

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, November 21, 2022, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

This meeting will be held IN PERSON in the Library Founders Room.

The meeting can also be accessed via Zoom beginning at 6pm at the following address:

<https://us02web.zoom.us/j/81017429591?pwd=YVhUNjJUL0FwYWgyNjVldUpUdFA0UT09>

Meeting ID: 810 1742 9591 Password: 798611

CALL TO ORDER/ROLL CALL

OPEN FORUM

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

SPECIAL TRUSTEE CONSIDERATION

1. **CONSIDERATION OF APPROVAL OF RESOLUTION NO. 287-2022 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 NOVEMBER 19, 2022 THROUGH DECEMBER 19, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

STAFF BOARD AND COMMITTEE REPORTS

2. Chair's Report – Ken Weil, Agency Chair (2 minutes)
3. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
4. Expansion Update – Glenn Isaacson, Project Manager (5 minutes)
5. Belvedere Tiburon Library Foundation Report, Suzannah Scully, Foundation President, (5 minutes)
6. Financials and Treasurer's Report four months ended October 31, 2022
7. 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.

8. Approval of Agency Meeting Minutes of October 17, 2022
9. Approval of Agency Warrants of October, 2022

AGENDA CONTINUES ON PAGE 2

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, November 21, 2022, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

TRUSTEE CONSIDERATIONS

- 10. Consideration of establishing a Long-Range Planning Committee**
- 11. Consideration of establishing a Finance Committee**

COMMUNICATIONS & ANNOUNCEMENTS

- 12. 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. 287-2022

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 NOVEMBER 19, 2022 – DECEMBER 19, 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, Omicron, and other Variants 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, Omicron, and other Variants among the unvaccinated and the vaccinated; and

WHEREAS, the Board of Trustees does hereby find that Covid-19 infections are currently at 42.9 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, Omicron, and other Variants have 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 24 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) December 19th, 2022, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e) (3) to extend the time during which the legislative bodies of the Belvedere-Tiburon Library Agency may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Belvedere-Tiburon Library Agency, this 21st day of November, 2022, by the following vote:

I CERTIFY that the Governing Board of the Belvedere-Tiburon Library Agency duly and regularly adopted the foregoing resolution, Marin County, California, at a regular meeting thereof, held on the 21st day of November, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Kenneth Weil, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk



DATE: November 21, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Usage

We hosted a series of well-attended events in the past month, including a children's magic show, Medicare informational presentation, SAT prep workshop, and workshops in the MakerSpace. We'll continue hosting Crafternoons, toddler and preschool storytimes, chess club, and MakerSpace labs on robotics and virtual reality in the coming weeks. For any true-crime aficionados, we invite you to join the [True Crime with Coffee](#) group, which will meet monthly beginning in December.

The new exhibit, [Contemporary Bay Area Abstract Art](#), is now up and available through January 13th. The Library Art Committee did a fantastic job uninstalling the previous exhibit and installing the new exhibit over a long weekend. It's a tremendous amount of effort to coordinate all of the artists and buyers to pick up artwork and new artists to drop off artwork within the same day. There are three programs scheduled for the new exhibit.

Below are some library usage data comparing October 2019 and October 2022, both points when the library was fully operational. While physical library materials borrowing is lower in 2022, you'll note an increase in OverDrive usage, which houses eBooks, audiobooks, and digital magazines. Interestingly, juvenile materials borrowing is higher in 2022, which may be due to a larger collection and more prominent children's library. Two data points not included in this comparison are programming data and library visits. Past adult programs were predominantly led by volunteers or were hosted in the library but not necessarily library-sponsored events, so the attendance data may not be reliable. Going forward, programming data that is being collected includes staff-led or library-sponsored events for better accuracy. Library visitor data in 2019 was not collected monthly, so isn't presented for comparison. Numbers in bold indicate where the data point is higher.

Usage at a Glance
October 2019 and October 2022

October 2019			
7,666 Materials Borrowed	1,142 Reference Q&A	8,286 Website Visitors	1,530 OverDrive Borrowing

October 2022			
5,552 Materials Borrowed	1,342 Reference Q&A	25,579 Website Visitors	2,791 OverDrive Borrowing

Outreach and Community Connections

The Library registered fourteen new cardholders at an outreach table at the Divali Festival recently. Our next outreach event will be at the Holiday Festival on December 3rd, hosted by the Tiburon Chamber of Commerce. The Reed District resumed field trips, and we recently hosted seven kindergarten and first-grade classes to tour the library and learn more about resources. As part of our Library Green Team and sustainability grant, we'll connect with local groups such as the Tiburon Climate Action Team and MarinCAN in the coming weeks.

Personnel

Recruitment just closed for part-time positions for circulation and programs and we're confident we'll fill four part-time positions from that applicant pool. We're interviewing applicants for the part-time library specialist positions for technology and teen services soon. We opened recruitment for a full-time children's librarian to fill a position vacant since early September. We've yet to fill the Community Engagement Librarian position. We will revisit the job requirements and hire an intern temporarily; there are two similar vacancies throughout the Marin and San Francisco areas. We will soon recruit an intern for our Planting SEEDs project whose wages are fully covered by the CA State Library grant. We recently became an approved employer for six local colleges and universities, which expanded our applicant pool. Our next round of recruitment will seek to fill part-time page positions and substitute reference librarians. The recruitment process is lengthy and includes reviewing and revising job descriptions, drafting job announcements, posting on various platforms, drafting interview questions and selection criteria, reviewing applications, and conducting interviews. There was no formal process in place previously, so much work has gone into developing and updating the various tools and formalizing the process.

I'm working on formalizing an employee evaluation process and drafting an employee disciplinary action policy to be included in the Employee Handbook. Likewise, given my work

anniversary is in January, I would like the Board to consider conducting a performance review at an upcoming meeting. I'm unaware of past practices for evaluating the library director and suggest this initial review include a reflection of my first year, a discussion of accomplishments in relation to the job description, growth opportunities, and setting annual goals and priorities for the upcoming year.

Administration

Key library staff are planning programs using a framework to ensure programs meet the library's mission, are meaningful and high-quality, and address equity, diversity, inclusion, and sustainability. This is a new way of working for most staff and focuses us on answering these key questions when planning and implementing programs:

- What are we doing?
- Who are we doing it for?
- What do we want to accomplish?
- What did we learn?

The framework will help position us to be more responsive to community needs and enable us to better communicate the library's impact.

