

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *March 20, 2023*, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

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

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.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report – Ken Weil, Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Expansion Update – Glenn Isaacson, Project Manager (5 minutes)
4. Belvedere Tiburon Library Foundation Report, Suzannah Scully, Foundation President, (5 minutes)
5. Financial Report as of February 28, 2023, Kristin Johnson, Finance Manager, (5 minutes)_
6. 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.

7. Approval of Agency Meeting Minutes of February 13, 2023
8. Approval of Agency Warrants month of February, 2023

TRUSTEE CONSIDERATIONS

9. **Review and take action on updated Donor Recognition Policy and Donor Giving Levels**
10. **Review and take action to establish janitorial services with Redwood Building Maintenance, Inc.**

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2023 Meeting Dates

CLOSED SESSION

Closed Session: (per Government Code Section 54957 and 54954.5 (e))

Public Employee Performance Review: Government Code Section 34957

Title: Library Director

AGENDA CONTINUES ON PAGE 2

AGENDA (Continued)
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *March 20*, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

RETURN FROM CLOSED SESSION

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY.

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.



DATE: March 20, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Programs and Services

The Del Mar Emerging Artist exhibit includes 40 pieces from local students and is up through April 13. The artists were prompted to create artwork inspired by their surroundings throughout the Bay Area. The exhibit includes digital art, mixed media, and acrylic art. Unlike other exhibits, the artwork is not for sale. Complementing the Emerging Artist exhibit, we are hosting a High School Arts Mashup in partnership with Marin Poetry Center. The Arts Mashup exchange program pairs Marin County high school students to converse anonymously through poetry and different mediums of visual art, only seen by the creators on opening night. The works will be displayed in the gallery hallway and the Teen Room through the end of the month. The Arts Mashup reception on March 30 will include performances by MPC Youth Ambassadors Tashi Manchip and Jackson Bramlette and a former Marin Poet Laureate.

We'll celebrate [National Library Week](#) April 23-29 with activities and programs, including an interactive display and pop-up library card drive. This year's theme is *There's More to the Story*, and we plan to highlight our digital library collection, innovative Makerspace, and other "non-traditional" library services and programs.

Our Adult Services Librarian has a Wellness series planned for spring which offers programs for the community to learn and participate in lifelong skills to minimize the stress of everyday life. The series began with chair yoga in January and will continue with meditative sound baths and yoga breathing techniques, and meditation. We are also hosting a five-week workshop by Robin Engelman, Ph.D., to teach easy and effective micro-habits that improve short-term mood and longer-term life satisfaction. Each week focuses on a new skill, and by the end of the course, participants have started one new habit and have tools to combat their stress better and to feel happier. Programs offered in the Wellness series have been well-received, and participants have already signed up for activities in April. Staff is also developing music-related programs and a speaker series based on community input. We are also adding digital access to The Washington Post in the coming weeks.

Personnel

Children's Services will have a full-time Library Specialist join in mid-April. This full-time position has been vacant since September. This person will begin as a paraprofessional with an opportunity to advance to Librarian upon completing their MLIS, expected in the coming year. Filling this vacancy will allow us to focus more programming efforts on patrons in grades 3-6,

which are more challenging to engage. We will also welcome new staff to fill the Community Engagement Librarian position. They will also begin in mid-April, focusing on the library's marketing and outreach activities and strategies. Lastly, we have a new part-time reference librarian who will primarily cover the reference desk on weekdays and alternating weekends. All three positions were included in the FY22-23 budget. Recruitment is ongoing for part-time paraprofessional support for the Makerspace and Teens; we currently have student staff positions to support both departments for the time being.

As a reminder, I primarily work Monday through Friday, 9:30 am-6 pm but will come in during weekend hours and stay for late programs, as needed.

Outreach and Community Connections

The library is partnering with the Chamber, Sustainable Marin, and several other stakeholders for a Painted Bins project. The project will include installing compost bins in downtown Tiburon to promote proper food waste disposal. The bins will be decorated with designs from local students, with the images changing periodically. The library will help promote the project, play a role in selecting the final artwork, and may host a community reception. Financial contributions will be minimal, if any, as a grant and private donations are covering project costs. The Town of Tiburon Council approved the project on March 15.

We'll host an outreach table at The Ranch's Spring Carnival on March 26. We'll promote library services and upcoming events and distribute small giveaways.

I'll represent the library at the upcoming California Library Director's Forum in April. The virtual conference will focus on strategic leadership, equity-based programming, censorship, and intellectual freedom.

Administration

Several activities are happening at the administrative level. I am working with the City of Belvedere, the Town of Tiburon, and the Office of Emergency Management to determine what resources are required to get designated as a Community Resource Center during emergencies. Being an active partner in the community's resiliency is a component of our Sustainability Certification and is helpful for grant-seeking purposes. The Board may need to adopt some resolution related to this.

Kristin and I are working with the Finance Committee on the FY23-24 budget and plan to present a draft to the full board in May. I am gathering information on new legal representation for the Agency as our current firm terminated services based on a desire to focus exclusively on land use. I'll share more details with the executive committee and then bring back a contract for review and approval to the full Board.

Attached is a summary of library usage from 2016, as reported annually to the CA State Library. The data follows the FY calendar. This data is helpful when considering our pre-pandemic and pre-construction usage. The data for 2019-2022 is separated as the library was impacted by construction and the pandemic, and our service model primarily consisted of curbside service, to-go activity kits, and virtual programs. You may recall that we partially opened the library to the public in January 2022 and fully reopened it in September 2022. The data we've historically collected is limited to outputs with very little qualitative data. We are beginning to capture outcomes data to measure our impact. Measuring outcomes means new ways for the library to demonstrate its effectiveness beyond patron attendance and anecdotal success stories. We use the Public Library Association's Project Outcome tool. The tool is free to use and will help us measure knowledge, confidence, application, and awareness outcomes.

Library Usage Data At a Glance

2016-2019

FY	Cardholders	Library Visits	Hours Open	Total Circulation	Children's Programs	Children's Program Attendance	YA Programs	YA Program Attendance	Adult Programs	Adult Program Attendance	Total Programs
2016-2017	8,736	120,633	3,021	191,124	364	16,725	161	1,691	424	8,422	1,313
2017-2018	7,781	No Data	3,020	224,653	406	9,476	145	1,687	445	6,795	996
2018-2019	8,355	No Data	3,020	214,264	439	11,319	145	1,451	475	6,610	1,059
AVERAGE	8,290		3,020	210,013	403	12,506	150	1,609	448	7,275	1,122

2019-2022

(Covid and Construction Years)

FY	Cardholders	Library Visits	Hours Open	Total Circulation	Children's Programs	Children's Program Attendance	YA Programs	YA Program Attendance	Adult Programs	Adult Program Attendance	Total Programs
2019-2020	7,016	No Data	2,105	123,702	306	9,194	97	1,031	401	5,384	804
2020-2021	7,289	No Data	0	166,616	14	154	18	149	16	100	48
2021-2022	7,795	23,030	916	56,275	40	1,624	18	119	44	290	102

