)</b>	<b>(566,794)</b>	<b>(566,794)</b>	<b>(566,794)</b>	<b>(566,794)</b>	<b>(566,794)</b>
<b>Less Restricted Funds:</b>													
<b>Total Restricted Funds</b>	<b>(269,737)</b>	<b>(267,527)</b>	<b>(262,810)</b>	<b>(145,423)</b>	<b>(323,878)</b>	<b>(301,087)</b>	<b>(219,520)</b>	<b>(375,293)</b>	<b>(273,937)</b>	<b>(371,538)</b>	<b>(242,228)</b>	<b>(233,550)</b>	<b>(749,390)</b>
<b>Cash Operating Reserve</b>	<b>\$3,156,167</b>	<b>\$2,763,178</b>	<b>\$2,746,707</b>	<b>\$2,493,967</b>	<b>\$2,295,976</b>	<b>\$2,127,088</b>	<b>\$1,849,316</b>	<b>\$2,847,363</b>	<b>\$2,773,127</b>	<b>\$2,566,163</b>	<b>\$2,362,715</b>	<b>\$3,310,901</b>	<b>\$3,202,824</b>
<b>10-Year Cash Operating Reserve Historical Summary in 000's</b>													
Fiscal Year	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2011-12	\$1,884	\$1,850	\$1,711	\$1,625	\$1,424	\$1,188	\$1,589	\$1,652	\$1,489	\$1,346	\$1,338	\$1,646	\$1,884
2012-13	\$1,877	\$1,800	\$1,519	\$1,584	\$1,384	\$1,229	\$1,682	\$1,721	\$1,705	\$1,542	\$1,907	\$1,996	\$1,877
2013-14	\$1,884	\$1,848	\$1,633	\$1,415	\$1,316	\$1,192	\$1,766	\$1,808	\$1,646	\$1,567	\$1,917	\$2,012	\$1,884
2014-15	\$2,143	\$1,903	\$1,661	\$1,452	\$1,288	\$1,113	\$1,756	\$1,891	\$1,754	\$1,596	\$2,167	\$2,236	\$2,143
2015-16	\$2,143	\$1,899	\$1,710	\$1,536	\$1,366	\$1,205	\$1,885	\$2,062	\$1,907	\$1,734	\$2,193	\$2,291	\$2,143
2016-17	\$2,465	\$1,856	\$1,774	\$1,591	\$1,442	\$1,276	\$2,079	\$2,199	\$2,070	\$1,909	\$2,444	\$2,614	\$2,465
2017-18	\$2,482	\$1,946	\$1,812	\$1,637	\$1,426	\$1,252	\$1,788	\$2,098	\$2,035	\$1,881	\$2,497	\$2,472	\$2,482
2018-19	\$2,766	\$2,202	\$2,146	\$1,948	\$1,710	\$1,603	\$2,515	\$2,474	\$2,195	\$2,224	\$2,973	\$2,965	\$2,766
2019-20	\$3,167	\$2,511	\$2,315	\$2,139	\$1,949	\$1,785	\$2,050	\$2,939	\$2,761	\$2,584	\$2,431	\$3,188	\$3,167
2020-21	#REF!	\$2,684	\$2,426	\$2,259	\$2,066	\$1,847	\$2,807	\$2,935	\$2,760	\$2,564	\$2,359	\$3,177	\$3,156
2021-22		\$2,763	\$2,747	\$2,494	\$2,296	\$2,127	\$1,849	\$2,847	\$2,773	\$2,566	\$2,363	\$3,311	\$3,203

## DRAFT FOR AGENCY REVIEW

**REGULAR Meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
June 20, 2022**

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

**Members Absent:** None

**Also Present:** Crystal Duran, Glenn Isaacson, Nancy Kemnitzer, Suzannah Scully, Joey Della Santina, 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. 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 made by Trustee Cromwell, seconded by Trustee Johnson.**

**Roll Call Vote:**

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

**Absent:** None

**Noes:** None

**Motion Passed.**

**2. Chair's Report**

There was no report from the Chair.

**3. Library Director's Report**

Director Duran reported that Library Programs are increasing in number month-by-month. Summer reading programs were launched last week, and a Saturday Insect Discovery Program attracted 24 children and 18 adults.

Several Library Staff hosted a table at the Tiburon Juneteenth Celebration, with balloons and a spinning wheel prize for kids. Staff issued 9 Library Cards to first-time holders.

An in-person Library Staff meeting was held earlier this month, for the first time since the pandemic began. . A Library Green Team has been formed, led by the Teen and Technology and Learning Librarians. The goal of the Green Team is to make the Library more sustainable in positive ways, and to provide community education and leadership in this area. Areas which will be addressed include composting, recycling, conscious purchasing, and minimizing paper waste. The EV charging stations in the Library parking lot will also provide a “green” service to the public. Staff hope that the Library will reconsider Solar Power in the future, also. The Team intends to develop policies and both short and long term goals which will be presented to the Agency for adoption and/or feedback. The Team is researching other local action plans, and meeting with like-minded Agencies, NGO’s, and other groups.

Statewide, for the State Fiscal Year 2022-2023 Budget, \$250,000,000 is allocated to the State Library for infrastructure grants. Director Duran has applied for a grant for the Library, and the outcome of this application will be known later in the summer.

Also slated for approval within the State Budget Process is an increase in the Library/Parks Program. This stems from a program that was sponsored by California First Partner Jennifer Newsom in partnership with CA State Parks. This gives Libraries across the state free passes which Library users can check out for a week. The Project is being increased by \$13,500,000 to expand the availability of park passes at Libraries, and to potentially include related Library Programs.

Another project spearheaded by First Partner Jennifer Newsom is the Summer Book Club. Newsom acts as reading host, and curates a book list for libraries to distribute. The book list focuses on stories with people from diverse backgrounds and unique experiences. This provides a way to diversify the Library’s collection.

Trustee Richards suggested more publicity in the Ark on the parks passes, and the rich multitude of MARINet services that Library users can access, possibly highlighting a service each week, making the Ark space more interesting and educational. Director Duran said that the addition of new program staff and the subsequent development of a marketing plan will include these types of ideas in the Library’s outreach plan going forward.

#### **4. Expansion Update**

Project Manager Glenn Isaacson reported that there has been good progress on the Project in the last month, both inside and outside the Library building.

Painting and carpeting will be key indicators of the next steps. Painting will be completed within the coming week. This is a big step, indicating that the drywall is complete and finishes are in process. Carpeting is scheduled for mid-July, and the completion of carpet installation will trigger the re-assembly of book shelves and the return of stored furniture to the space.

The HVAC work is about 85% complete and soon to be finished.

Cabinet work started last week in the Staff Kitchen, the Teen, Kitchen, and the Arts & Crafts space.

Restrooms are now mostly finished, with wash basins and sink tops installed, along with drinking fountains in the foyer between restrooms.

Exterior work has focused on the Tiburon Boulevard (south) side of the building. Form work has been completed and is ready for concrete pouring. Concrete was poured last week in the Fifth (final) retention basin. Curbs and gutters, which will define spaces, are now being poured. After curbs and gutters are completed, paving block placement and landscaping will commence.

With respect to the interior work, the project is still on plan for completion in August. The exterior work is less predictable. There have been several surprises in the site work, including streetlight wiring that was too close to the surface, and had to be relocated at an appropriate depth. There could be other surprises as digging the landscape continues.

The five Retention Basins will be filled with layers of rock, lightweight dirt, water, and drought tolerant plants. The purpose of the Basins is to filter storm water from the ground surface and/or the roof and to slow down the flow (in the case of a large storm) so that the storm drain system is not overwhelmed. Four of the basins drain the parking lot and the land, and the fifth basin drains the roof/gutter system.

## **5. Belvedere Tiburon Library Foundation Report**

Foundation President Suzannah Scully reported that May fundraising efforts brought in \$23,500 for the Capital Campaign.

The Grand Opening Committee is busy planning and preparing for the September 16-17 events: A Friday night Donor event from 6-8pm and a Saturday Community Event from 10:30am until 2 or 3pm. The Saturday event will include a ribbon cutting ceremony and great family fun activities.