6-1

Percent of Year Complete	33.3%
---------------------------------	--------------

2022-10 BTLA Consolidated Financial Report FY23 2022-10-31 Statement of Revenues

Belvedere-Tiburon Library Agency
Statement of Operating Expenditures, Reserve, and Expansion Activity
Four Months Ending October 31, 2022

	Current Year FY 2022-23			Prior Year FY 2021-22			Pre-Covid & Construction FY 2018-2019		
	Budgeted	OCT YTD Actual	%	Budgeted	OCT YTD Actual	%	Budgeted	OCT YTD Actual	%
GENERAL FUND									
Personnel (4)	\$ 2,236,509	\$ 669,801	30%	\$ 2,065,293	\$ 722,042	35%	\$ 1,831,488	\$ 575,267	31%
Circulation Materials & Data (5)	267,000	151,990	57%	284,510	147,515	52%	285,528	156,479	55%
Technology Services (6)	121,424	110,039	91%	120,300	36,463	30%	87,582	22,240	25%
Program Services & Supplies (7)	132,584	18,884	14%	112,000	24,266	22%	102,100	21,729	21%
Building Expenses (8)	297,177	154,941	52%	254,204	93,177	37%	164,291	48,227	29%
Agency Administration	72,039	28,427	39%	63,120	7,338	12%	61,882	22,932	37%
TOTAL GENERAL FUND	\$ 3,126,733	\$ 1,134,082	36%	\$ 2,899,427	\$ 1,030,801	36%	\$ 2,532,871	\$ 846,874	33%
NET OPERATING REVENUE	\$ 153	\$ (1,231,147)		\$ 17,999	\$ (1,132,808)		\$ 98,835	\$ (908,460)	
ADDITIONS & IMPROVEMENTS									
Technology & Equipment	35,750	-	0%	8,000	-	0%	8,000	-	
Building Furniture & Fixtures	55,000	-	0%	10,000	-	0%	20,000	-	
TOTAL ADDITIONS & IMPROVE	\$ 90,750	\$ -	0%	\$ 18,000	\$ -	0%	\$ 28,000	\$ -	
USES OF RESERVES									
Transfer to Bldg Maintenance Res	-	-		-	-		69,556	-	
Use Building Reserve	-	-		-	-		-	-	
Expansion LOC Principal & Interest	160,000	3,505	2%	112,231	-	0%	-	-	
Use of Operating Reserve	15,000	-	0%	1,000,000	1,000,000	100%	-	-	
TOTAL USES OF RESERVES	\$ 175,000	\$ 3,505	2%	\$ 1,112,231	\$ 1,000,000	0%	\$ 69,556	\$ -	0%
EXPANSION ACTIVITY									
Expansion Grants & Contributions	-	-		3,054,161	2,175,000	71%	-	-	
Expansion Reserve from Operations	-	-		1,000,000	-	0%	-	-	
Expansion Line of Credit Inflow	2,200,000	2,000,000	91%	2,992,837	-	0%	-	-	
Total Expansion Inflows	2,200,000	2,000,000	91%	7,046,998	2,175,000	31%	-	-	
Less: Expansion Expenditures	2,200,000	1,257,138	57%	7,046,998	2,022,247	29%	-	110,018	
NET EXPANSION ACTIVITY (9)	\$ -	\$ 742,862		\$ -	\$ 152,753		\$ -	\$ (110,018)	

Percent of Year Complete	33.3%
---------------------------------	--------------

- (4) Personnel CalPERS Unfunded Accrued Liability Payment is made in July
- (5) Circulation Materials & Data Most of the Digital Resource and Platform Support Subscriptions are paid in July
Annual MARINet charge is paid in July
- (6) Technology Services Includes background infrastructure for Patron Support by Staff plus Robotics Program
and Technology Training for Patrons
- (7) Program Services & Supplies Newsletters, if produced on paper, increase the costs in this category
Includes Children's and Teen Programs
- (8) Building Expenses Building and Liability insurance is paid in July
Statement of Expenditures Includes Storage costs during Expansion

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL OPERATING STATEMENT
 FISCAL 2023 COMPARED TO FISCAL 2019
 FOUR MONTHS ENDED OCTOBER 31 ,2022