2022-2023 YTD

FY	Cardholders	Library Visits	Hours Open	Total Circulation	Children's Programs	Children's Program Attendance	YA Programs	YA Program Attendance	Adult Programs	Adult Program Attendance	Total Programs
2022-2023	8,258	46,461	1,627	106,682	109	3,488	43	363	81	885	233

BELVEDERE TIBURON LIBRARY AGENCY
BUDGET TO ACTUAL FY 2023
8 MONTHS ENDED
FEBRUARY 28, 2023

		FY23 ANNUAL BUDGET	2/28/2023 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
GENERAL FUND REVENUE					
Revenue					
Basic Library Tax	5010	\$ 2,300,639	\$1,303,232	57%	\$ 997,407
Parcel Tax	5020	275,000	151,216	55%	123,784
ERAF	5025	525,000	294,846	56%	230,154
BTLF Grants	5032	125,000	54,000	43%	71,000
Program Grants	5033	20,000	40,619	203%	(20,619)
Book Fines and Reserves	5040	500	2	0%	498
Book Sales	5050	0	729		(729)
Reference Desk Income	5065	1,000	35	4%	965
Copier Fees	5070	1,000	195	20%	805
E-Scrip Revenue	5090	3,000	6	0%	2,994
Interest Income	5099	5,547	24,635	444%	(19,088)
Total Revenue		\$ 3,256,686	\$1,869,515	57%	\$ 1,387,171
Bond Debt Service via Parcel Tax					
Bond Debt Service - Interest	8910	(27,300)	(15,000)	55%	(12,300)
Bond Debt Service - Principal	8915	(90,000)	(90,000)	100%	-
Bond Fiscal Agent Fees	8920	(12,500)	(9,771)	78%	(2,729)
Total Bond Debt Service		\$ (129,800)	\$ (114,771)	88%	\$ (15,029)
Total Revenue after Bond Service		\$ 3,126,886	\$1,754,744	56%	\$ 1,372,142
GENERAL FUND EXPENDITURES					
Personnel					
Salaries & Wages	7010	1,382,477	820,209	59%	562,268
Medical Reimbursement	7015	24,300	14,306	59%	9,994
Part Time Salaries & Wages	7020	285,992	47,811	17%	238,181
PERS Retirement Benefits	7100	240,118	185,341	77%	54,777
PERS Insurance Benefits	7110	222,790	119,096	53%	103,694
PERS OPEB Benefits	7115	9,000	5,980	66%	3,020
Workers Comp Insurance	7120	7,508	0	0%	7,508
Employment Practice Insurance	7125	5,400	5,400	100%	-
Payroll Tax Expense	7130	41,924	15,947	38%	25,977
Professional Development	7200	17,000	4,574	27%	12,426
Staffing Recruitment	7210	0	568		(568)
Total Personnel		\$ 2,236,509	\$1,219,232	55%	\$ 1,017,277
Circulation Materials & Data					
Books and other Materials	7601	100,000	73,489	73%	26,511
Vendor Processing Costs	7602	7,000	4,425	63%	2,575
Supplies for Processing	7603	3,000	1,551	52%	1,449
Digital Resources & Content	7606	57,000	28,975	51%	28,025
MARINet	7607	100,000	95,220	95%	4,780
Total Circulation Materials & Data		\$ 267,000	\$ 203,660	76%	\$ 63,340

BELVEDERE TIBURON LIBRARY AGENCY
BUDGET TO ACTUAL FY 2023
8 MONTHS ENDED
FEBRUARY 28, 2023

		FY23 ANNUAL BUDGET	2/28/2023 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
Technology Services					
Online Services	8020	10,000	11,352	114%	(1,352)
Computers & Peripherals	8035	5,000	18,645	373%	(13,645)
Technical Support	8040	66,924	48,092	72%	18,832
IT Infrastructure	8070	18,000	26,522	147%	(8,522)
Website Maintenance	8071	21,500	10,858	51%	10,642
Maker Space Programs	8280	9,000	1,368	15%	7,632
Technology Training Program	8290	4,800	1,710	36%	3,090
EV Public Charging Stations	8493	3,000	0	0%	3,000
Total Technology Services		\$ 138,224	\$ 118,547	86%	\$ 19,677
Program Services & Supplies					
Copier Expense	8210	19,284	9,030	47%	10,254
Postage Freight	8220	7,000	3,257	47%	3,743
Public Relations	8225	25,000	8,498	34%	16,502
Office Supplies	8230	10,000	5,352	54%	4,648
Library Programs & Materials	8240	12,000	5,566	46%	6,434
Children's Program Supplies	8250	16,000	9,955	62%	6,045
Young Adult Programs	8251	12,000	3,914	33%	8,086
Telephone	8260	12,500	10,175	81%	2,325
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000
Total Program Services & Supplies		\$ 118,784	\$ 55,747	47%	\$ 63,037
Building Expenses					
Building & Contents Insurance	8410	95,980	84,519	88%	11,461
Building Maintenance	8430	24,800	24,782	100%	18
Grounds Maintenance	8440	11,100	4,640	42%	6,460
Janitorial Expense	8450	80,000	47,591	59%	32,409
Custodial Supplies	8460	11,931	2,579	22%	9,352
Trash	8480	4,430	2,642	60%	1,788
Electricity & Gas	8490	36,996	39,798	108%	(2,802)
Parking	8491	11,040	6,120	55%	4,920
Maintenance Contracts	8492	8,000	6,057	76%	1,943
Water	8500	9,900	3,877	39%	6,023
Total Building Expenses		\$ 294,177	\$ 222,605	76%	\$ 71,572
Agency Administration					
Bank Charges	8810	1,000	23	2%	977
Credit Card Fees	8815	2,000	228	11%	1,772
Cash (over/under)	8820	120	(1)	-1%	121
Accounting	8830	10,300	6,363	62%	3,937
Auditing	8835	33,619	10,435	31%	23,184
Legal Services	8840	20,000	3,493	17%	16,507
Office Expenses	8850	5,000	2,190	44%	2,810
Grand Opening	8870	0	17,049		(17,049)
Total Agency Administration		\$ 72,039	\$ 39,780	55%	\$ 32,259
Total GENERAL FUND EXPENDITURES		\$ 3,126,733	\$1,859,571	59%	\$ 1,267,162
NET OPERATING REVENUE/(LOSS)		\$ 153	\$ (104,827)		\$ (104,980)