Foundation Staff are soliciting additional donations and name confirmations for finalizing the Donor Wall. The deadline for \$2,000 and over donors to give and/or assure the correct presentation of their names will be September 30.

Trustee Richards asked who would be invited to the Friday night (September 16) event. President Scully said that the event will be for Donors who have given \$2,000 and above. The Art Gallery will be open for viewing of the Art Committee's Renewal Art Exhibit, and wine and appetizers will be served. An Art Opening on the following Thursday (September 22) will showcase the Gallery and Exhibit for the General Public.

## **6. Agency Financial Statements, May, 2022**

Clerk Johnson reported that with 92% of the year passed, revenue is at 95% of Budget, with a projection for finishing the year at 99% of Budget. Expenses, at 92% of Budget, are on par, with a prediction of finishing the year on Budget.

Chair Slavitz asked whether ERAF revenue would continue in the future. Director Duran said that there will be continued pressure and attempts to change the ERAF formula and how the formula is used, considering that other poorer counties do not get the ERAF refund. It is a significant part of our budget and should be an ongoing concern.

Trustee Richards asked where the Foundation contributions to the Expansion are presented on the budget, and emphasized that the Foundation should be recognized for its substantial fundraising for the Project.

Clerk Johnson said that the Expansion Grants are reported below the Operating Line in the Budget in a special Expansion section, and in the Quarterly Treasurer's Reports, and the annual Audit. Director Duran added that a place holder for Foundation Operational Grants of \$125,000 has been added to the Fiscal Year 2022-2023 budget.

Trustee Weil added that the Library's Public Relations efforts outside the budget should also acknowledge the Foundation's contributions.

Chair Slavitz suggested that the Operations and Expansion should continue to be reported separately.

## **7. Treasurer's Report on Expansion Line of Credit**

Treasurer Slavitz reported that there is significant advancement in finalizing the Line of Credit terms with Mechanics Bank. Previously, the agreement had specified borrowing of \$4,000,000, which would be reduced dollar for dollar by Foundation fundraising over a certain amount, but didn't take into account that the Foundation would have its own fundraising expenses, nor that the Project might go over budget.

Given the formula previously established, Mechanics officials had reduced the proposed loan allowance to \$1,500,000. After negotiations with and project status reporting to the bank, Mechanics officials agreed to eliminate the complicated formula and offer the Library \$3,000,000 in borrowing, provided the money is withdrawn by August 7, 2022, and that the interest rate on the borrowing be increased from 4.5% to 5%. Prepayment of the loan is allowed with no penalty. The Library plan is to borrow the full amount, creating maximum flexibility for the completion of the project. Final loan documents will be available for review at the next BTLA meeting.

## **8. Committee Reports**

There were no committee reports.

## CONSENT CALENDAR

**9/10.** Clerk Johnson noted that Jeff Foran had not been in attendance at the May 16 meeting, and that she would remove this from the minutes.

**Motion to approve the Minutes of May 16, 2022, with the above change, and the Warrants dated month of May, 2022, made by Trustee Cromwell, seconded by Trustee Weil.**

**Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

## 11. Advocacy Letters

Several letters were presented in the packet, 3 regarding a request for appropriation from the State Budget, and one addressing possible changes in ERAF legislation. There was no discussion.

## TRUSTEE CONSIDERATIONS:

### 12. Approval of EV Charging Station Service

Project Manager Glenn Isaacson said that the original EV charging plan included 5 charging stations, with Library control of one charging station adjacent to the accessible parking and the additional 4 charging stations dedicated for Town of Tiburon vehicles only. The Town no longer wishes to use the dedicated spaces, and would like them to be open to the public. This is not a simple change. Once the charging stations are open to public, the Library will need a management system to take payment, whether by credit or network membership, and to control rates and hours of service.

The Project Management team is interviewing 2 leading providers, Blink and Charge Point to determine the provision and cost of each.

Both providers are approved by Marin Clean Energy. Charge Point has more stations in the Bay Area and Marin County. Blink is about \$10,000 less costly. The two companies do differ as to how they charge for the service. Both are transaction based and take a percentage of each transaction as part of their compensation. They both require annual maintenance contracts to keep the stations up and running.

The Team is still working with an electrical engineer to determine if the two companies offer equivalent charging stations. The City of Belvedere uses Charge Point, and the Team will be checking with them regarding their satisfaction.

The costs involved can be separated into the hard equipment cost (to be funded by a Marin Clean Energy rebate of \$20,000) and the annual operating costs including maintenance and transaction fees (Operating Costs for the Library). The Team will be requesting approval

from the Library Director and/or the Agency, depending on cost, to enter into an agreement with the chosen provider after analysis by the Building Committee.

Chair Slavitz asked whether the net cost would be zero after a Marin Clean Energy rebate of \$20,000. Project Manager Isaacson said that the \$20,000 would cover equipment, and that both companies do offer a calculation application for estimating earnings based on estimated usage. The usage is not expected to be high, given local experience: about 15-25%. Electricity costs plus a bit more are generally recovered, but not enough more to make a big difference in transaction, maintenance, and power costs.

Trustee Richards asked whether there would be flexibility regarding the placement of chargers, whether one was required to be accessible, and whether regular parking spots would be sacrificed for the 4 additional charging stations. Project Manager Isaacson said that the conduits for all of the stations are already in place. One accessible spot is required.

Trustee Amir asked if the Town of Tiburon was obligated to pay for the 4 spots that the Library will be offering to the public, and whether 5 spots are needed, based on demand. Project Manager Isaacson said that the stations themselves were part of the Project Budget, and the hardware was not scheduled to be financed by the Town. The trend is for more demand for these type of stations by the public. Whether the Library should provide them would be a policy decision. The infrastructure is in place.

Director Duran added that the Town's local plan for reducing emissions outlines public charging stations, and the stations at the Library would help the Town meet the demand for service points. This infrastructure is needed. Trustee Amir asked why the Town would not be performing the due diligence, funding, and managing the stations if this was part of the Town plan. Trustee Drew concurred with the question. Trustee Johnson said that the Town plan was for employees.

Trustee Johnson asked about the charging speed. Project Manager Isaacson said that there would be a choice of speeds ranging from 40 to 80 amps. Some older vehicles require no more than 40 amps. The purchase is planned at 40 amps, but could be updated later. Trustee Richards said that a cost/benefit analysis of the choice would be appropriate. Project Manager Isaacson affirmed.

Trustee Drew asked why the operation of the 4 additional public stations couldn't be managed by the Town. Project Manager Isaacson said that, since the stations' electricity is on the Library's meter, it would be better if management and control remain with the Library.

Trustees Drew and Amir reiterated their opinions that the charging stations seem to be beyond the scope of what the Library should provide, and that the Town should be responsible for public space.

Director Duran said that the stations could be a service opportunity for charging station customers to use the Library while they are waiting. Trustee Weil added that this installation (as would have been intended for Solar) will be an opportunity to show the Library's commitment and contribution to environmental concerns.

Project Manager Isaacson reiterated that Marin Clean Energy has committed to a rebate of \$20,000, which will cover the equipment cost.



Director Duran added that the potential revenue may cover the service cost, and that at least a break-even is anticipated. The first year will provide a baseline. One of the points to consider would be the term of service contract, so that it can be changed if it is not lucrative.

Director Duran went on to say that other libraries are already providing charging stations as a public service, and libraries across the state are very interested in this. The State Library will be focusing on sustainability, also. The current goal is cost-neutral, while there could be a great benefit in the future.

Chair Slavitz asked whether all 5 stations have to be installed initially. Project Manager Isaacson said that installation is covered in the base contract with Alten Construction, so it would be more advantageous to complete the installation now.

Director Duran added that, if the operational service contract is over \$30,000 (the Director's authorization limit), it would return to the Agency for approval. In addition, any agreement over that amount would be reviewed by legal counsel.

Chair Slavitz called for a motion to approve the installation of the equipment for 5 charging stations.

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

**Roll Call Vote:**

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

**Absent: None**

**Noes: Lawrence Drew**

**Motion Passed.**

### **13. Presentation on MARINet**

Director Duran introduced Assistant Director Joey Della Santina to discuss the Library's MARINet subscription and what it provides to Library users. The cost of the subscription is about \$100,000 per year.