		FY23 ANNUAL BUDGET	FY 22-23 10/31/22 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		FY19 ANNUAL BUDGET	FY18-19 10/31/18 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		\$\$\$ FY23 to FY19 BUDGET CHANGE	% FY23 to FY19 BUDGET CHANGE	\$\$\$ FY23 to FY19 10/31 YTD CHANGE	to FY19 10/31 YTD CHANGE
GENERAL FUND REVENUE															
Revenue															
Basic Library Tax	5010	\$ 2,300,639	\$ 1,008	0%	\$ 2,299,631	5010	\$ 1,875,872	\$ -	0%	\$ 1,875,872	5010	\$ 424,767	23%	\$ 1,008	
Parcel Tax	5020	275,000	0	0%	275,000	5020	275,000	0	0%	275,000	5020	\$ -	0%	\$ -	
ERAF	5025	525,000	0	0%	525,000	5025	346,035	10,110	3%	335,925	5025	\$ 178,965	52%	\$ (10,110)	-100%
BTLF Grants	5032	125,000	0	0%	125,000	5032	211,653	1,673	1%	209,980	5032	\$ (86,653)	-41%	\$ (1,673)	-100%
Program Grants	5033	20,000	3,000	15%	17,000					-		\$ 20,000		\$ 3,000	
Book Fines and Reserves	5040	500	638	128%	(138)	5040	17,283	4,806	28%	12,477	5040	\$ (16,783)	-97%	\$ (4,168)	-87%
Book Sales	5050	0	35		(35)	5050	5,705	2,033	36%	3,672	5050	\$ (5,705)	-100%	\$ (1,998)	-98%
Reference Desk Income	5065	1,000	0	0%	1,000	5065	2,901	891	31%	2,010	5065	\$ (1,901)	-66%	\$ (891)	-100%
Copier Fees	5070	1,000	71	7%	929	5070	1,386	498	36%	888	5070	\$ (386)	-28%	\$ (427)	-86%
Other Revenue	5090	3,000	0	0%	3,000	5090	131	81	62%	50	5090	\$ 2,869	2190%	\$ (81)	-100%
Interest Income	5099	5,547	10,390	187%	(4,843)	5099	23,240	17,443	75%	5,797	5099	\$ (17,693)	-76%	\$ (7,053)	-40%
Total Revenue		\$ 3,256,686	\$ 15,142	0%	\$ 3,241,544		\$ 2,759,206	\$ 37,535	1%	\$ 2,721,671		\$ 497,480	18%	\$ (22,393)	-60%
Bond Debt Service															
Bond Debt Service - Interest	8915	(27,300)	(15,000)	55%	12,300	8915	(46,500)	(24,300)	52%	(46,916)	8915	\$ 19,200		\$ 9,300	
Bond Debt Service - Principal	8910	(90,000)	(90,000)	100%	0	8910	(70,000)	(70,000)	100%	(70,000)	8910	\$ (20,000)		\$ (20,000)	
Bond Fiscal Agent Fees	8920	(12,500)	(7,207)	58%	5,293	8920	(11,000)	(4,821)	44%	(6,595)	8920	\$ (1,500)		\$ (2,386)	
Total Bond Debt Service		\$ (129,800)	\$ (112,207)	86%	\$ 17,593		(127,500)	(99,121)	78%	(123,511)		(2,300)	2%	(13,086)	13%
Total REVENUE AFTER DEBT		\$ 3,126,886	\$ (97,065)	-3%	\$ 3,259,137		\$ 2,631,706	\$ (61,586)	-2%	\$ 2,598,160		\$ 495,180		\$ (35,479)	
GENERAL FUND EXPENDITURES															
Personnel															
Salaries & Wages	7010	1,382,477	407,089	29%	975,388	7010	1,244,706	390,398	31%	854,308	7010	\$ 137,771	11%	\$ 16,691	4%
Medical Reimbursement	7015	24,300	7,106	29%	17,194	7015	33,097	9,126	28%	23,971	7015	\$ (8,797)	-27%	\$ (2,020)	-22%
Part Time Salaries & Wages	7020	285,992	20,962	7%	265,030	7020	134,711	40,427	30%	94,284	7020	\$ 151,281	112%	\$ (19,465)	-48%
TOTAL Salaries		1,692,769	435,157	26%	1,257,612		1,412,514	439,951	31%	972,563		280,255	20%	(4,794)	-1%
PERS Retirement Benefits	7100	240,118	150,422	63%	89,696	7100	231,087	72,560	31%	158,527	7100	\$ 9,031	4%	\$ 77,862	107%
PERS Insurance Benefits	7110	231,790	67,623	29%	164,167	7110	141,960	46,267	33%	95,693	7110	\$ 89,830	63%	\$ 21,356	46%
Workers Comp Insurance	7120	7,508	0	0%	7,508	7120	4,640	2,303	50%	2,337	7120	\$ 2,868	62%	\$ (2,303)	-100%
Employment Practices Insurance	7125	5,400	5,400	100%	0	7125	10,133	4,342	43%	5,791	7125	\$ (4,733)	-47%	\$ 1,058	24%
Payroll Tax Expense	7130	41,924	8,273	20%	33,651	7130	28,354	8,510	30%	19,844	7130	\$ 13,570	48%	\$ (237)	-3%
Professional Development	7200	17,000	2,926	17%	14,074	7200	2,800	1,334	48%	1,466	7200	\$ 14,200	507%	\$ 1,592	119%
Total Personnel		\$ 2,236,509	\$ 669,801	30%	\$ 1,566,708		\$ 1,831,488	\$ 575,267	31%	\$ 1,256,221		\$ 405,021	22%	\$ 94,534	16%

		FY23 ANNUAL BUDGET	FY 22-23 10/31/22 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		FY19 ANNUAL BUDGET	FY18-19 10/31/18 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		\$\$\$ FY23 to FY19 BUDGET CHANGE	% FY23 to FY19 BUDGET CHANGE	\$\$\$ FY23 to FY19 10/31 YTD CHANGE	to FY19 10/31 YTD CHANGE
Circulation Materials & Data															
Books and other Materials	7601	100,000	31,331	31%	68,669	7601	143,500	40,703	28%	102,797	7601	\$ (43,500)	-30%	\$ (9,372)	-23%
Vendor Processing Costs	7602	7,000	1,392	20%	5,608	7602	10,000	1,835	18%	8,165	7602	\$ (3,000)	-30%	\$ (443)	-24%
Supplies for Processing	7603	3,000	0	0%	3,000	7603	4,500	388	9%	4,112	7603	\$ (1,500)	-33%	\$ (388)	-100%
Digital Resources & Content	7606	57,000	24,047	42%	32,953	7606	40,000	23,965	60%	16,035	7606	\$ 17,000	43%	\$ 82	0%
MARINet	7607	100,000	95,220	95%	4,780	7607	87,528	89,588	102%	(2,060)	7607	\$ 12,472	14%	\$ 5,632	6%
Total Circulation Materials & Data		\$ 267,000	\$ 151,990	57%	\$ 115,010		\$ 285,528	\$ 156,479	55%	\$ 129,049		\$ (18,528)	-6%	\$ (4,489)	-3%
Technology Infrastructure															
Online Services	8020	10,000	6,055	61%	3,945	8020	11,500	5,946	52%	5,554	8020	\$ (1,500)	-13%	\$ 109	2%
Equipment Repair and Maint.	8030	0	0		0	8030	5,000	0	0%	5,000	8030	\$ (5,000)	-100%	\$ -	
Computers & Peripherals	8035	5,000	46,461	929%	(41,461)	8035	22,500	3,425	15%	19,075	8035	\$ (17,500)	-78%	\$ 43,036	1257%
Technical Support	8040	66,924	28,655	43%	38,269	8040	24,000	6,210	26%	17,790	8040	\$ 42,924	179%	\$ 22,445	361%
						8050	4,582	1,165	25%	3,418	8050	\$ (4,582)	-100%	\$ (1,165)	-100%
IT Infrastructure	8070	18,000	21,079	117%	(3,079)	8070	5,000	670	13%	4,330	8070	\$ 13,000	260%	\$ 20,409	3046%
Website Maintenance	8071	21,500	7,789	36%	13,711	8071	15,000	4,824	32%	10,176	8071	\$ 6,500	43%	\$ 2,965	61%
Total Technology Infrastructure		\$ 121,424	\$ 110,039	91%	\$ 11,385		\$ 87,582	\$ 22,240	25%	\$ 65,343		\$ 33,842	39%	\$ 87,799	395%
Program Services & Supplies															
Copier Expense	8210	19,284	5,235	27%	14,049	8210	14,500	4,549	31%	9,951	8210	\$ 4,784	33%	\$ 686	15%
Postage Freight	8220	7,000	907	13%	6,093	8220	10,500	1,067	10%	9,433	8220	\$ (3,500)	-33%	\$ (160)	-15%
Public Relations	8225	25,000	250	1%	24,750	8225	13,500	163	1%	13,337	8225	\$ 11,500	85%	\$ 87	53%
Office Supplies	8230	10,000	1,982	20%	8,018	8230	8,500	2,554	30%	5,946	8230	\$ 1,500	18%	\$ (572)	-22%
Library Services Materials	8240	12,000	1,541	13%	10,459	8240	9,000	739	8%	8,261	8240	\$ 3,000	33%	\$ 802	109%
Children's Program Supplies	8250	16,000	2,726	17%	13,274	8250	12,000	4,954	41%	7,046	8250	\$ 4,000	33%	\$ (2,228)	-45%
Young Adult Programs	8251	12,000	1,572	13%	10,428	8251	7,000	1,483	21%	5,517	8251	\$ 5,000	71%	\$ 89	6%
Telephone	8260	12,500	4,588	37%	7,912	8260	10,800	2,812	26%	7,988	8260	\$ 1,700	16%	\$ 1,776	63%
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000	8270	5,500	0	0%	5,500	8270	\$ (500)	-9%	\$ -	
Robotics	8280	9,000	83	1%	8,917	8280	6,000	2,808	47%	3,192	8280	\$ 3,000	50%	\$ (2,725)	-97%
Technology Training	8290	4,800	0	0%	4,800	8290	4,800	600	13%	4,200	8290	\$ -	0%	\$ (600)	-100%
Total Program Services & Supplies		\$ 132,584	\$ 18,884	14%	\$ 113,700		\$ 102,100	\$ 21,729	21%	\$ 80,371		\$ 30,484	30%	\$ (2,845)	-13%