BELVEDERE TIBURON LIBRARY AGENCY
 BUDGET TO ACTUAL FY 2023
 8 MONTHS ENDED
 FEBRUARY 28, 2023

		FY23 ANNUAL BUDGET	2/28/2023 YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
ACTUAL BEGINNING CASH - ALL FUNDS	6/30/2022	\$ 4,518,696	\$4,518,696		\$ -
NET OPERATING REVENUE/(LOSS)		\$ 153	\$ (104,827)		\$ (104,980)
NON-OPERATING TRANSFERS & USES OF RESERVES					
Building Reserve - Technology & Equipment	9010	(35,750)	(35,750)	100%	-
Building Reserve - Furniture & Fixtures	9020	(55,000)	(10,359)	19%	44,641
Expansion Line of Credit Prin & Int	8930&8935	(160,000)	(103,618)	65%	56,382
Operating Reserve		(15,000)	0	0%	15,000
Total USES OF RESERVES		\$ (265,750)	\$ (149,727)		\$ 116,023
EXPANSION ACTIVITY					
Expansion Line of Credit Borrowing		2,200,000	2,000,000	91%	(200,000)
Expansion Expenditures	9041-9051	(2,200,000)	(1,647,690)	75%	552,310
Total EXPANSION ACTIVITY		\$ -	\$ 352,310		\$ 352,310
BALANCE SHEET ACTIVITY		\$ (70,000)	\$ (3,115)		\$ 66,885
DESIGNATED FUND ACTIVITY					
Designated Fund Receipts		26,314	3,600	14%	(22,714)
Designated Fund Expenditures		(30,278)	(22,157)	73%	8,121
Net DESIGNATED FUND ACTIVITY		\$ (3,964)	\$ (18,557)		\$ (14,593)
ENDING CASH - ALL FUNDS	2/28/2023	\$ 4,179,135	\$4,594,780		\$ 415,645
CASH DETAIL					
Insurance and Building Reserves			566,794		
Expansion Funds - Restricted for Project Costs			674,072		
Service			119,600		
Funds Restricted by Source			31,171		
Operating Reserve			3,203,143	***	
ENDING CASH - ALL FUNDS	2/28/2023		\$4,594,780		
***Fiscal Year 2023 low point for Operating Reserve was \$1,971,025 on December 31, 2022					



24 February 2023

MEMORANDUM

To: Crystal Duran
Library Director
Belvedere Tiburon Library
415-789-2665

From: Bob Parkins, PE
Bob Parkins Renewable Energy Consultants
www.bobparkinsconsultants.com
bparkins@comcast.net
916-806-6580

Subject: Potential Solar Project for the Belvedere Tiburon Library (Library)

1. After reviewing the solar project proposal from BRW outlining three potential solar options, I answered questions from you and your Board members on February 17, 2023. The issues we discussed are addressed as follows.
2. **NEM 2.0 vs 3.0:** Clearly, the Library would benefit from being grandfathered under NEM 2.0 vs. the more restrictive NEM 3.0. To do so requires applying to PG&E and receiving approval by no later than April 15, 2023. The application requires a site plan and electrical design schematic. I personally know that a flood of applications is being submitted. During the application review, if PG&E has questions or if the application is incomplete, they will return the application for clarification or correction. The review process then starts all over again upon resubmitting the application. It's my professional opinion that it will be a challenge to get grandfathered in such a short time. However, even if the Library is grandfathered, there is a more daunting task – finding ways to finance the project.
3. **Financing a project:**
 - a. One suggestion to finance the project is a Power Purchase Agreement or PPA, whereby an entity finances the design, construction, operation, and maintenance of the project, charging the Library for the actual generated electricity at a rate (with an annual escalation) that initially is less than PG&E. The problem is that I do not know of any company that offers PPAs for small projects. That is because last year about 55% of all solar project installs in the U.S. were utility-scale projects. They vary from about 20 MW to 1,000 MW. The largest BRW option is only 142 kW or 0.142 MW. This is much too small for financiers who typically finance much larger projects

that yield bigger returns for less administrative costs. In addition, the savings to the Library may not be very much as the PPA's annual escalation rate increases the Library's payments every year for the contract period, typically 20 years. The primary benefit for non-utility customers, like public entities, is that PPAs allow customers to use their O&M funds rather than capital funds.

- b. Another possibility is a lease arrangement, which is an available alternative through residential and small commercial solar installers. I do not recommend leases because the Library would be required to pay the monthly lease for the system regardless of the actual generation. So, if there is a problem and there is no or reduced generation for a time, the Library would still be contractually responsible for monthly payments. Under a PPA, the customer only pays for what is generated, so the PPA provider is incentivized to maintain continuous operation. Not so the lease holder.
- c. The third option is for the Library to obtain a line of credit and finance the project. Assuming only NEM 3.0 applies, it would be essential to optimize the project size to avoid exporting excess energy to PG&E since the credits would be of little or no value (cost to generate equal or greater than the credit). The optimized size would likely be smaller to avoid exports, or batteries could be added to absorb any excess generation for use during the peak times later in the day. To optimize the project, it is necessary to use sophisticated simulation models that require a year's worth of electric consumption interval data from PG&E. It is my understanding that there is not a year's worth of such data.

4. **Recommendation:** I suggest waiting until your electric use stabilizes and you have a year's worth of data. Then, you may perform an optimization study to identify the system size and components that best meets your needs and available financing, assuming you utilize a line of credit. It is also best to use a qualified solar professional to help you navigate the process.

Respectfully submitted,





May 2021

RESUME

Robert E. (Bob) Parkins, P.E.

Bob Parkins Renewable Energy Consultants

www.bobparkinsconsultants.com

bparkins@comcast.net

bob@bobparkinsconsultants.com

916-806-6580 (cell)

916-850-0878

Education and Professional Registration

1. BS Civil Engineering, Stanford University
2. MS Civil Engineering, Stanford University
3. Registered Professional Engineer, State of California (Current)
4. Certified Energy Manager (Previous)
5. C-46 Solar Contractor License, State of California (Previous)

Past and Present Professional Activities

1. Board of Directors, Solar Electric Power Association (now called the Smart Electric Power Alliance or SEPA)
2. Board of Directors, Solar Cookers International
3. Board of Directors, Association for Efficient Environmental Energy Systems
4. Positions in utility and energy-oriented organizations
5. Solar PV workshop instructor
6. Solar energy consultant for public and private clients
7. PV product designer and design/construction Project Manager
8. Expert Witness
9. Commissioned Officer in the United States Air Force and Air Force Reserve

Professional Experience

Mr. Parkins has over 40 years of engineering experience as a licensed professional engineer. He has extensive experience as a project manager and supervisor in building design and construction with the Army Corps of Engineers in the U.S., Germany, and Turkey. In this capacity, Mr. Parkins was the senior manager of a design team responsible for a \$600 million facility design program (1988 dollars), which included complex hospitals and clinics, the Space Shuttle Program at Vandenberg AFB, advanced research and testing facilities at Edwards AFB, advanced energy management systems, and other Military Construction Program projects at 15 U.S. Air Force bases in the western U.S. These assignments often required accomplishing complex engineering projects under changing conditions, tight schedules and budgets, and delicate diplomatic situations (overseas). He subsequently served as the senior manager responsible for the Engineering and Construction Program in California for the U.S. Department of Energy,

Western Area Power Administration (Western). The highlight of this effort was the construction of a \$400 million (1990 dollars), 500 kV transmission line with substations linking Oregon to California (California-Oregon Transmission Project). He also managed the design and construction of a 230-kV transmission tie line and supporting switching station which linked a new 550 MW combined cycle, combustion turbine generating plant to the California power grid (Sutter Power Plant) and a new 230 kV transmission line to the City of Roseville (Roseville-Elverta Transmission Line).