Assistant Director Della Santina explained that MARINet is a consortium of all public libraries in Marin County, in addition to the College of Marin and Dominican University libraries. MARINet was founded in the 1990's, and the Library joined in 1997.

MARINet was originally created to provide a shared electronic catalog. It has since expanded to provide delivery service, e-book and database sharing, and the infrastructure of the CENIC network, which is a very high speed and bandwidth shared internet.

Membership in MARINet provides numerous cost-saving and user advantages. Users of the Library's website see a seamless platform which doesn't differentiate which provisions are offered by MARINet versus by the individual Library. MARINet provides a huge cost savings for many library services and especially e-books.



The county collection includes close to 1,000,000 books, including nearly 500,000 titles. The Libby and Overdrive e-book collections have experienced double digit growth with about 75,000 items, selected and purchased by individual librarians throughout the County.

MARINet membership also gives access to subscriptions at an unlimited use fixed rate cost, and includes Enki, a 76,000 title collection of smaller publishers and O'Reilly, a 35,000 title collection of digital teaching books and videos. These collections are updated constantly, so digital titles are a convenient and economical advantage within the collection. Link+ membership is also included, with connection to 60 public and college libraries in California and Nevada.

Cost-saving MARINet group subscription resources also include Discover & Go, which allows online access to free or discounted museum passes for individuals and families at 70 bay area venues, The Wall Street Journal, Ancestry.com, Mango Languages, and ProQuest newsstand, which is a database of academic journals and periodicals dated back to the 1970's, items which are difficult to find on the open web.

MARINet benefits also include the staffing, support and maintenance of backend Library infrastructure, including servers, coding for the MARINet website, and the Sierra Integrated Library System, which handles all checkouts, patron records, book records, and order records, firewalls, and security.

Assistant Director Della Santina observed first hand at the College of Marin a merger into MARINet, which clearly illustrated the background work of the complicated integration required to provide Library users with a seamless online experience. College of Marin had previously paid \$30,000 per year for ILS services, and membership in MARINet now provides the College a substantial savings in that area.

MARINet also provides the ability to glean usage statistics and analytics and make comparisons to other libraries in the County. The MARINet app is also included for Library users.

The MARINet consortium includes working groups and a professional development network for Library staff, and supports the building of Library programs as a County. Belvedere Tiburon Staff Librarians involved include the Children's, Teen, Cataloging, Digital Resources, Director, and Head of Circulation. A Collection Development task group analyzes checkouts and shares ideas on how circulation can be improved, in addition to inventory, stats, and records management and development. The groups are professional and collegial, and provide a continuous and rewarding connection for Library Staff.

Belvedere Tiburon's use of MARINet is illustrated by a sample of last month's usage: During May of 2022 Belvedere Tiburon Library users checked out or viewed 2800 Overdrive items, 1200 books and audio visual items from other libraries. 600 San Francisco Chronicle pages, 90 ProQuest articles, and 25 Mango Language sessions.

Director Duran added that MARINet allows libraries in the consortium partner with other libraries to negotiate additional service contracts. Also, during Library closure for COVID and construction, patrons did not have to experience disruption to Library usage because MARINet provided access online and supported the Library Staff's ability to provide curbside service.

Trustee Richards expressed appreciation for MARINet as a Library user and asked whether the local public schools tap in to the MARINet consortium or buy their own contracts.

Assistant Director Della Santina said that the Library partners with the schools using one application, Libby, which runs the Library's e-books and audio books and has a public school facet, in which students in the system can log on to a part of Libby and use children's books. Otherwise, remote access from the schools is not necessarily part of the Library's MARINet contract.

Director Duran added that schools enter their own contracts for access with specific providers such as Overdrive. One opportunity would be signing up ALL local students to with a Public Library card, so that they can easily access materials that we provide, in addition to what their school libraries provide. The Reed School District has expressed interest in this idea.

Assistant Director Della Santina said that the Library staff inquired about connecting the schools within the Library's services by giving the providers the school IP addresses, but contracts would not allow that. Issuing Library Cards remains the best way to give the local students to access our collection. Trustee Amir added that she and her family are frequent users of Libby and MARINet.

Assistant Director Della Santina added that subscription savings through MARINet are substantial. Belvedere Tiburon was one of the first local libraries to subscribe to the Wall Street Journal online. The Library's subscription cost was \$1,200 per year and was only for in-house viewing. He presented the idea to one of the MARINet working groups, which resulted in remote access being made available through MARINet and a Library savings on that particular subscription.

Chair Slavitz asked how the Library can better inform its community about the full content of what is offered in our collection and through MARINet. Director Duran said that more promotional materials, outreach, engagement, and Public Relations materials and activities are needed, and that this will be addressed in part through the new Library position of Community Engagement Librarian. Also, Trustees can advocate to the community as users of the system. Trustee Johnson added that the weekly space in the ARK newspaper would be a great place to start.

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

Director Duran said that this version includes a slight increase in revenue. Expense-wise, the Part Time positions have been modified, adjustments made to Public Relations, and Revenue and Expense lines have been added for the EV charging stations. An infographic has been included which breaks down the budget.

Trustee Richards asked whether this budget compares to the Mill Valley Library. Director Duran said that the budget is typical regarding personnel in other stand-alone Libraries. The Mill Valley Library falls under the City of Mill Valley so the budget there may be a bit different.

**MOTION TO APPROVE made by Trustee Weil, 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.**

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

Trustees expressed appreciation for Trustee Cromwell's service to the Agency. Trustee Cromwell said he hopes that the Agency will continue to pursue renewable energy.

**MOTION TO APPROVE made by Trustee Drew, 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.**

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

**MOTION TO APPROVE 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.**

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

**MOTION TO APPROVE 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.**

**18. Meeting Dates**

The next Regular meeting is scheduled for Monday, July 18, 2022 at 6:15pm, via Zoom.

**Chair Slavitz adjourned the meeting at 7:58 pm.**

Respectfully Submitted,

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

Check Date	Check Number	Payee	Code	Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
6/10/2022	000430	Laura Callahan - Final Pay	100	2080	Suspense - for Payroll Reclass	3,117.94	3,117.94
6/10/2022	000431	Laura Callahan - Vac Payout	100	2080	Suspense - for Payroll Reclass	2,898.20	2,898.20
	000432	Missed - Used 6/30				-	-
6/15/2022	000433	Pamela Goldman	373	9855	Lost book Refund	39.99	39.99
6/15/2022	000434	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	3,053.52	3,053.52
OPERATING PRINTED CHECKS							
6/15/2022	100447	A&P Moving	100	8460	Building Maintenance	3,123.00	3,123.00
6/15/2022	100448	ACV Argo Tiburon	100	8491	Parking	2,040.00	2,040.00
6/15/2022	100449	American Express	100	7601	Books and other Materials	113.39	
		American Express	100	8071	Website Maintenance	175.00	
		American Express	100	8210	Copier Expense	124.08	
		American Express	100	8230	Office Supplies	33.02	
		American Express	100	8251	Young Adult Programs	507.56	953.05
6/15/2022	100450	Aramark	100	8492	Maintenance Contracts	277.86	277.86
6/15/2022	100451	Blackstone Publishing	100	7601	Books and other Materials	200.00	200.00
6/15/2022	100452	Brodart Co.	100	7601	Books and other Materials	404.75	
		Brodart Co.	100	7602	Vendor Processing Costs	36.08	440.83
6/15/2022	100453	VOID				-	-
6/15/2022	100454	Business Card	100	8810	Bank Charges	6.11	6.11
6/15/2022	100455	CCH Incorp.	100	7601	Books and other Materials	214.37	214.37
6/15/2022	100456	Dynamite Digital	100	8230	Office Supplies	194.60	194.60
6/15/2022	100457	EBSCO Industries	100	7606	Digital Resources & Content	1,676.00	1,676.00
6/15/2022	100458	EnvisionWare	100	8070	IT Infrastructure	666.60	666.60
6/15/2022	100459	Glaver Cifuentes	100	8450	Janitorial Expense	3,850.00	3,850.00
6/15/2022	100460	Ingram Library Services	100	7601	Books and other Materials	9,674.06	
		Ingram Library Services	100	7602	Vendor Processing Costs	658.56	10,332.62
6/15/2022	100461	Library Ideas	100	7606	Digital Resources & Content	16.00	16.00
6/15/2022	100462	Lincoln National Life Ins.	100	7110	PERS Insurance Benefits	416.88	416.88
6/15/2022	100463	Marin IT, Inc.	100	8070	IT Infrastructure	697.50	
		Marin IT, Inc.	100	8040	Technical Support	5,577.00	6,274.50
6/15/2022	100464	Mechanics Bank Card	100	7200	Professional Development	704.12	
		Mechanics Bank Card	100	7601	Books and other Materials	97.77	
		Mechanics Bank Card	100	7606	Digital Resources & Content	1,267.21	
		Mechanics Bank Card	100	8020	Online Services	14.99	
		Mechanics Bank Card	100	8035	Computers & Peripherals	2,083.42	
		Mechanics Bank Card	100	8220	Postage Freight	410.27	
		Mechanics Bank Card	100	8230	Office Supplies	459.48	
		Mechanics Bank Card	100	8250	Children's Program Supplies	357.62	
		Mechanics Bank Card	100	8251	Young Adult Programs	645.19	
		Mechanics Bank Card	100	8430	Building Maintenance	1,253.49	7,293.56
6/15/2022	100465	OCLC Inc.	100	8070	IT Infrastructure	107.26	107.26
6/15/2022	100466	Overdrive	100	7606	Digital Resources & Content	1,260.01	1,260.01
6/15/2022	100467	PG&E	100	8490	Electricity & Gas	50.88	50.88
6/15/2022	100468	Purchase Power	100	8220	Postage Freight	236.25	236.25
6/15/2022	100469	Rachel Ann Palacio	100	8250	Children's Program Supplies	175.00	
		Rachel Ann Palacio	100	8251	Young Adult Programs	175.00	350.00
6/15/2022	100470	Save Nature	100	8250	Children's Program Supplies	340.00	340.00
6/15/2022	100471	TPX Communications	100	8260	Telephone	1,154.96	1,154.96
6/15/2022	100472	Vanguard Industries	100	8240	Library Services Materials	275.30	275.30