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL OPERATING STATEMENT
 FISCAL 2023 COMPARED TO FISCAL 2019
 FOUR MONTHS ENDED OCTOBER 31 ,2022

		FY23 ANNUAL BUDGET	FY 22-23 10/31/22 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		FY19 ANNUAL BUDGET	FY18-19 10/31/18 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		\$\$\$ FY23 to FY19 BUDGET CHANGE	% FY23 to FY19 BUDGET CHANGE	\$\$\$ FY23 to FY19 10/31 YTD CHANGE	to FY19 10/31 YTD CHANGE
Building Expenses															
Property & Liability Insurance	8410	95,980	84,519	88%	11,461	8410	12,366	14,294	116%	12,366	8410	\$ 83,614	676%	\$ 70,225	491%
Building Maintence	8430	24,800	20,048	81%	4,752	8430	25,000	4,633	19%	20,367	8430	\$ (200)	-1%	\$ 15,415	333%
Grounds Maintenance	8440	11,100	1,360	12%	9,740	8440	17,545	1,600	9%	15,945	8440	\$ (6,445)	-37%	\$ (240)	-15%
Janitorial Expense	8450	80,000	15,866	20%	64,134	8450	38,500	9,475	25%	29,025	8450	\$ 41,500	108%	\$ 6,391	67%
Custodial Supplies	8460	11,931	4,030	34%	7,901	8460	5,500	1,134	21%	4,366	8460	\$ 6,431	117%	\$ 2,896	255%
Trash	8480	4,430	1,467	33%	2,963	8480	3,025	945	31%	2,080	8480	\$ 1,405	46%	\$ 522	55%
Electricity & Gas	8490	36,996	12,753	34%	24,243	8490	30,000	9,625	32%	20,375	8490	\$ 6,996	23%	\$ 3,128	32%
Parking	8491	11,040	4,080	37%	6,960	8491	9,000	3,385	38%	5,615	8491	\$ 2,040	23%	\$ 695	21%
Maintenance Contracts	8492	8,000	3,855	48%	4,145	8492	11,132	2,028	18%	9,104	8492	\$ (3,132)	-28%	\$ 1,827	90%
EV Public Charging Stations	8493	3,000	0	0%	3,000							\$ 3,000		\$ -	
Water	8500	9,900	2,537	26%	7,363	8500	8,223	1,108	13%	7,115	8500	\$ 1,677	20%	\$ 1,429	129%
Small Furniture & Fixtures	8501	0	4,426		(4,426)	8501	4,000	0	0%	4,000	8501	\$ (4,000)	-100%	\$ 4,426	
Total Building Expenses		\$ 297,177	\$ 154,941	52%	\$ 142,236		\$ 164,291	\$ 48,227	29%	\$ 130,358		\$ 132,886	81%	\$ 106,714	221%
Agency Administration															
Bank Charges	8810	1,000	23	2%	977	8810	1,000	208	21%	792	8810	\$ -	0%	\$ (185)	-89%
Credit Card Fees	8815	2,000	223	11%	1,777	8815	2,000	411	21%	1,589	8815	\$ -	0%	\$ (188)	-46%
Cash (Over)/Short	8820	120	(2)	-2%	122	8820	120	(8)	-7%	128	8820	\$ -	0%	\$ 6	-75%
Accounting	8830	10,300	2,598	25%	7,702	8830	17,762	2,528	14%	15,234	8830	\$ (7,462)	-42%	\$ 70	3%
Auditing	8835	33,619	7,900	23%	25,719	8835	18,000	14,650	81%	3,350	8835	\$ 15,619	87%	\$ (6,750)	-46%
Legal Services	8840	20,000	647	3%	19,353	8840	15,000	4,526	30%	10,475	8840	\$ 5,000	33%	\$ (3,879)	-86%
Office Expenses	8850	5,000	17,038	341%	(12,038)	8850	8,000	617	8%	7,383	8850	\$ (3,000)	-38%	\$ 16,421	2661%
Total Agency Administration		\$ 72,039	\$ 28,427	39%	\$ 43,612		\$ 61,882	\$ 22,932	37%	\$ 38,951		\$ 10,157	16%	\$ 5,495	24%
Total GENERAL FUND		\$ 3,126,733	\$ 1,134,082	36%	\$ 1,992,651		\$ 2,532,871	\$ 846,874	33%	\$ 1,700,293		\$ 593,862	23%	\$ 287,208	34%
NET OPERATING REVENUE		\$ 153	\$ (1,231,147)		\$ 1,266,486		\$ 98,835	\$ (908,460)		\$ 897,867		\$ (98,682)		\$ (322,687)	