Mr. Parkins also served as the Energy Services Manager for Western, during which he became the solar photovoltaic (PV) expert for all of Western and a PV technical consultant to the U. S. Department of Energy, Federal Energy Management Program. In a 29+ year solar oriented career, both in and out of government, he instructed many solar workshops throughout the United States and assisted numerous public agencies (Federal and state government agencies, municipalities, water districts, school districts, and Indian reservations) as well as numerous private clients by analyzing potential PV projects, designing solar systems, writing technical RFP specifications, evaluating bids, performing construction inspections, installing and commissioning systems, consulting on municipal solar programs and corporate marketing strategies, analyzing PV Power Purchase Agreements and Operating Lease proposals for public and private clients, and evaluating new PV components and products for PV industry clients,

Mr. Parkins currently is a solar energy consultant and owner of Bob Parkins Renewable Energy Consultants. Besides providing general solar consulting support for clients, he provided design guidance on three new PV products: a small, user friendly, village level PV product for use in the third world as well as conventional ground mount applications; a residential PV tile; and a PV carport, which emphasized aesthetics and ease of installation. He also provided design review and technical guidance to two start-up PV companies developing a new PV module and a double-axis roof mounted tracker. Drawing on his extensive engineering and construction experience in the utility industry, Mr. Parkins also helped develop proposals for numerous utility sized PV systems in the U.S. as well as consulted on solar programs and projects in India, Chile, southern and eastern Africa, Australia, Guatemala, Saipan, the Philippines, and American Samoa. These later projects involved not only design, but also coordination with the participating utilities for the interconnection and transmission features, which often constitute the most challenging component of very large grid connected PV systems, as well as the financial and business case elements. In the last four years, he has provided design guidance for over seventy large commercial solar projects, the majority of which were 1-MW each in size and served as an Expert Witness in 18 litigations.

DRAFT FOR AGENCY REVIEW

SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
February 13, 2023

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

Members Absent: Treasurer Jeff Slavitz

Also Present: Crystal Duran, Glenn Isaacson, Chuck Hornbrook, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Weil called the meeting to order at 5:30 pm

PUBLIC COMMENT

Chair Weil opened the floor to public comment on the subject matter of the closed session. There were no comments.

Motion to enter closed session made by Vice Chair Johnson, seconded by Trustee Hooker, all present in favor.

CLOSED SESSION

Closed Session: (per Government Code Section 54957 and 54954.5 (e))

Public Employee Performance Review: Government Code Section 34957

Title: Library Director

RETURN FROM CLOSED SESSION – 6:15pm

Chair Weil announced that no action was taken in the Closed Session.

OPEN Forum:

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

1. Chair's Report

There was no report from the Chair.

2. Library Director's Report

Director Duran reported that the Library would resume Sunday business hours starting February 26th. New hours are Monday through Thursday 10am to 7pm, Friday through Sunday 10am to 5pm.

The Agency had previously explored installing solar at the January meeting. Director Duran has since reached out to 3 vendors, 2 of which were recommended by Chuck Hornbrook at the January meeting. The Finance Committee will be meeting on Friday to discuss the information gathering process regarding solar installation possibilities.

Library Staff are re-evaluating the Library's janitorial services, and Staff will present a contract for approval at the March Agency meeting.

The Library's new Makerspace is very popular, and the gathering of patrons young and old in the space is serving to facilitate community collaboration. Recently, a local patron asked for help in creating a 3D replacement for a walking cane, and a student working in the Makerspace was able to help the patron create a cane. Trustee Johnson suggested that Director Duran submit these kinds of stories to the Ark Newspaper.

Chuck Hornbrook is attending tonight's meeting to follow up on the January solar presentation. He is concerned about the Library being able to meet an April 13 deadline, and avoid new metering requirements. He said that community volunteers are available to help the Agency to reach out to service providers.

Trustee Hooker asked whether the Library was receiving broader public comments and concerns from community members about materials content of the Library. Director Duran said that no direct concerns had come to the Library Staff, and that the Agency recently approved an update of the ALA bill of rights as part of Library policy.

Trustee Richards asked whether there is a large population of home schooling families in the Library's service area. Director Duran said that, since the pandemic, there are more families home schooling their children, and that Children's Librarian Alicia Bell is creating a roster, polling individual needs, and arranging meetups.

Chair Weil requested that circulation statistics be presented at the next Agency meeting and asked about checkouts using phones. Director Duran said that phone checkout is coming soon, but patrons can check out with digital library card on their phones at the main Circulation desk rather than at the self-checkout stations.

3. Expansion Update

Project Manager Glenn Isaacson reported that there were no lasting ill effects from the January rainstorm. Standing water was discovered under the building after the storm, and it took about 12 days to evacuate the water. Dehumidifiers are now running to circulate air and dry the under-building spaces. Phase 2 of the follow-up will be to determine the cause of the water buildup and to determine responsibility. The source of the water was roof runoff, not marsh overflow or groundwater rise. The roof-to-ground downspouts did not carry the water away as effectively as needed. Project Manager Isaacson recommends that the Library install a mechanical ventilation system in the basement. He will meet with the architect and the contractor this week to verify whether the drainage system is functioning properly.

The resolution of the general project punch list is going well at fewer than 12 items. When the list is finished, Project Manager Isaacson will call for inspection and a final accounting.

Agency members expressed thanks to Project Manager Isaacson his many hours and years of volunteering on the Project.

4. Belvedere Tiburon Library Foundation Report

Director Duran reported on behalf of President Scully that the Isabelle Allende and Elaine Petrocelli event was a huge success. The next Foundation event will be the Teddy Bear Tea on April 1. As of March 10, this event is sold out.

5. Committee Reports

The Long-Term Planning Committee held a March 1 meeting, and the Finance Committee met last Friday and will meet again this Friday. Both Committees will continue as needed for Budget and longer-term planning.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of January 23, 2023, and the Warrants dated month of January, 2023, made by Trustee Richards, seconded by Trustee Hooker.

Roll Call Vote:

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

Absent: Jeff Slavitz.

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration of Library Sustainability Policy

Director Duran reported that current sustainability grant program requires the Library to create a sustainability policy. Trustee Richards added that Libraries were a first with sustainability by nature, with their multi-user book collections. This is a great sustainability marketing point.

Trustee Drew asked about documentation on the Library's progress with actions/efforts under the sustainability grant. Director Duran said that Library Staff are developing a website page, which will illustrate progress toward certification, what has been accomplished, Library events marketing, and links to other related community services.

Chuck Hornbrook said that he is a member of Tiburon Climate Action Committee, and that the Climate Action Plan adopted by the Town of Tiburon is aggressively moving forward in collaboration with Belvedere and Mill Valley. He encouraged the Agency to support Director Duran on this effort. Director Duran added that Staff have reviewed the Town's plan to begin to determine how the Library fits in, and will be working closely with the Town's representatives to partner in that work.