Library OPERATING Warrants FY22 OPER 2022-6-30

## BELVEDERE TIBURON LIBRARY AGENCY

## EXPANSION WARRANTS

MONTH OF JUNE, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
6/15/2022	000342	Matthias Murer	200	9047	Furniture	13,000.00	13,000.00
6/27/2022	000343	Alten Construction - May	200	9045	Site Work	456,863.23	456,863.23
6/27/2022	000344	Alten Escrow - MAY	200	9051	Escrow	24,045.43	24,045.43
6/27/2022	000345	CMA	200	9048	Project Mgmt	455.00	455.00
6/27/2022	000347	MB Contract Furniture	200	9047	Furniture	40,034.33	40,034.33
					<b>TOTAL</b>	<b>\$ 534,397.99</b>	<b>\$ 494,363.66</b>

When determining whether to amend, an agency should carefully review its current conflict of interest code and consider the following:

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the current code was adopted?
- Have any positions been eliminated or renamed since the current code was adopted?
- Have any new positions been added since the current code was adopted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?
- If an agency answers “yes” to any of the above questions, most likely its conflict of interest code will need to be amended.



## 2022 Local Agency Biennial Notice

Name of Agency: Belvedere-Tiburon Library Agency

Mailing Address: 1501 Tiburon Boulevard

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:)

Marin County Board of Supervisors

3501 Civic Center Drive #330

San Rafael, CA 94903



RESOLUTION NO. 249-2018

RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
BELVEDERE-TIBURON LIBRARY AGENCY  
REPEALING RESOLUTION NO. 207-2014  
AND AMENDING THE LIBRARY'S CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code Sections 81000, et seq., requires every state or local government agency to adopt and promulgate a conflict of interest code; and

WHEREAS, in 2006 the Belvedere-Tiburon Library Agency adopted Resolution No. 167-2006 which incorporated by reference the Fair Political Practices Commission's ("FPPC") model Conflict of Interest Code ("Code") under Title 2, Division 6, Section 18730 of the California Code of Regulations, and approved a list of designated employees and disclosure categories; and

WHEREAS, Section 87302 of the California Government Code requires the Belvedere-Tiburon Library Agency to designate other positions within its Agency that are required to file disclosure statements; and

WHEREAS, pursuant to the 2018 Biennial Review of the Belvedere-Tiburon Library Agency's Conflict of interest Code it is appropriate to amend the Conflict of Interest Code to update its designated positions.

NOW, THEREFORE, the Belvedere-Tiburon Library Agency RESOLVES as follows:

1. Resolution No. 207-2014 is hereby repealed;
2. The FPPC's Model Conflict of Interest Code as set forth in Section 18730 and any amendments thereto duly adopted by the FPPC, shall be incorporated by reference as the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
3. Appendix A attached to this resolution, in which officers and employees are designated and disclosure categories are set forth, is hereby incorporated into the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
4. Pursuant to Section 18753(d) of the Code all individuals in positions identified as managing public investments on behalf of the Belvedere - Tiburon Library Agency shall file their statements with the Clerk of the Board of Directors of the Belvedere-Tiburon Library Agency, who shall make and retain a copy and forward the original to the FPPC, which shall be the filing officer.

5. Individuals holding designated positions shall file their statement of economic interests with the Clerk of the Board of Directors of the Belvedere-Tiburon Library Agency, who will make the statements available for public inspection and reproduction pursuant to Government Code Section 81008. The Belvedere-Tiburon Library Agency's jurisdiction is wholly within the County of Marin.

I CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere-Tiburon Library Agency, Marin County, California, at a regular meeting thereof, held on the 15<sup>th</sup> day of October, 2018.

AYES:

TRUSTEES:

NOES:

TRUSTEES:

ABSENT:

TRUSTEES:

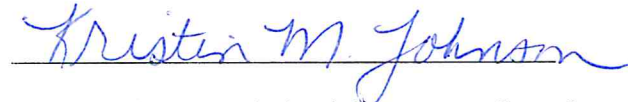
Thomas Cronwell, MD, William Smith,  
Avery Chope, Jeff Foran, Jeff Slavitz

None

Niran Amir, Tom Gram

  
Thomas Cronwell, MD, Library Agency Chair

ATTEST:



Kristin Johnson, Clerk of the Agency Board

## APPENDIX A

<u>Designated Positions</u>	<u>Disclosure Category</u>
Legal Counsel	1 and 2
Consultants*	1 and 2

DISCLOSURE CATEGORIES

Category 1: All investments and business positions in, and sources of income from, business entities (a) located within the jurisdiction of the agency, and (b) of the type which, within the past two years, have contracted with the agency to provide services, supplies, materials, machinery, or equipment.

Category 2: All interests in real property located within the jurisdiction of the agency.

\* Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Board may determine in writing that a particular consultant, although a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements as set forth above. Such written determination shall include a description of consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The Board’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the position(s) listed below manage public investments and will file a Statement of Economic Interest pursuant to Government Code Section 87200. An individual holding one of the positions listed below may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Library Director  
Trustee  
Board Member  
Treasurer





## RESOLUTION NO. 284-2022

### A RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY AMENDING RESOLUTION NOS 263-2020 AUTHORIZING EXECUTION OF LOAN DOCUMENTS AND FINALIZING AN AGREEMENT TO BORROW FUNDS FROM MECHANICS BANK TO BOTH SUPPLEMENT THE ONGOING LIBRARY FOUNDATION CAPITAL BUILDING CAMPAIGN EFFORTS AND TO ACCELERATE CONSTRUCTION OF THE LIBRARY EXPANSION PROJECT

WHEREAS, the Belvedere Tiburon Library Agency (“Agency”) plans to proceed with its approved expansion of the existing library building,

WHEREAS, in light of rapidly increasing project costs it is in the best interest of the Agency to expedite the plan approval, permit, and construction process for said expansion by pursuing a loan while capital fundraising efforts continue,

WHEREAS, the Agency has analyzed its budget capacity and the status of the Belvedere Tiburon Library Foundation’s capital campaign efforts,

WHEREAS, the Agency has consulted with several banks regarding a loan for a portion of the expansion funding,

WHEREAS, loan proceeds, will be used for the Library expansion project pending the ongoing collection of capital campaign funds by the Belvedere Tiburon Library Foundation,

WHEREAS, the Agency approved Resolution No. 236-2018, approving a loan proposal from Mechanics Bank and directing the Agency Chairman to execute the Mechanics Bank Loan Proposal,

WHEREAS, approved Resolution No. 236-2018 authorized and directed the Agency’s Executive Committee to complete negotiations with Mechanics Bank on the loan terms, to commence satisfaction of the Loan Proposal conditions, and to complete negotiation of final loan documents with Mechanics Bank, and to then return a final proposed loan agreement to the Board for approval, all of which has now occurred.