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

Beginning CASH at Fiscal Year End June 30, 2022	\$ 4,519,008
<u>OPERATING ACTIVITY</u>	
Operating Revenue	15,142
Debt Service	(112,207)
Operating Expenses	(1,134,082)
Net Operating Income/(Outflow)	(1,231,147)
<u>RESERVE ACTIVITY</u>	
Expansion LOC Interest Paid from Operational Reserves	(3,505)
Total Reserve Activity	(3,505)
<u>EXPANSION ACTIVITY</u>	
Expansion Grants and Contributions Received	-
Library Expansion Reserve Funds Transferred to Project	
Expansion LOC Borrowing	2,000,000
Total Expansion Funding	2,000,000
Expansion Expenditures	(1,257,138)
Net Expansion Activity	742,862
<u>BALANCE SHEET ACTIVITY</u>	
Add: Cash Received on Prior Year Receivables	150,069
Less: Prior Year Prepaids Included in Expenses	7,387
Less: Payment of Prior Year Accrued Payroll	(1,369)
Add: Cash Paid Out on Prior Year Payables	(329,525)
Net Balance Sheet Activity	(173,438)
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Designated Fund Inflows	770
Designated Fund Outflows	(11,485)
Net Designated Fund Activity	(10,715)
Rounding	\$ 1
Ending CASH at October 31, 2022	\$ 3,843,066
<u>CASH BALANCE DETAIL</u>	
Building Reserve	\$ 316,794
Insurance Reserve	\$ 250,000
Expansion Checking Balance	\$ 975,552
Fiscal Agent Account Balance	\$ 302
Donor/Source Designated Funds	\$ 23,473
Operating Reserve	\$ 2,276,945
Ending CASH at October 31, 2022	\$ 3,843,066

	6/30/22	7/31/22	8/31/22	9/30/22	10/31/22	11/30/22	12/31/22	1/31/23	2/28/23	3/31/23	4/30/23	5/31/23	6/30/23
Total Cash	\$4,519,008	\$3,854,744	\$5,346,484	\$4,426,398	\$3,843,066	\$2,295,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Restricted Reserves:													
Building reserve	(316,794)	(316,794)	(316,794)	(316,794)	(316,794)								
Insurance reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)								
Expansion Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Reserves:	(566,794)	(566,794)	(566,794)	(566,794)	(566,794)	0	0	0	0	0	0	0	0
Less Restricted Funds:													
Total Restricted Funds	(749,390)	(366,216)	(2,045,583)	(1,310,081)	(999,327)	0	0	0	0	0	0	0	0
Cash Operating Reserve	\$3,202,824	\$2,921,734	\$2,734,107	\$2,549,523	\$2,276,945	\$2,295,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-Year Cash Operating Reserve Historical Summary in 000's													
Fiscal Year	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2011-12	\$1,884	\$1,850	\$1,711	\$1,625	\$1,424	\$1,188	\$1,589	\$1,652	\$1,489	\$1,346	\$1,338	\$1,646	\$1,884
2012-13	\$1,877	\$1,800	\$1,519	\$1,584	\$1,384	\$1,229	\$1,682	\$1,721	\$1,705	\$1,542	\$1,907	\$1,996	\$1,877
2013-14	\$1,884	\$1,848	\$1,633	\$1,415	\$1,316	\$1,192	\$1,766	\$1,808	\$1,646	\$1,567	\$1,917	\$2,012	\$1,884
2014-15	\$2,143	\$1,903	\$1,661	\$1,452	\$1,288	\$1,113	\$1,756	\$1,891	\$1,754	\$1,596	\$2,167	\$2,236	\$2,143
2015-16	\$2,143	\$1,899	\$1,710	\$1,536	\$1,366	\$1,205	\$1,885	\$2,062	\$1,907	\$1,734	\$2,193	\$2,291	\$2,143
2016-17	\$2,465	\$1,856	\$1,774	\$1,591	\$1,442	\$1,276	\$2,079	\$2,199	\$2,070	\$1,909	\$2,444	\$2,614	\$2,465
2017-18	\$2,482	\$1,946	\$1,812	\$1,637	\$1,426	\$1,252	\$1,788	\$2,098	\$2,035	\$1,881	\$2,497	\$2,472	\$2,482
2018-19	\$2,766	\$2,202	\$2,146	\$1,948	\$1,710	\$1,603	\$2,515	\$2,474	\$2,195	\$2,224	\$2,973	\$2,965	\$2,766
2019-20	\$3,167	\$2,511	\$2,315	\$2,139	\$1,949	\$1,785	\$2,050	\$2,939	\$2,761	\$2,584	\$2,431	\$3,188	\$3,167
2020-21	\$3,156	\$2,684	\$2,426	\$2,259	\$2,066	\$1,847	\$2,807	\$2,935	\$2,760	\$2,564	\$2,359	\$3,177	\$3,156
2021-22	\$3,203	\$2,763	\$2,747	\$2,494	\$2,296	\$2,127	\$1,849	\$2,847	\$2,773	\$2,566	\$2,363	\$3,311	\$3,203
2022-23		\$2,922	\$2,734	\$2,550	\$2,277								

DRAFT FOR AGENCY REVIEW

**SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
October 17, 2022**

Roll Call, Present: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Anthony Hooker, Maureen Johnson, Roxanne Richards

Members Absent: None.

Also Present: Crystal Duran, Glenn Isaacson, Nancy Kemnitzer (via Zoom), Suzannah Scully, Deirdre McCrohan (via Zoom), Kristin Johnson

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

OPEN Forum:

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

1. SPECIAL TRUSTEE CONSIDERATION

MOTION TO APPROVE RESOLUTION NO. 286-2022 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 OCTOBER 19, 2022 through NOVEMBER 19, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Treasurer Slavitz, seconded by Vice Chair Johnson.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz.

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 the current AV solutions in the Founders Room are temporary and will be improved. Programs are now being scheduled in the Founders Room.

DRAFT FOR AGENCY REVIEW

Upcoming Library Events for October and November include Story Time, a Teen Halloween Party, and a Library Trick or Treat for Halloween, including a haunted hallway. The trick or treat will take visitors through the entire Library.

Corner Books is operating with regular hours, and is looking for volunteers. Volunteer shifts are 10-12, 12-2, and 2-4 Monday through Saturday.

Librarian Ivan Silva will host a Library table at the Town of Tiburon's Diwali festival this Saturday from 3 to 5pm.