MOTION TO APPROVE the Library Sustainability Policy made by Trustee Amir, seconded by Trustee Drew.

Roll Call Vote:

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

Absent: Jeff Slavitz.

Noes: None.

Motion Passed.

9. Consideration of Agency Draft Audit for the fiscal year ended June 30, 2022

Audit partner Vikki Rodriguez and Clerk Johnson had previously presented the audit at the February Agency meeting. This is a second reading, and an opportunity for further questions and/or requests for changes. There were no changes requested.

MOTION TO APPROVE the Agency Draft Audit for the fiscal year ended June 30, 2022, made by Vice Chair Johnson, seconded by Trustee Richards.

Roll Call Vote:

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

Absent: Jeff Slavitz.

Noes: None.

Motion Passed.

10. Consideration of Future Meeting Format

Director Duran said that the Library would make a one-time investment for equipment, and take out an annual subscription for software to support a hybrid meeting format. This will require a 3rd Library Staff member to attend meetings to monitor the virtual attendees. Technology and Learning Initiatives Librarian Ivan Silva will support the initial setup, and another staff will support each meeting.

There is no guarantee the system will be flawless, for example, if connectivity is lost, the Agency will have to pause the meeting.

The purchased equipment could also be utilized for other hybrid programming, with opportunity to create program and public access. If the Library were to meet at the Town hall and use the Town's equipment that would be exclusive, but Library-owned equipment could be offered as a service to the community.

DRAFT FOR AGENCY REVIEW

Vice Chair Johnson cautioned that the Library move slowly so that when the service is offered to the community, it will facilitate a good experience. The City of Belvedere staff have not had a good experience with their system.

Trustee Amir said that she supports a hybrid model in light of post-COVID reality with increased usage of remote formats. If the setup is well created, stakeholders will see the value, and the cost is not high. This would provide an inclusive platform. She suggested using the software/platform opportunity for recording meetings.

Director Duran said that, under a hybrid system, the Agency is still required to have a Quorum physically present at each meeting, and each Agency member must attend 80% of meetings in person. Each meeting will require an Agency poll for virtual or physical attendance.

The Agency members generally concluded that Director Duran should proceed with the purchase of equipment to support hybrid meetings.

11. Consideration of Lease Capitalization Threshold

Motion to Approve the Capital Lease Threshold of \$100,000 made by Trustee Richards, seconded by Vice Chair Johnson.

Roll Call Vote:

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

Absent: Jeff Slavitz

Noes: None.

Motion Passed.

14. Meeting Dates

The next Regular BTLA meeting is scheduled for Monday, March 20, 2023 at 6:15pm. The Meeting Dates list needs a correction of October to the 16th.

Respectfully Submitted,

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

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
2/1/2023	000499	Diana Marie Estey	100	8240	Library Services & Programs	300.00	300.00
2/1/2023	000500	Pacific Gas & Electric	100	8490	Gas & Electric	10,298.12	10,298.12
2/14/2023	000501	Riley F. Hurd III	100	8840	Legal	3,097.50	3,097.50
2/17/2023	000502	Jessica Brandi	100	8240	Library Services & Programs	79.25	79.25
Total Hand Checks						\$ 13,774.87	\$ 13,774.87
OPERATING PRINTED CHECKS							
2/16/2023	101688	A&PMOVINGCOMPANY - A & P MOVING COMPANY	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
2/16/2023	101689	ARAMARK - ARAMARK	100	8492	Maintenace Contracts	\$ 120.98	
		ARAMARK - ARAMARK	100	8492	Maintenace Contracts	\$ 277.86	\$ 398.84
2/16/2023	101690	BLACKSTONEPUBLISHING - BLACKSTONE PUBLISHING	100	7601	Books and othe Materials	\$ 120.00	
		BLACKSTONEPUBLISHING - BLACKSTONE PUBLISHING	100	7601	Books and othe Materials	\$ 40.00	
		BLACKSTONEPUBLISHING - BLACKSTONE PUBLISHING	100	7601	Books and othe Materials	\$ 40.00	\$ 200.00
2/16/2023	101691	BRODARTCO - BRODART CO.	100	7601	Books and othe Materials	\$ 724.94	
		BRODARTCO - BRODART CO.	100	7602	Vendor Processing Costs	\$ 87.61	\$ 812.55
2/16/2023	101692	CAROLWEISS - CAROL WEISS	100	8240	Library Services Materials	\$ 70.74	\$ 70.74
2/16/2023	101693	CCHINCORPORATED - CCH INCORPORATED	100	7601	Books and othe Materials	\$ 250.25	\$ 250.25
2/16/2023	101694	CINTAS - CINTAS	100	8230	Office Supplies	\$ 17.51	\$ 17.51
2/16/2023	101695	CRYSTALDURAN - CRYSTAL DURAN	100	7200	Professional Development	\$ 200.00	
		CRYSTALDURAN - CRYSTAL DURAN	100	8240	Library Services Materials	\$ 141.35	
		CRYSTALDURAN - CRYSTAL DURAN	100	8850	Office Expenses	\$ 66.32	\$ 407.67
2/16/2023	101696	DELTA DENTAL OF CALIFORNI	100	7110	PERS Insurance Benefits	\$ 1,248.12	\$ 1,248.12
2/16/2023	101697	DEMCOINC - DEMCO, INC.	100	7603	Supplies for Processing	\$ 375.66	
		DEMCOINC - DEMCO, INC.	100	7603	Supplies for Processing	\$ 366.18	
		DEMCOINC - DEMCO, INC.	100	9020	Furniture, Fixture & Improvements	\$ 4,556.37	\$ 5,298.21
2/16/2023	101698	DYNAMITEDIGITAL - DYNAMITE DIGITAL	100	8230	Office Supplies	\$ 557.22	\$ 557.22
2/16/2023	101699	GIRLSFORCE - GIRLS FORCE	100	8280	Marker Space Programs	\$ 225.00	\$ 225.00
2/16/2023	101700	HAGEL SUPPLY COMPANY - HAGEL SUPPLY COMPANY	100	8460	Custodial Supplies	\$ 623.82	\$ 623.82
2/16/2023	101701	INGRAM LIBRARY SERVICES - INGRAM LIBRARY SERVICES	100	7601	Books and othe Materials	\$ 12,700.17	
		INGRAM LIBRARY SERVICES - INGRAM LIBRARY SERVICES	100	7602	Vendor Processing Costs	\$ 919.31	\$ 13,619.48
2/16/2023	101702	VOID				\$ -	\$ -
	101703	KYOCERA - KYOCERA DOCUMENT SOLUTIONS NORTHERN CALIFORNIA INC	100	8035	Computers & Peripherals	\$ 557.49	
		KYOCERA - KYOCERA DOCUMENT SOLUTIONS NORTHERN CALIFORNIA INC	100	8201	Copier Expense	\$ 132.68	\$ 690.17
2/16/2023	101704	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	\$ 462.46	
		LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	\$ 1,196.54	\$ 1,659.00
2/16/2023	101705	MARINIT INC - MARIN IT, INC.	100	8070	IT Infrastructure	\$ 297.50	
		MARINIT INC - MARIN IT, INC.	100	8070	IT Infrastructure	\$ 400.00	\$ 697.50
2/16/2023	101706	MECHANICSBANK - MECHANICS BANK	100	7200	Professional Development	\$ 517.98	
		MECHANICSBANK - MECHANICS BANK	100	7601	Books and othe Materials	\$ 573.38	
		MECHANICSBANK - MECHANICS BANK	100	7606	Digital Resources & Conent	\$ 30.98	
		MECHANICSBANK - MECHANICS BANK	100	8020	Online Services	\$ 89.99	
		MECHANICSBANK - MECHANICS BANK	100	8035	Computers & Peripherals	\$ 1,763.01	
		MECHANICSBANK - MECHANICS BANK	100	8071	Website Maintenance	\$ 300.00	
		MECHANICSBANK - MECHANICS BANK	100	8220	Postage Freight	\$ 410.27	
		MECHANICSBANK - MECHANICS BANK	100	8225	Public Relations	\$ 249.24	
		MECHANICSBANK - MECHANICS BANK	100	8230	Office Supplies	\$ 648.44	
		MECHANICSBANK - MECHANICS BANK	100	8250	Children's Program Supplies	\$ 2,034.92	
		MECHANICSBANK - MECHANICS BANK	100	8251	Youg Adults Program	\$ 145.41	
		MECHANICSBANK - MECHANICS BANK	100	8280	Makers Space Program	\$ 969.89	
		MECHANICSBANK - MECHANICS BANK	100	8430	Building Maintenance	\$ 144.90	
		MECHANICSBANK - MECHANICS BANK	100	8850	Office Expenses	\$ 190.00	
		MECHANICSBANK - MECHANICS BANK	200	9010	Computers & Equipment	\$ 3,600.13	\$ 11,668.54
2/16/2023	101707	MICHAEL FRIEDLAND - MICHAEL FRIEDLAND	360	9850	Art Committee Expenses	\$ 585.00	\$ 585.00
2/16/2023	101708	MILL VALLEY REFUSE - MILL VALLEY REFUSE	100	8480	Trash	\$ 295.27	\$ 295.27
2/16/2023	101709	MISSIONS SQUARE - MISSION SQUARE - 304607	100	2040	Deferred Comp Deductions	\$ 2,025.00	\$ 2,025.00
2/16/2023	101710	OPTIONCLICKCONSULTING - OPTION CLICK CONSULTING	100	8290	Technology Training Program	\$ 360.00	
		OPTIONCLICKCONSULTING - OPTION CLICK CONSULTING	100	8290	Technology Training Program	\$ 180.00	\$ 540.00
2/16/2023	101711	OVERDRIVE INC - OVERDRIVE, INC	100	7606	Digital Resources & Conent	\$ 491.93	
		OVERDRIVE INC - OVERDRIVE, INC	100	7606	Digital Resources & Conent	\$ 95.00	
		OVERDRIVE INC - OVERDRIVE, INC	100	7606	Digital Resources & Conent	\$ 508.70	
		OVERDRIVE INC - OVERDRIVE, INC	100	7606	Digital Resources & Conent	\$ 366.49	\$ 1,462.12
2/16/2023	101712	REBECCA JUNG - REBECCA JUNG	100	8251	Youg Adults Program	\$ 64.54	\$ 64.54
2/16/2023	101713	TPX COMMUNICATIONS - TPX COMMUNICATIONS	100	8260	Telephone	\$ 1,110.04	\$ 1,110.04
2/16/2023	101714	USBANKEQUIPFIN - US BANK EQUIPMENT FINANCING	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
2/16/2023	101715	WTCOX INFORMATION SERVIC - WT.COX INFORMATION SERVIC	100	7601	Books and othe Materials	\$ 161.59	\$ 161.59
Total AP Checks						\$ 45,997.37	\$ 45,997.37
TOTAL February Warrants						\$ 59,772.24	\$ 59,772.24