NOW, THEREFORE, the Belvedere Tiburon Library Agency does hereby resolve:

1. That the updated Mechanics Bank Loan Documents attached hereto as **Exhibit A** are hereby approved and the President of the Agency is authorized and directed to execute the Loan Documents on behalf of the Agency.

2. That the Executive Committee is authorized and directed to complete satisfaction of the Loan conditions and other requirements in order to finalize and implement the Loan.
3. That the Chair of the Board of Trustees ("Board") of the Agency, be, and is hereby, authorized and empowered to act for and on behalf of and in the name of the Agency as follows:
  - a. To borrow money for, and on behalf of, the Agency from Mechanics Bank, a California banking corporation ("Lender"), in such form and on such terms and conditions as shall be agreed upon by those authorized herein and Lender, and sign and deliver such promissory notes and other evidences of indebtedness for money borrowed or advanced as Lender shall require; Agency shall be bound to Lender by, and Lender may rely upon, any communication or act, including telephone communications, purporting to be done by the Treasurer, Vice Chair, or the Chairman of the Board of this Agency, provided that Lender believes, in good faith, that the same is done by such person.
  - b. To perform all acts and execute and deliver all documents described above and all other contracts and instruments which Lender deems necessary or convenient to accomplish the purposes of this resolution and/or to perfect or continue the rights and remedies to be given to Lender hereunder, including without limitation, any modifications, renewals and/or extensions of any of Agency's obligations to Lender, however evidenced; provided that the aggregate principal amount of all sums borrowed and credits established pursuant to this resolution shall not at any time exceed the sum of \$3,000,000, outstanding and unpaid, with an interest rate of 5% and a maturity date of February 7, 2026.
4. That the authority hereby conferred shall be deemed retroactive, and any and all acts under the authority hereby conferred is in addition to that conferred by any other resolution heretofore or hereafter delivered to Lender and shall continue in full force and effect until Lender shall have received notice in writing, certified by the Chair of this Agency, of the revocation hereof by a resolution duly adopted by the Board of this Agency. Any such revocation shall be effective only as to actions taken by this Agency subsequent to Lender's receipt of such notice.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere Tiburon Library Agency, Marin County, California, at a Special Meeting thereof, held on the 4th day of August, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

\_\_\_\_\_  
Kenneth Weil, Library Agency Chair

ATTEST:

\_\_\_\_\_  
Kristin Johnson, Clerk of the Board



\*000000001772600161028007142022\*

## CORPORATE RESOLUTION TO BORROW / GRANT COLLATERAL

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
<b>\$3,000,000.00</b>	<b>07-14-2022</b>	<b>02-07-2026</b>	<b>1772600161</b>	<b>1000</b>	<b>14726</b>	<b>2310</b>	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

**Corporation:** Belvedere Tiburon Library Agency  
1501 Tiburon Blvd.  
Tiburon, CA 94920

**Lender:** Mechanics Bank  
Commercial Lending Group  
P.O. Box 6010  
Santa Maria, CA 93456-6010

### I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT:

**THE CORPORATION'S EXISTENCE.** The complete and correct name of the Corporation is Belvedere Tiburon Library Agency ("Corporation"). The Corporation is a non-profit corporation which is, and at all times shall be, duly organized, validly existing, and in good standing under and by virtue of the laws of the State of California. The Corporation is duly authorized to transact business in all other states in which the Corporation is doing business, having obtained all necessary filings, governmental licenses and approvals for each state in which the Corporation is doing business. Specifically, the Corporation is, and at all times shall be, duly qualified as a foreign corporation in all states in which the failure to so qualify would have a material adverse effect on its business or financial condition. The Corporation has the full power and authority to own its properties and to transact the business in which it is presently engaged or presently proposes to engage. The Corporation maintains an office at 1501 Tiburon Blvd., Tiburon, CA 94920. Unless the Corporation has designated otherwise in writing, the principal office is the office at which the Corporation keeps its books and records. The Corporation will notify Lender prior to any change in the location of the Corporation's state of organization or any change in the Corporation's name. The Corporation shall do all things necessary to preserve and to keep in full force and effect its existence, rights and privileges, and shall comply with all regulations, rules, ordinances, statutes, orders and decrees of any governmental or quasi-governmental authority or court applicable to the Corporation and the Corporation's business activities.

**RESOLUTIONS ADOPTED.** At a meeting of the Directors of the Corporation, or if the Corporation is a close corporation having no Board of Directors then at a meeting of the Corporation's shareholders, duly called and held on ~~July 14, 2022~~ AUGUST 4, 2022, at which a quorum was present and voting, or by other duly authorized action in lieu of a meeting, the resolutions set forth in this Resolution were adopted.

**OFFICER.** The following named person is an officer of Belvedere Tiburon Library Agency:

<u>NAMES</u>	<u>TITLES</u>	<u>AUTHORIZED</u>	<u>ACTUAL SIGNATURES</u>
Ken Weil	Chair	Y    X	_____

**ACTIONS AUTHORIZED.** The authorized person listed above may enter into any agreements of any nature with Lender, and those agreements will bind the Corporation. Specifically, but without limitation, the authorized person is authorized, empowered, and directed to do the following for and on behalf of the Corporation:

**Borrow Money.** To borrow, as a cosigner or otherwise, from time to time from Lender, on such terms as may be agreed upon between the Corporation and Lender, such sum or sums of money as in his or her judgment should be borrowed, without limitation.

**Execute Notes.** To execute and deliver to Lender the promissory note or notes, or other evidence of the Corporation's credit accommodations, on Lender's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any of the Corporation's indebtedness to Lender, and also to execute and deliver to Lender one or more renewals, extensions, modifications, refinancings, consolidations, or substitutions for one or more of the notes, any portion of the notes, or any other evidence of credit accommodations.

**Grant Security.** To mortgage, pledge, transfer, endorse, hypothecate, or otherwise encumber and deliver to Lender any property now or hereafter belonging to the Corporation or in which the Corporation now or hereafter may have an interest, including without limitation all of the Corporation's real property and all of the Corporation's personal property (tangible or intangible), as security for the payment of any loans or credit accommodations so obtained, any promissory notes so executed (including any amendments to or modifications, renewals, and extensions of such promissory notes), or any other or further indebtedness of the Corporation to Lender at any time owing, however the same may be evidenced. Such property may be mortgaged, pledged, transferred, endorsed, hypothecated or encumbered at the time such loans are obtained or such indebtedness is incurred, or at any other time or times, and may be either in addition to or in lieu of any property theretofore mortgaged, pledged, transferred, endorsed, hypothecated or encumbered.

**Execute Security Documents.** To execute and deliver to Lender the forms of mortgage, deed of trust, pledge agreement, hypothecation agreement, and other security agreements and financing statements which Lender may require and which shall evidence the terms and conditions under and pursuant to which such liens and encumbrances, or any of them, are given; and also to execute and deliver to Lender any other written instruments, any chattel paper, or any other collateral, of any kind or nature, which Lender may deem necessary or proper in connection with or pertaining to the giving of the liens and encumbrances.

**Negotiate Items.** To draw, endorse, and discount with Lender all drafts, trade acceptances, promissory notes, or other evidences of indebtedness payable to or belonging to the Corporation or in which the Corporation may have an interest, and either to receive cash for the same or to cause such proceeds to be credited to the Corporation's account with Lender, or to cause such other disposition of the proceeds derived therefrom as he or she may deem advisable.