Director Duran has successfully applied for several grants, which have been received. A grant for Zip Books allows local patrons to request books not currently owned by the Library. The books are purchased and mailed to the resident, returned to the Library, and added to the collection. The maximum cost allowed for each book is \$45, and the program excludes best sellers. This grant program facilitates growth and diversity of the Library's collection growth based on community demand. The grant was awarded in the amount of \$2,500, and covers the current fiscal year, July 2022 through June 2023. The Library Staff will develop an outreach to homebound residents so that they can take advantage of this service. Trustee Richards asked whether a policy was in place for managing allowable purchases under this program. Director Duran said that patrons will make requests either through the Library's System online, or through a paper form at the Reference Desk. This will allow for review by staff for duplicates, budget parameters, and State Library parameters. This program supplements the Library process already in place for book purchase requests by patrons.

Holiday lights will be installed over the full Library building in early November.

Trustee Drew asked whether Library Staff could wear name tags. Director Duran said that there were privacy concerns with nametags, that the Staff are very good about introducing themselves, and that a personal introduction is the preferred protocol.

Trustee Hookers suggested introductory tours to the new library, and the digital classroom for local schools. Director Duran said that school tours could be easily set up, as Library Staff is already connected to the schools through pre-summer visits to schools to encourage summer reading activities.

4. Expansion Update

Project Manager Glenn Isaacson reported that he is working to coordinate work process with the contractor and subs. He and the Library Staff have compiled a punch list which has been given to contractors. The estimate for all details being completed is 6-to-8 weeks from now.

The Library has passed the Fire Marshall's inspection for purposes of General Occupancy, with code interpretations pending on one issue. Sprinklers, lights, and exterior service has also passed inspection. The main test for Accessibility has been passed. There will be a final accounting for the project after completion.

DRAFT FOR AGENCY REVIEW

Trustee Richards asked whether an elevated stage is planned for the Popup and other events. Project Manager Isaacson said that Director Duran is researching stages to compare prefabricated stages with custom built stages. Storage space for such an item is not necessarily available at the Library.

Trustee Johnson asked when the full occupancy permit would be completed. Project Manager Isaacson said that full occupancy is permitted now, and final permits would be achieved after the punch list is completed and final issues on accessibility and building codes have been resolved. An inspection will be requested when Project Management is confident that there will be no further issues.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that the Grand Opening Donor Event attracted 300 attendees. The Popup Event drew about 100 in the new Founders Room, and the Foundation is now planning the next Popup. Foundation members received wonderful feedback from attendees.

The Library Donor Wall Campaign has secured over 300 Donors for names. The deadline for donation was originally October 15th, and has been extended through December 31st, as much interest has been expressed. There are approximately 60-to-75 name spots left.

The Foundation will send an Annual Appeal letter in mid-November to approximately 6,000 94920 residents, including Strawberry. There will be no further Capital Campaign mailings.

6. Committee Reports

There were no committee reports.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of September 10, 2022, made by Vice Chair Johnson, seconded by Trustee Richards. Johnson Richards

Motion to approve the Warrants dated month of September, 2022, made by Trustee Amir, seconded by Trustee Drew.

Roll Call Vote:

Ayes: Kenneth Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz

Absent: None

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:**9. Consideration of updated Guidelines for Library Use Policy**

Director Duran said that the Guidelines for Library Use were previously adopted in 2015, and have been updated for 2 additional items: Pets and Food & Drink in the Library.

Food and Beverages are allowed at Library Events under staff supervision. Beverages will be allowed in Corner Books, since this area was intended as a café setting. The policy notes that patrons are welcome to use patios to consume meals.

Pets will not be not permitted on the Library premises, unless they are Service Animals. Trustee Drew asked what is considered Library premises, and whether pets could be restrained near an entrance. Director Duran said that an option for patrons who stop by while walking dogs is needed. This could be defined more clearly to the patio area only.

Trustee Richards suggested a more in-depth meeting on the food subject and the purpose of the library to synchronize policies and procedures with the Foundation. Chair Weil suggested that discussion for a future meeting. Trustee Hooker added that some time should be allowed first to see how the Library is being used.

Trustee Hooker asked whether the Library has procedure for hazards. Clerk Johnson said that an Emergency Response Brochure is given to each employee, and one is kept at each public station. Director Duran said that Staff's first response and responsibility is to try to de-escalate behavior in situations that arise. Staff handles loudness and problems first with de-escalation tactics, including warnings, and requests for problematic patrons to leave the Library. If the situation were to become dangerous, Staff would use Panic buttons and call in Law Enforcement. Trustee Hooker asked whether Police have seen the new Library layout. Director Duran affirmed.

Trustee Johnson asked about CPR training for the Staff. Clerk Johnson confirmed that CPR training annually has been traditional. Currently, the training is behind due to COVID and construction, and will be renewed this year.

Chair Weil asked whether the Library has NARCAN on hand. Director Duran said that NARCAN was not currently kept in the Library, and the possibility of keeping it on hand should be part of a Board discussion.

Chair Weil asked about a legal review regarding items P and Q relating to selling, etc. and petitioning on Library premises. Director Duran affirmed that this would be needed.

Trustee Richards asked about the policy regarding leaving young children unattended on Library property. Director Duran said that enforcement of this would be subjective, for example, ages 6-7 or younger should not be left alone, but could be with an older sibling. The Library hasn't experienced these issues currently.

Trustee Amir added that policy can and should allow room for staff interpretation and decision making. The point of guidance not to prevent or alienate patrons from visiting and using the Library. In addition, if policies are written to tightly, they can be unproductively used by attorneys who may be involved.

Chair Weil added, that and policy holes, along consistent behavior problems will be naturally brought to the attention of Management by Staff.

DRAFT FOR AGENCY REVIEW

Director Duran emphasized that the Library's Mission includes free and equal access.

MOTION TO APPROVE Guidelines for Library Use Policy, made by Trustee Hooker, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Kenneth Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz

Absent: None

Noes: None

Motion Passed.

10. Consideration of Library Holiday Hours

MOTION TO APPROVE 2022 Holiday Hours made by Treasurer Slavitz seconded by Trustee Drew.

Roll Call Vote:

Ayes: Kenneth Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz

Absent: None

Noes: None

Motion Passed.