BELVEDERE TIBURON LIBRARY AGENCY
 EXPANSION WARRANTS
 MONTH OF FEBRUARY 2023

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
1/30/2023	000393	MB Contract Furniture	200	9047	Furniture	40,216.72	40,216.72
1/30/2023	000394	VOID				0.00	0.00
1/31/2023	000395	Thomas Swan Sign Co	200	9047	Furniture	1,851.07	1,851.07
2/15/2023	000396	MB Contract Furniture	200	9047	Furniture	66.82	66.82
2/15/2023	000397	Cori Van Allen	200	9048	Project Mgmt	780.00	780.00
					TOTAL	\$ 42,914.61	\$ 42,914.61



DATE: March 20, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Updated Donor Recognition Policy and Donor Giving Levels

At the February 2019 BTLA meeting, the Board approved detailed guidelines for implementing naming rights and name recognition. Those approved guidelines include details such as naming opportunities, the duration of naming rights, and other responsibilities. Later, at the April 2020 BTLA meeting, the Board approved a donor recognition policy that provides fewer specific details but references other documents such as naming agreements and donor naming by area. The updated Donor Recognition Policy before you incorporates details from both approved documents into one consolidated policy. The updated donor recognition policy will allow the Foundation to communicate with donors regarding naming opportunities and the duration of naming rights.

Similarly, in June 2020, the Board approved a donation pyramid for recognition type that illustrates donor recognition by financial category. The document has been updated to include more details and a category for book spines. The updated version allows a wider range of donors to be formally recognized.



DONOR RECOGNITION POLICY

Revised March 2023

The purpose of this document is to establish a policy for donor recognition for the Belvedere Tiburon Library. The Library places great value on recognizing and showing appreciation to philanthropic donors for their generosity because these private funds enhance the Library's ability to meet the needs of its community. Donor recognition opportunities for financial or in-kind contributions may include commemorative signage and/or bestowing a donor's name on facilities or parts of facilities, collections, equipment, and fixtures. Through proper donor recognition, the Library can acknowledge financial support in a consistent and meaningful way, steward existing donors, and cultivate new relationships. All donor recognition opportunities should reflect the spirit of the Library's mission of enriching the quality of life for all people in Belvedere and Tiburon by providing resources for information, education, and recreation.

Responsibilities

The Belvedere Tiburon Library Agency ("BTLA") is responsible for establishing this policy related to donor recognition and may review and modify this policy as needed. The Belvedere Tiburon Library Foundation ("BTLF") is a 501 (c)(3) not-for-profit corporation established in 1996 to support the Library through fundraising, outreach, and volunteer networks. BTLF is responsible for accepting and disbursing financial contributions related to naming and name recognition opportunities and for administering naming rights agreements. Select members of BTLA, the Library Director, and designated staff may support BTLF in its efforts to solicit donors, obtain appropriate approvals and develop formal naming rights and name recognition agreements with potential donors. Donor recognition proposals shall be submitted to the BTLA Board of Directors ("Board") in writing on behalf of BTLF. The Board has the sole authority to review, consider and decide all donor recognition proposals before financial commitments are made. While the Board is grateful for donations, it reserves the right to accept or decline any gift or donor recognition proposal based on its review.