**Further Acts.** In the case of lines of credit, to designate additional or alternate individuals as being authorized to request advances under such lines, and in all cases, to do and perform such other acts and things, to pay any and all fees and costs, and to execute and deliver such other documents and agreements as the officer may in his or her discretion deem reasonably necessary or proper in order to carry into effect the provisions of this Resolution.

**ASSUMED BUSINESS NAMES.** The Corporation has filed or recorded all documents or filings required by law relating to all assumed business names used by the Corporation. Excluding the name of the Corporation, the following is a complete list of all assumed business names under which the Corporation does business: **None.**

**NOTICES TO LENDER.** The Corporation will promptly notify Lender in writing at Lender's address shown above (or such other addresses as



**CORPORATE RESOLUTION TO BORROW / GRANT COLLATERAL  
(Continued)****Loan No: 1772600161****Page 2**

Lender may designate from time to time) prior to any (A) change in the Corporation's name; (B) change in the Corporation's assumed business name(s); (C) change in the management of the Corporation; (D) change in the authorized signer(s); (E) change in the Corporation's principal office address; (F) change in the Corporation's state of organization; (G) conversion of the Corporation to a new or different type of business entity; or (H) change in any other aspect of the Corporation that directly or indirectly relates to any agreements between the Corporation and Lender. No change in the Corporation's name or state of organization will take effect until after Lender has received notice.

**CERTIFICATION CONCERNING OFFICERS AND RESOLUTIONS.** The officer named above is duly elected, appointed, or employed by or for the Corporation, as the case may be, and occupies the position set opposite his or her respective name. This Resolution now stands of record on the books of the Corporation, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

**NO CORPORATE SEAL.** The Corporation has no corporate seal, and therefore, no seal is affixed to this Resolution.

**CONTINUING VALIDITY.** Any and all acts authorized pursuant to this Resolution and performed prior to the passage of this Resolution are hereby ratified and approved. This Resolution shall be continuing, shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Corporation's agreements or commitments in effect at the time notice is given.

**IN TESTIMONY WHEREOF,** I have hereunto set my hand and attest that the signature set opposite the name listed above is his or her genuine signature.

I have read all the provisions of this Resolution, and I personally and on behalf of the Corporation certify that all statements and representations made in this Resolution are true and correct. This Corporate Resolution to Borrow / Grant Collateral is dated July 14, 2022.

**CERTIFIED TO AND ATTESTED BY:**

X  
By: Secretary of Belvedere Tiburon Library Agency  
Vice Chair

NOTE: If the officer signing this Resolution is designated by the foregoing document as one of the officers authorized to act on the Corporation's behalf, it is advisable to have this Resolution signed by at least one non-authorized officer of the Corporation.



## CHANGE IN TERMS AGREEMENT

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
<b>\$3,000,000.00</b>	<b>07-14-2022</b>	<b>02-07-2026</b>	<b>1772600161</b>	<b>1000</b>	<b>14726</b>	<b>2310</b>	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

**Borrower:** Belvedere Tiburon Library Agency  
1501 Tiburon Blvd.  
Tiburon, CA 94920

**Lender:** Mechanics Bank  
Commercial Lending Group  
P.O. Box 6010  
Santa Maria, CA 93456-6010

**Principal Amount: \$3,000,000.00**

**Date of Agreement: July 14, 2022**

### DESCRIPTION OF EXISTING INDEBTEDNESS.

A Line of Credit evidenced by a Promissory Note dated February 22, 2018, in the original principal amount of \$4,000,000.00 and referencing Loan No. 1772600161(Note) and all renewals, modifications/extensions thereof.

### DESCRIPTION OF COLLATERAL.

This loan is unsecured.

### DESCRIPTION OF CHANGE IN TERMS. The Terms of Loan are hereby changed as follows:

**Effective as of July 14, 2022, the Promissory Note and the Related Documents shall be modified as follows:**

The loan amount has been decreased from \$4,000,000.00 to \$3,000,000.00.

The interest rate has been increased from a fixed rate of 4.50% to 5.00%.

The facility availability formula has been eliminated.

**All other terms and conditions of the loan will remain the same.**

**CONTINUING VALIDITY.** Except as expressly changed by this Agreement, the terms of the original obligation or obligations, including all agreements evidenced or securing the obligation(s), remain unchanged and in full force and effect. Consent by Lender to this Agreement does not waive Lender's right to strict performance of the obligation(s) as changed, nor obligate Lender to make any future change in terms. Nothing in this Agreement will constitute a satisfaction of the obligation(s). It is the intention of Lender to retain as liable parties all makers and endorsers of the original obligation(s), including accommodation parties, unless a party is expressly released by Lender in writing. Any maker or endorser, including accommodation makers, will not be released by virtue of this Agreement. If any person who signed the original obligation does not sign this Agreement below, then all persons signing below acknowledge that this Agreement is given conditionally, based on the representation to Lender that the non-signing party consents to the changes and provisions of this Agreement or otherwise will not be released by it. This waiver applies not only to any initial extension, modification or release, but also to all such subsequent actions.

**PRIOR TO SIGNING THIS AGREEMENT, BORROWER READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS AGREEMENT. BORROWER AGREES TO THE TERMS OF THE AGREEMENT.**

**BORROWER:**

**BELVEDERE TIBURON LIBRARY AGENCY**

By: \_\_\_\_\_  
Ken Weil, Chair of Belvedere Tiburon Library Agency

**LENDER:**

**MECHANICS BANK**

X \_\_\_\_\_  
Authorized Signer



\*000000001772600161034507142022\*



## DISBURSEMENT REQUEST AND AUTHORIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	07-14-2022	02-07-2026	1772600161	1000	14726	2310	

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item.  
Any item above containing "\*\*\*\*\*" has been omitted due to text length limitations.

**Borrower:** Belvedere Tiburon Library Agency  
1501 Tiburon Blvd.  
Tiburon, CA 94920

**Lender:** Mechanics Bank  
Commercial Lending Group  
P.O. Box 6010  
Santa Maria, CA 93456-6010

**LOAN TYPE.** This is a Fixed Rate (5.000%) Nondisclosable Loan to a Corporation for \$3,000,000.00 due on February 7, 2026.

**PRIMARY PURPOSE OF LOAN.** The primary purpose of this loan is for:

- ☐ Personal, Family, or Household Purposes or Personal Investment.
- ☒ Business (Including Real Estate Investment).

**SPECIFIC PURPOSE.** The specific purpose of this loan is: The specific purpose of this loan is \$3MM NRLOC to term.

**DISBURSEMENT INSTRUCTIONS.** Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$3,000,000.00 as follows:

<b>Other Disbursements:</b>	\$3,000,000.00
\$1,000,000.00 Current Principal Balance	
\$2,000,000.00 Undisbursed	

<b>Note Principal:</b>	\$3,000,000.00
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**AUTOMATIC PAYMENT PROVISION.** (If Applicable) When the payment due date falls on a Saturday, Sunday or Holiday, (except for New Year's Day, which is a processing day for Mechanics Bank), the payment will be taken on the next business day. (Loan interest accrues until posted).

**FINANCIAL CONDITION.** BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED JULY 14, 2022.

**BORROWER:**

**BELVEDERE TIBURON LIBRARY AGENCY**

By: Ken Weil, Chair of Belvedere Tiburon Library Agency



## RESOLUTION NO. 263-2020

### A RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY AMENDING RESOLUTION NO 237-2018 AUTHORIZING EXECUTION OF LOAN DOCUMENTS AND FINALIZING AN AGREEMENT TO BORROW FUNDS FROM MECHANICS BANK TO BOTH SUPPLEMENT THE ONGOING LIBRARY FOUNDATION CAPITAL BUILDING CAMPAIGN EFFORTS AND TO ACCELERATE CONSTRUCTION OF THE LIBRARY EXPANSION PROJECT

WHEREAS, the Belvedere Tiburon Library Agency (“Agency”) plans to proceed with its approved expansion of the existing library building,

WHEREAS, in light of rapidly increasing project costs it is in the best interest of the Agency to expedite the plan approval, permit, and construction process for said expansion by pursuing a loan while capital fundraising efforts continue,

WHEREAS, the Agency has analyzed its budget capacity and the status of the Belvedere Tiburon Library Foundation’s capital campaign efforts,

WHEREAS, the Agency has consulted with several banks regarding a loan for a portion of the expansion funding,

WHEREAS, the Belvedere Tiburon Library Foundation has agreed to guaranty the Agency’s indebtedness,

WHEREAS, loan proceeds, will be used for the Library expansion project pending the ongoing collection of capital campaign funds by the Belvedere Tiburon Library Foundation,

WHEREAS, the Agency approved Resolution No. 236-2018, approving a loan proposal from Mechanics Bank and directing the Agency Chairman to execute the Mechanics Bank Loan Proposal,

WHEREAS, approved Resolution No. 236-2018 authorized and directed the Agency’s Executive Committee to complete negotiations with Mechanics Bank on the loan terms, to commence satisfaction of the Loan Proposal conditions, and to complete negotiation of final loan documents with Mechanics Bank, and to then return a final proposed loan agreement to the Board for approval, all of which has now occurred.