11. Acceptance of Grant for Memory Lab

Director Duran said that this grant had been submitted in August to replicate successful Memory Lab projects completed at other libraries. This Lab will complement the functions of the MakerSpace and Sound Booth and invite different patron traffic. This grant was awarded for \$19,968. Jessica Brandi, the new Adult Services Librarian will lead the effort, to engage the community along with Director Duran and Assistant Director Joey Della Santina. Part of the Grant will be used for \$10,000 of equipment for a Digitization Station to be housed in the MakerSpace. The Term of the grant is through June, 2023. This time will be used to set up the space and train staff to get the space working, and then build up programming to complement MakerSpace activities.

Director Duran wanted Board approval, as this initial grant application was a test to see if the Library can access more grant funds, and is an indication of future opportunity. Trustee Amir lauded the efforts of Director Duran in this direction.

Trustee Drew asked whether the Library would accept in-kind time and materials contributions for these kinds of projects. He asked if the Library had the staffing necessary for such projects. Director Duran said that the Staff for this project are already in place and part of the current budget. The grant application included an estimate for the hours each

DRAFT FOR AGENCY REVIEW

current Staff would be working on the project. Approximately \$8,000 of the grant is designated to offset the personnel costs, which are within the current staffing. Chair Weil expressed his concern that the Library have enough staff, and added that additional grants could be sought for future fiscal years.

Trustee Amir noted that the grant included 17 applicable projects, and asked what other projects might be under consideration. Director Duran gave one example of offering bicycle repair workshops. She will follow up to list other possibilities.

MOTION TO ACCEPT Grant for Memory Lab made by Trustee Richards seconded by Vice Chair Johnson.

Roll Call Vote:

Ayes: Kenneth Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz

Absent: None

Noes: None

Motion Passed.

12. Acceptance of Grant for Planting SEEDs

Director Duran said that his grant had similar process and timeline to the Memory Lab grant. The SEED grant come from the State Library, under a new initiative on sustainable libraries. This grant in with the Library's already established Library Green Team, the funds will help launch those efforts. The maximum available was \$30,000 and the Library came in just below that, so we also applied for a percentage of cost grant.

The grant involves required completion of components for a special certification. The Library will meet only 2 of the components in the first year, and hopefully, continue on after that. Adult Services Librarian Brandi will lead a book club on green topics. A student intern/potential librarian will also be brought on board to help with project. The student will benefit by acquiring a sense of collection development and working with staff, and this will be a test model for the library considering future student interns. A larger project, establishing and hosting a sustainability fair will use more of the grant funds for personnel (a student intern, some staff), and supplies and materials, and travel costs. Staff and interns will submit proposal for presentation at this year's State Library Conference, which is themed with sustainability issues. The Library was the only applicate to submit for the certification, so this indicates a good opportunity to be selected for presentation.

Treasurer Slavitz lauded Director Duran for her effort towards the 2 grants. He asked if there might be opportunity for a Solar-related grant. Director Duran said that that is likely.

Trustee Drew asked whether this type of State Library grant will these be ongoing, or is this just a great financial year for the State. Director Duran said that this is a pilot year, a first

DRAFT FOR AGENCY REVIEW

time investment in sustainability projects. If the State project didn't continue, the Library could continue to sustain and host on a smaller scale with local partners. The State Library has had a beneficial recent 2-3 years, and a dramatic decline seems unlikely. The State also awarded the Larkspur Library \$5,000,000 for capital improvement, so, currently, it seems that opportunities will continue to be available.

**MOTION TO ACCEPT Grant for Planting SEEDs made by Trustee Hooker
seconded by Trustee Amir.**

Roll Call Vote:

Ayes: Kenneth Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz

Absent: None

Noes: None

Motion Passed.

13. Meeting Dates

The next Regular BTLA meeting is scheduled for Monday, November 21st at 6:15pm.

Chair Weil requested a December meeting on December 19th.

Chair Weil adjourned the meeting at 7:34 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
OPERATING WARRANTS HC
OCTOBER 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total		
OPERATING HAND CHECKS									
10/5/2022	000454	Mechanics Bank Credit Card	100	2080	Suspense (Prepayment)	(9,500.00)			
		Mechanics Bank Credit Card	100	2080	Suspense (Disputed)	165.05			
		Mechanics Bank Credit Card	100	7601	Books & Other Materials	59.96			
		Mechanics Bank Credit Card	100	7210	Staffing Recruitment	269.00			
		Mechanics Bank Credit Card	100	7606	Digital Resources & Content	38.97			
		Mechanics Bank Credit Card	320	9500	Snelling Trust Expenses	107.42			
		Mechanics Bank Credit Card	100	8020	Online Services	96.98			
		Mechanics Bank Credit Card	100	8035	Computers & Equipment	7,035.55			
		Mechanics Bank Credit Card	100	8071	Website Maintenance	241.94			
		Mechanics Bank Credit Card	100	8230	Office Supplies	354.98			
		Mechanics Bank Credit Card	100	8250	Children's Programs and Supplies	1,264.52			
		Mechanics Bank Credit Card	100	8251	Young Adult Programs and Supplies	552.14			
		Mechanics Bank Credit Card	100	8430	Building Maintenance	1,028.89			
		Mechanics Bank Credit Card	100	8501	Small Furniture and Fixtures	1,910.63			
		Mechanics Bank Credit Card	100	8850	Office & Commemorative	234.97			
		Mechanics Bank Credit Card	100	8870	Grand Opening	6,570.14	10,431.14		
10/12/2022	000455	MARINet	100	7607	MARINet	91,216.89	91,216.89		
10/17/2022	000456	StorQuest	100	8430	Building Maintenance	923.00	923.00		
10/20/2022	000457	Mechanics Bank Credit Card	100	2080	Suspense (Prepayment)	(3,194.91)			
		Mechanics Bank Credit Card	100	2080	Suspense (Disputed)	580.97			
		Mechanics Bank Credit Card	100	7601	Books & Other Materials	106.90			
		Mechanics Bank Credit Card	100	7200	Professional Development	191.25			
		Mechanics Bank Credit Card	100	7606	Digital Resources & Content	21.98			
		Mechanics Bank Credit Card	100	8020	Online Services	89.99			
		Mechanics Bank Credit Card	100	8035	Computers & Equipment	3,110.38			
		Mechanics Bank Credit Card	100	8220	Postage	40.44			
		Mechanics Bank Credit Card	100	8230	Office Supplies	1,071.75			
		Mechanics Bank Credit Card	100	8250	Children's Programs and Supplies	878.02			
		Mechanics Bank Credit Card	100	8251	Young Adult Programs and Supplies	659.58			
		Mechanics Bank Credit Card	100	8280	Makerspace Programs	83.30			
		Mechanics Bank Credit Card	100	8430	Building Maintenance	415.57			
		Mechanics Bank Credit Card	100	8460	Custodial Supplies	113.20			
		Mechanics Bank Credit Card	100	8501	Small Furniture and Fixtures	2,515.68			
		Mechanics Bank Credit Card	100	8815	Credit Card Charges	217.08			
		Mechanics Bank Credit Card	100	8870	Grand Opening	3,538.80	10,439.98		
10/26/2022	000458	Kindra Lee	100	8020	Suspense-Payroll Adjustment	202.61	202.61		
10/26/2022	000459	MarinIT, Inc.	100	8035	Computers & Equipment	18,681.72			Cisco Digital Network
		MarinIT, Inc.	100	8040	Technical Support	17,253.50			3 months Aug-Oct
		MarinIT, Inc.	100	8070	IT Infrastructure	697.50	36,632.72		Monthly
10/27/2022	000460	StorQuest	100	8430	Building Maintenance	2,841.00	2,841.00		3 months Storage
10/28/2022	000461	Delta Dental (Nov)	100	7110	PERS Insurance Benefits	1,182.68	1,182.68		
10/28/2022	000462	PG&E	100	8490	Electricity & Gas	3,751.83	3,751.83		
					Total	\$157,621.85	\$157,621.85		

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS PC
 OCTOBER, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING PRINTED CHECKS							
10/27/2022	101588	A&P Moving	100	8430	Building Maintenance	200.00	200.00
10/27/2022	101589	Aramark	100	8492	Maintenance Contracts	477.28	477.28
10/27/2022	101590	A to Z Databases	100	7606	Digital Resources & Content	660.00	660.00
10/27/2022	101591	Blackstone Publishing	100	7601	Books and other Materials	320.00	320.00
10/27/2022	101592	Brian Scott Productions	100	8250	Children's Program & Supplies	425.00	425.00
10/27/2022	101593	Brodart Co	100	7601	Books and other Materials	245.78	
		Brodart Co	100	7602	Vendor Processing Costs	30.92	276.70
10/27/2022	101594	California Special Districts	100	8410	Property & Liability Insurance	1,634.00	1,634.00
10/27/2022	101595	VOID				0.00	-
10/27/2022	101596	Diane Green	360	9850	Art Committee Expenses	607.30	607.30
10/27/2022	101597	Glaver Cifuentes	100	8450	Janitorial Expense	7,378.16	7,378.16
10/27/2022	101598	Hagel Supply	100	8460	Custodial Supplies	125.14	125.14
10/27/2022	101599	Ingram Library Services	100	7601	Books and other Materials	4,046.87	
		Ingram Library Services	100	7602	Vendor Processing Costs	272.33	4,319.20
10/27/2022	101600	Intrepid Electronics	100	8492	Maintenance Contracts	1,068.00	1,068.00
10/27/2022	101601	Kyocera	100	8210	Copier Expense	179.02	179.02
10/27/2022	101602	Library Ideas	100	7606	Digital Resources & Content	18.50	18.50
10/27/2022	101603	Marin Water	100	8500	Water	796.80	796.80
10/27/2022	101604	Maze Associates	100	8835	Auditing	7,200.00	7,200.00
10/27/2022	101605	Mill Valley Refuse	100	8480	Trash	616.87	616.87
10/27/2022	101606	Project 6	100	8071	Website Maintenance	1,826.55	1,826.55
10/27/2022	101607	Purchase Power	100	8220	Postage Freight	208.99	208.99
10/27/2022	101608	Rebecca Jung	100	8251	Young Adult Programs	152.17	152.17
10/27/2022	101609	Terminix	100	8492	Maintenance Contracts	103.00	103.00
10/27/2022	101610	TPX Communications	100	8260	Telephone	1,152.80	1,152.80
10/27/2022	101611	USBANK EQUIPMENT	100	8210	Copier Expense	1,209.19	1,209.19
10/27/2022	101612	Valueline	100	7606	Digital Resources & Content	3,825.00	3,825.00
10/27/2022	101613	Vantagepoint TRF AGT 457	100	2040	Deferred Comp Deductions	4,050.00	4,050.00
					Total	\$ 38,829.67	\$ 38,829.67

BELVEDERE TIBURON LIBRARY AGENCY
EXPANSION WARRANTS
OCTOBER, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
10/26/2022	000369	Alten Construction - September	200	9045	Site Work	255,668.99	255,668.99
10/26/2022	000370	Alten Escrow - September	200	9051	Escrow	13,456.26	13,456.26
10/26/2022	000371	CMA	200	9048	Project Management	617.50	617.50
10/26/2022	000372	MB Contract Furniture	200	9047	Furniture	16,818.90	16,818.90
10/26/2022	000373	One Workplace	200	9047	Furniture	5,803.75	5,803.75
10/26/2022	000374	Hans Zosseder	200	9047	Furniture	13,400.00	13,400.00
					TOTAL	\$ 305,765.40	\$ 305,765.40



DATE: November 21, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Long-Range Planning Committee

The completion of the Library marks an ideal time to begin discussing the Library's future, given the wealth of opportunities available with the new expansion and our current post-pandemic environment. Please consider establishing a committee to assist with this process. The committee should consist of the Library Director and three trustees.

Definition and Purpose:

The Long-Range Planning Committee reports to the Board for its consideration, the mission, vision, and strategic direction of the library. The Committee's work will determine a framework and actions to develop a long-range plan. Three Board members will serve on the committee.



DATE: November 21, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Finance Committee

The Board has adopted financial policies, regularly receives and discusses quarterly financial reports, and annually adopts a library budget. Given the various financial-related tasks, it may be prudent to establish a Finance Committee that is well-versed in the library budget and can help inform policy and decision-making for the Board. Please consider establishing a committee composed of the Library Director, three trustees, and other library staff as needed.

Definition and Purpose:

The Finance Committee makes recommendations to the Board to maintain the short-term and long-term fiscal health of the library. Membership on the Committee will include the Treasurer and two other Board Members.

Belvedere-Tiburon Library Agency Future Meeting Dates

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

July 17, 2023

No meeting in August unless necessary (**August 21, 2023**)

September 18, 2023

October 15, 2023

November 20, 2023

**All meetings are held on Mondays at 6:15 pm IN PERSON in the Library
Founder's Room, with Zoom access also available.**