NOW, THEREFORE, the Belvedere Tiburon Library Agency does hereby resolve:

1. That the Mechanics Bank Loan Documents attached hereto as **Exhibit A** are hereby approved and the President of the Agency is authorized and directed to execute the Loan Documents on behalf of the Agency.



## RESOLUTION NO. 263-2020 Page 2

2. That the Executive Committee is authorized and directed to complete satisfaction of the Loan conditions and other requirements in order to finalize and implement the Loan.
3. That the Chair of the Board of Trustees ("Board") of the Agency, be, and is hereby, authorized and empowered to act for and on behalf of and in the name of the Agency as follows:
  - a. To borrow money for, and on behalf of, the Agency from Mechanics Bank, a California banking corporation ("Lender"), in such form and on such terms and conditions as shall be agreed upon by those authorized herein and Lender, and sign and deliver such promissory notes and other evidences of indebtedness for money borrowed or advanced as Lender shall require; Agency shall be bound to Lender by, and Lender may rely upon, any communication or act, including telephone communications, purporting to be done by the Treasurer, Vice Chair, or the Chairman of the Board of this Agency, provided that Lender believes, in good faith, that the same is done by such person.
  - b. To perform all acts and execute and deliver all documents described above and all other contracts and instruments which Lender deems necessary or convenient to accomplish the purposes of this resolution and/or to perfect or continue the rights and remedies to be given to Lender hereunder, including without limitation, any modifications, renewals and/or extensions of any of Agency's obligations to Lender, however evidenced; provided that the aggregate principal amount of all sums borrowed and credits established pursuant to this resolution shall not at any time exceed the sum of \$4,000,000.00 outstanding and unpaid.
4. That the authority hereby conferred shall be deemed retroactive, and any and all acts under the authority hereby conferred is in addition to that conferred by any other resolution heretofore or hereafter delivered to Lender and shall continue in full force and effect until Lender shall have received notice in writing, certified by the Chair of this Agency, of the revocation hereof by a resolution duly adopted by the Board of this Agency. Any such revocation shall be effective only as to actions taken by this Agency subsequent to Lender's receipt of such notice.

## RESOLUTION NO. 263-2020 Page 3

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere Tiburon Library Agency, Marin County, California, at a regular meeting thereof, held on the 3<sup>rd</sup> day of August, 2020

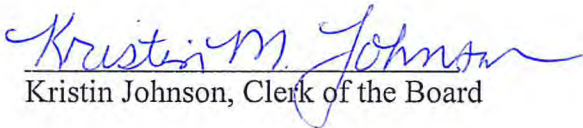
AYES: TRUSTEES: *Chair William Smith, Vice Chair Niran Amir,*  
*Treasurer Jeff Slavitz, Thomas Cromwell, MD,*  
*Maureen Johnson, Ken Weil*

NOES: TRUSTEES: *NONE*

ABSENT: TRUSTEES: *NONE*

  
\_\_\_\_\_  
William Smith, Library Agency Chair

ATTEST:

  
\_\_\_\_\_  
Kristin Johnson, Clerk of the Board



**DATE:** August 4, 2022

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Various Policy Updates

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We are updating several policies to align with the new space and service opportunities in preparation for a full opening in September. Below is a brief synopsis highlighting changes to existing policies and an introduction to new policies.

*Makerspace Policy*

This new policy details the use of the dedicated Makerspace, including specialized equipment, how to become a “Maker,” and safety. Policies from other public libraries informed this draft.

*Teen Room Policy*

The Teen Room policy highlights the use of the new distinct space by youth in grades 6-12 and follows guidelines by the American Library Association’s Young Adult Library Services division. This policy supersedes the Child Safety Policy, last revised in 2015, which generally addressed the lack of a dedicated teen space and broad use of the library by teens.

*Child Safety Policy*

This policy supersedes the Child Safety Policy, last revised in 2015. This version concisely addresses youth in the library, specifically the use of the Children’s Room. This policy complements the Guidelines for Library Use Policy, adopted in 2015, that outlines library rules for all visitors.

*Library Programs Policy*

The Library Programs policy supersedes the Policy and Procedural Guidelines for Library Sponsored Programs, last revised and adopted in March 2016. The previous document emphasized procedural guidelines for volunteer-led programs, whereas this current version details how programs are selected, implemented, and evaluated, regardless of the program host.



## LIBRARY PROGRAMS POLICY

Revised August 2022

This policy is to provide Belvedere Tiburon Library staff, volunteers, and other agencies in partnership with the Library with the necessary guidelines to assist them in developing Library programs. It also informs the public about the principles and criteria by which Library programs are developed, offered, and promoted.

Library administration, under the jurisdiction of the Belvedere-Tiburon Library Agency Board of Trustees, is responsible for overseeing all library-sponsored programs. For these purposes, a "program" is a planned interaction between the Library and the public to support the Library's mission, highlight library materials and resources, promote services, and offer the community an informational, entertaining, or cultural experience. Programs are also a mechanism to forge community partnerships, attract new users, and raise the Library's profile in the community. Library-sponsored programs are those programs that are directly planned and implemented by Library staff and designated volunteers. All library programs will be free and open to the general public, but some programs may have specific audiences in mind, e.g., children's programs. Programs may be active, with participants gathering in one place or at one time for an event, or they may be passive, with participation encouraged individually. Programs may take place at the Library, a location in the community, a virtual environment, or a hybrid model.

The Library may partner or co-sponsor programs with other agencies, organizations, and businesses, provided the programs are compatible with the Library's mission and goals. The Library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsorships and collaboration decisions are based on mutual need and equitable benefit between the Library and potential partners. Co-sponsored programs must include involvement by library staff in developing program content, including library materials and resources, and utilizing logistical support such as meeting room space, audiovisual equipment, and the like. Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by staff. The Library reserves the right to decline sponsorship or resource requests.

### Program Selection

Within the scope of the American Library Association's "Library Bill of Rights," the Library intends to provide programs to the community that educate, entertain and enlighten its residents without prejudice to the full and free expression of ideas. Selection of library programs topics, speakers, courses, classes, and resource materials should be made by library staff based on the interests and needs of library users and the community. Library programming should not exclude topics, books, speakers, media, and other resources because they might be controversial. Acceptance of a program topic by the Library does not constitute an endorsement by the Library of the group's or individual's policies or beliefs. Programs that advocate for any sect, political party, or promote misinformation are not permitted. Library Administration reserves the right to approve or deny any programs.

The following criteria will be considered when selecting programs:

- How the program meets the Library's mission and goals



- Defined learning objectives and outcomes
- How the program addresses principles of equity, diversity, inclusion, and sustainability

Additional factors will be considered, including costs, demand, and duplication within the community. The following will not be allowed without permission from Library administration:

- Programs held for profit that charge an admission fee or sell products
- Commercial enterprises that market their services or send a marketing representative to participate in a program presentation
- Programs that may interfere with library operations, including typical business hours

Members of the public may suggest program topics and presentations using the Library's Program Request Form found on the Library's website and at the Information Desk. Formally submitting a program suggestion does not guarantee that the program will be included in the Library's programming schedule. Concerns regarding program selection should be directed to the Library Director. The Library Director will provide the Library Agency Board with program-related questions or concerns as necessary.

### **Program Implementation**

The Library Agency Board, in conjunction with the Library Director, will establish a budget and goals for programming to facilitate the effective implementation of this service. Every Library-sponsored or co-sponsored program will have a staff member designated as the program lead. The program lead may collaborate or delegate some responsibilities for program coordination to other staff or volunteers. Volunteers who develop or present programs will do so under the direction of a staff lead. Any program costs must be approved by Library Administration before the program is implemented. Registration may be required for planning purposes or when space is limited.

Programs will be promoted and shared in a variety of ways. The Library may advertise the program in the local newspaper, in the library, online, and in other library publications, such as flyers, brochures, and newsletters. All program-related publicity materials to be distributed must be submitted and approved by the Library before the program; this includes mailings, emails, social media, brochures, flyers, etc. If not submitted and approved, the Library reserves the right to prohibit the distribution of the material. If a presenter wishes to self-advertise the program, all publicity must be approved by the staff lead in advance of distribution; this includes news releases, flyers, brochures, online distributions, etc. Programs will be listed on the Library's calendar.

### **Program Evaluation**

All Library-sponsored or co-sponsored programs will be evaluated by Library staff through a variety of measures including, but not limited to, attendance, audience surveys or questionnaires, audience comments, presenter comments, and staff input. To determine which community needs and interests are best served through Library programs, the Library regularly evaluates community response to and suggestions for programming. It also periodically reviews community profiles and uses various mechanisms to obtain community input to assist in setting programming priorities and plans.

### **Limitations**

The Library reserves the right to limit program attendance due to space constraints, health and safety issues, or unreasonable disruption to Library services and activities. In a case where attendance is limited, the Library will use a reasonable and non-discriminatory mechanism. Though Library programs may disrupt some Library services and activities, staff will endeavor to mitigate the disruption whenever possible. In addition, notification of upcoming programs will be

available in all Library facilities before the program is scheduled to occur. The Library reserves the right to set age limits or recommendations for programs. The Library reserves the right to cancel a program; rescheduling is at the Library's discretion.



## **MAKERSPACE**

Adopted August 2022

The Library's Makerspace offers space, tools, equipment, materials, programs, and support to promote creativity, learning, and collaboration. The Makerspace is built to bring together a community of tinkerers, creatives and inspire new tech users. Use of the Makerspace is free of cost to the public, and all Makerspace users must observe and follow our policies and guidelines.

### **Using the Space**

- Tools and equipment are available to Makers on a first come, first serve basis.
- Makerspace staff and volunteers will assist in explaining the operation of tools and equipment as time allows, and will make available upon request materials such as instruction manuals. Be advised that not all library staff will be knowledgeable about all equipment available in the Makerspace.
- Select equipment will be operated by Makerspace staff and volunteers only.
- The Makerspace is geared towards users ages eight and up. Parents/guardians are welcome to tour the Makerspace and evaluate its use by a minor child. Staff and volunteers will be happy to answer questions.
- Makers must clean their workspaces and return tools in a clean condition to their original location before leaving.
- Storage space may be made available for Makers with unfinished projects at the discretion of staff and volunteers. The Library does not accept responsibility for projects left at the Makerspace.
- Covered drinks are welcome in the Makerspace. Food may be eaten in designated areas or during special activities such as programs and club meetings as allowed by staff.
- The Library's Code of Conduct applies to the Makerspace.
- Patrons who need special arrangements or accommodations are requested to notify Makerspace staff as far in advance as possible before their expected time of use to ensure accommodations are met.

### **Becoming a Maker**

The Makerspace is open to all, but certain equipment requires a valid library card to use and reserve, such as hand tools, heat tools, 3D printers, and laser cutters. A library card is not required to use equipment and materials that are not restricted such as craft supplies, toys, littleBits, tech kits, and other designated materials. Library patrons who frequent the Makerspace are encouraged to become "Makers" in order to facilitate easy access to restricted items. To become a Maker:

- Patrons must complete the Tool Safety Training as certified by staff.
- Adult patrons (or their legal guardians, if applicable) must present a valid photo ID and review the Makerspace policy, and agree to all rules. Minor patrons must have a parent, guardian, or another person with appropriate legal authority to review and agree to the usage.
- Makers under age twelve must be accompanied by a parent or guardian at all times.

## **Safety**

- The Makerspace will house safety supplies as appropriate.
- Appropriate personal protective equipment and clothing must be worn depending on the activity e.g. gloves, safety glasses, and aprons.
- When using a tool that does not require certification, a Maker is responsible for handling it safely and properly.
- If a Maker sees that any tool or piece of equipment is unsafe or in a state of disrepair, they must immediately stop using it and notify staff or volunteers.
- Makers must immediately report any accident, incident, or unsafe behavior they observe to staff or volunteers.

## **Library Rights**

- The Library does not accept responsibility if a project is destroyed, does not print correctly, or does not function as expected.
- The Library reserves the right to halt, delete, or disallow the creation of items if they conflict with the Library's General Use Guidelines or may prove harmful or dangerous.
- The Maker agrees that the Library is not responsible for any manufacturing defects, the quality of workmanship of any tools, materials, or equipment supplied by the Makerspace, or for the quality or condition of a user's project.
- The Library reserves the right to place age limits for class participation depending on the content.
- The Library is not responsible for any damage to, or loss or theft of, a Maker's property.
- Makers may be required to pay for damages they incur to Makerspace equipment or property.
- Violation of Makerspace policies may result in suspension or termination of Makerspace privileges.



## **TEEN ROOM POLICY**

Adopted August 2022

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The Teen Room is a unique, innovative, dedicated place for teens (students in grades 6-12) that provides materials, space, and technology for recreational and educational activities including, but not limited to, homework, reading and literacy development, socializing, gaming, extracurricular activities, instructor- or librarian-led programming, special events, tutoring, self-expression and creativity, and community engagement.

The Teen Room is supervised by the Teen Services Librarian or another staff member who is trained to advocate for and provide service to teenage patrons. Use is restricted to students in middle and high school. Adult use of the room is limited to brief, temporary access to retrieve materials (browsing and picking up books and other items is limited to 15 minutes), picking up and dropping off family members, and tutors actively working with students at appropriate study tables (limited to two hours daily). Children under the age of 11 are not allowed to use the Teen Room unless they are accompanied by a family member for brief periods of time (limited to 15 minutes) and all young children must be accompanied by an adult in any area of the Library, per the Child Safety Policy.

Exceptions may be made for the use of the Teen Room for groups or individuals granted permission by the Teen Services Librarian during school hours (generally 10 am - 3 pm weekdays during the school year); examples of such exceptions are members of the homeschooling community, community groups and clubs, and professional organizations.

Teen Room policies protect the rights of teen and "tween" patrons to comfortably and confidently utilize the Teen Room without opportunity for inappropriate or restrictive adult interaction, promote equity and diversity, and enhance creativity, age-appropriate communication, skill-building, and personal development in a teen-friendly environment.

Library staff may ask adults to leave the Teen Room and will take appropriate measures, including contacting local authorities, to provide a safe space for teenage patrons. All library patrons are welcome to use non-restricted areas of the Library; therefore, teens may use the general reading room, public-use computers, and other places and materials outside of the Teen Room.

These policies are in accordance with the guidelines established by the American Library Association's YALSA (Young Adult Library Services Association) Teen Spaces policy (approved 2012).



## **CHILD SAFETY POLICY**

Revised August 2022

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The Library strives to provide an environment where children can find books and other materials and attend programs that interest them and support their education.

In order to ensure that young patrons enjoy the library safely:

- All young children should be accompanied by a parent or responsible adult at all times.
- Parents, or accompanying adults, are responsible for the safety and behavior of their children. Library staff cannot assume responsibility for caring for unattended children in the library.
- Adults without children are welcome in the Children's Room for brief periods of time to retrieve children's materials.

If a parent or caregiver cannot be located at any time, Library staff will notify the local law enforcement agency or the fire department.

## **Belvedere-Tiburon Library Agency Future Meeting Dates**

**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)

**March 20, 2023**

**April 17, 2023**

**May 15, 2023**

**June 19, 2023**

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