The Library Director is responsible for the consistent implementation of these policies. Donor recognition carries no power of direction or implied power of direction to the Library on matters of appointment of persons, policies, or any other library processes or activities. This policy is effective as of the date of approval by the BTLA and will supersede all prior policies relating to this matter.

General Guidelines

- All naming and name recognition opportunities must reflect the spirit of Belvedere Tiburon Library's mission.
- All solicitations for naming rights and opportunities must be coordinated through the Belvedere Tiburon Library Foundation. Cash and in-kind contributions may qualify for tax deductions through the Foundation's 501(c)(3) status. Tax receipts are not issued for funds, products or in-kind services made directly to the Library.

- Naming rights for library buildings will be reserved for individuals and corporations. No naming rights would be accepted by religious entities, partisan political entities, or other such organizations.
- When one or more donors wish to obtain naming rights to the facility, naming rights will be awarded at the discretion of the BTLA.
- With approval of the Board, sub-units of facilities may be named for individuals, families, organizations, foundations or corporations to recognize philanthropic contributions.
- When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin.
- The naming of any facility or subunit of a facility shall be finalized, and naming recognition opportunities shall be fulfilled, only after the financial commitment by the individual or organization has been honored in full and not on the basis of a pledge for future funds.
- Once the naming opportunity has been fulfilled, unless indicated otherwise, the Library reserves the right to acknowledge and use the name in its promotional and marketing materials.
- Plaques, signage and other recognitions will be placed in appropriate locations and will be consistent with the Library's image and design requirements.
- Library facilities and subunits of library facilities may not be named for multiple individuals, organizations or entities.
- Naming rights are exclusive to recognition and does not include any enhancements to a named location (e.g. specific artwork, furniture, or other cosmetic features).
- BTLA and the Library Director reserve the right to modify library facilities, subunits, and sections as deemed necessary to meet the mission and service needs of the community.
- At the discretion of BTLA and BTLF, levels of financial contributions may be adjusted to reflect changes in economic conditions or area norms.

Naming Opportunities

Generally, library facilities are named in accordance with their geographical or functional designations. However, Belvedere Tiburon Library Agency allows for naming rights and name recognitions that are consistent with the nature and mission of the Library. Naming will be considered for a person who has provided distinguished service to the Library and the community as an Honorarium for Service. The depth and breadth of the contributions must be obvious and compelling, reflecting a dedication and beneficence to the Library over a significant span of time.

Through the Library Foundation, BTLA seeks private funds to enhance the Library's ability to meet the needs of its community. A naming opportunity can be offered to an individual, family, organization, foundation or corporation in recognition of a substantial financial or in-kind contribution to the Library.

There are three categories of naming opportunities:

1. Naming opportunities for the library facility. This would include naming the Library building. The Belvedere Tiburon Library name would stand but a donor could name the building, such as Belvedere Tiburon Library, *Mary and Dan Roberts Building*.
2. Naming opportunities for subunits within a facility. Designated areas inside or outside the library, including special use areas, meeting rooms, study rooms, public service areas, administrative spaces, and designated outdoor areas.

3. Name recognition opportunities. This could include but is not limited to sections of a building (art walls, community and other display areas); technology enhancements; collections; other fixtures, furnishings and equipment.

Recognition may include plaques, signage, a donor wall, and other recognitions in appropriate locations consistent with the Library's image and design requirements. Naming formats will be applied consistently for all recognitions. Requests for words of recognition other than those recognizing the name of an individual, family foundation, organization or corporation may be considered, subject to review and approval of the BTLA. Donors who wish to remain anonymous or decline a naming opportunity or recognition signage may be offered a recognition in another manner per the decision of the BTLA.

The Library reserves the right to acknowledge and use the donor's name in its promotional and marketing materials. The Library will, however, respect and abide by a donor's wish to remain anonymous.

There shall be a due diligence review of each naming proposal. BTLA reserves the right to accept or reject any naming proposal based on this review. In order to avoid any conflict of interest, or any other potentially adverse consequences, additional due diligence shall be undertaken before recommending the naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate to the public setting of the Library and will not detract from, and is compatible with, the Library's use and purpose or the Library's reputation as a public entity.

Contribution Levels for Philanthropic Naming and Name Recognition Opportunities

Contribution levels for donor recognition opportunities are established based on library need, industry standards and area norms. BTLA in collaboration with BTLF will establish contribution levels for each capital campaign or special library project. BTLA approved donor giving levels will supplement this policy.

Duration of Naming Rights

The duration of name recognition is finite and will be implemented with the following schedule:

- For the library facility, naming rights will remain in place for the useful life of the building, not to exceed a period of thirty (30) years. Renaming is subject to renewal at the Library Board's discretion.
- For subunits of library facilities, naming rights will remain in place for fifteen (15) years and is subject to renewal at the Library Board's discretion.
- For all naming recognition opportunities, recognition will remain in place for the earlier of five years or the useful life of the item, with the option to renew at replacement or end-of-term, at the Library Board's discretion.

The duration of each naming right will be provided to donors through naming rights agreements upon final approval by BTLA. When the collection, property or facility has reached the end of its useful life, or will be replaced or renovated, the renovated or replaced collection, property, or facility may be renamed in recognition of a new donor. Recognition of earlier donors may be continued on appropriate signage, plaque, or through some other mechanism, at BTLA's discretion.

The Library may revoke a donor's recognition if either of the following conditions occurs:

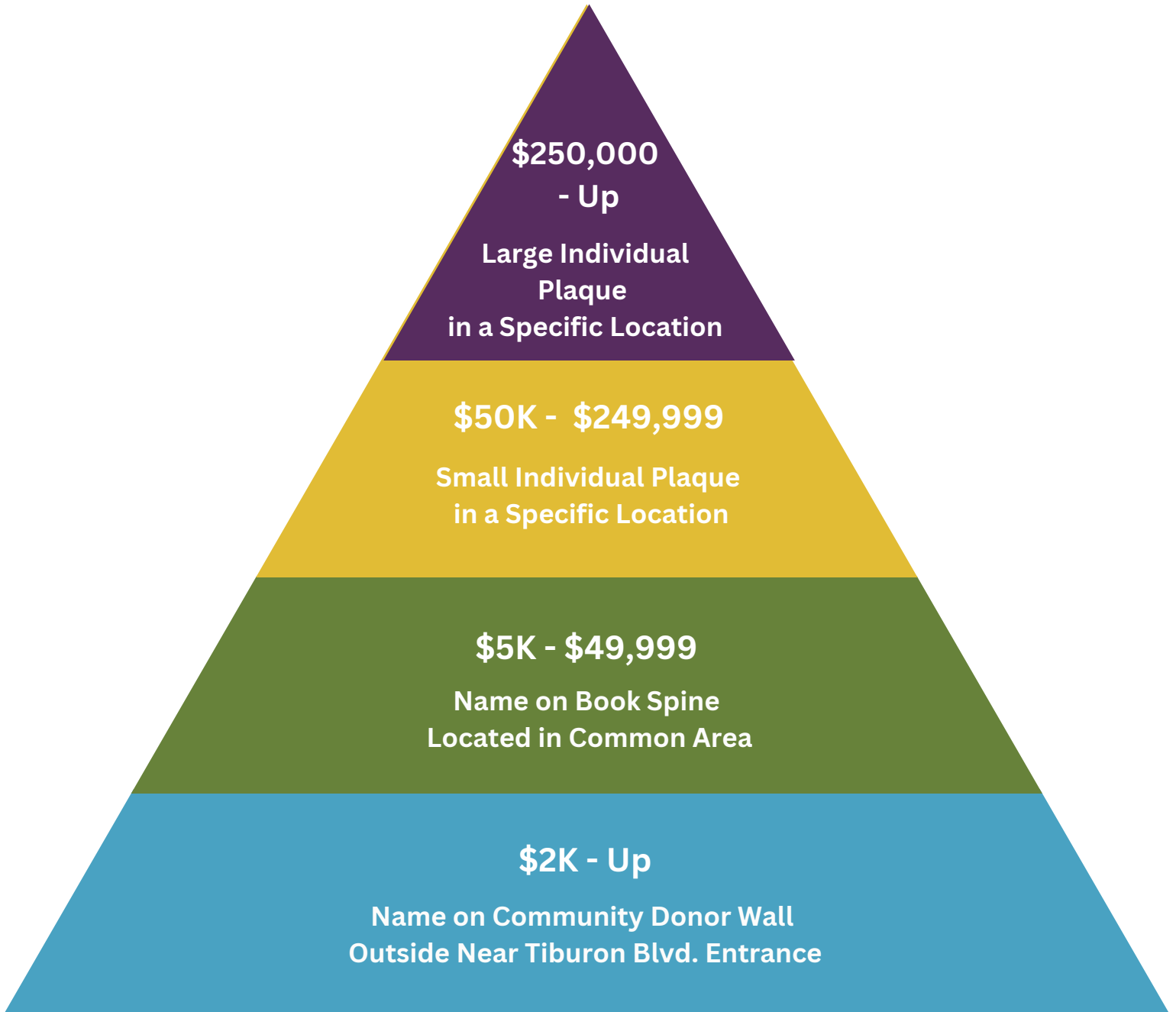
- In the case of a pledged donation, if the donor fails to fulfill the pledge obligation, the BTLA may withdraw the naming recognition. The BTLA shall make all reasonable efforts to notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the name, funds already received shall not be returned to the donor.
- The BTLA determines that the donor has engaged in activities that are in conflict with the Library's mission and values or is involved in disreputable or criminal activities that would materially damage the Library's reputation or bring embarrassment to the Library.

Definitions

1. The *Belvedere Tiburon Library* is a permanent structure constructed to house library services, staff, and materials and serve as a venue for direct library service, housing library and administrative staff and serving as a venue for administrative support for library services.
2. *Financial contributions* include outright gifts of money, securities, real estate, personal property, and endowments.
3. *Naming* refers to titling the building, areas inside the library, such as meeting rooms, study rooms and designated service areas.
4. *Name Recognition* acknowledges philanthropic contributions to support the Library expansion, technology enhancements, collections, fixtures, furnishings and equipment, or general contributions to the Library capital campaign.
5. *Naming Rights Agreement* will detail the naming right granted and the applicable duration of the naming period.
6. A *subunit of a facility* may include special use areas (i.e., Children's, Teens, reading areas, Technology Centers, Business Services; studios); meeting and study rooms; and designated outdoor areas.
7. *Self-service structures* may include kiosks, vending machines and/or structures, download centers or other external structures used in the direct delivery of Library services.
8. *Technology enhancements* may include computers, printers, software, laptops, eReaders, tablets or other emerging technologies available for patron use.
9. *Furnishings and fixtures* may include fixed amenities, such as fireplaces and art walls, as well as shelving, furniture, display walls, and similar articles that are not a fixed part of the building.



Donor Giving Levels





DATE: March 20, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Janitorial Services

Our janitorial needs have increased with the library expansion and resuming business hours seven days a week. We've contracted with San Rafael Building Maintenance Company for our janitorial services since 2011. We requested bids from three local maintenance companies and are requesting to enter into an agreement with a new vendor, Redwood Building Maintenance, Inc.

There are several advantages to contracting with Redwood Building Maintenance. Redwood will provide all cleaning chemicals and equipment, their scope of work is more extensive than our current vendor at a lower rate, and they provide one free carpet cleaning annually. Additionally, the company offers handyman and maintenance services and an emergency response line. Redwood has North and East Bay offices and serves the Town of Tiburon.

Redwood quoted us a monthly fee of \$4,437 or \$53,244 annually. Our current vendor charges \$6,225 monthly fee plus an additional annual fee for carpet cleaning. We anticipate a minimum cost savings of \$21,000 annually, with additional savings on cleansers.

If approved, we will provide a 30-day letter of termination to our current vendor and establish a contract with Redwood Building Maintenance, Inc., effective 30 days from the approved date. Attached is our standard service contract, prepared by BTLA's legal counsel.

BELVEDERE TIBURON LIBRARY AGENCY

CONTRACT FOR SERVICES

1. Parties and Effective Date

This contract (hereinafter referred to as "Contract") is by and between THE BELVEDERE TIBURON LIBRARY AGENCY (hereinafter referred to as "BTLA") and REDWOOD BUILDING MAINTENANCE INC. (hereinafter referred to as "Contractor"). BTLA and Contractor may hereinafter be collectively referred to as the "Parties."

This Contract shall commence on the date that the Contract is fully executed by the Parties, and shall remain and continue in effect until tasks described herein are completed, unless sooner terminated pursuant to the provisions of this Contract.

2. Services to be performed and Price

The services (hereinafter "Services") to be performed by Contractor, and the price to be paid by BTLA, are described in **Exhibit A** attached hereto and incorporated as though fully set forth herein.

3. Indemnification

Contractor shall indemnify, defend and hold harmless BTLA, its assigns, officers, officials, directors, employees and agents, and each of them harmless from any and all actions and causes of actions, claims, demands, liabilities, losses, judgments, damages or expenses, of whatsoever kind and nature, including interest and attorney's fees and all other reasonable costs, expenses and charges that the indemnified party shall or may at any time, subsequent to the date of the Contract, sustain or incur, or become subject to by reason of any claim or claims for any reason resulting from Contractor carrying out or failing to carry out the terms and conditions of this Contract and/or performing the Services.

4. Termination

This Contract may be terminated in whole or in part, in writing, upon 30 days written notice to the other party at their usual place of business.

5. Insurance

Contractor agrees to provide adequate Worker's Compensation Insurance on any and all of its employees. Contractor agrees to provide general and automobile liability insurance indemnifying and holding the BTLA, its agents, employees and tenants harmless, with no less than one million dollars (\$1,000,000.00) per occurrence of combined bodily injury and property damage coverage. Contractor shall name BTLA officials, agents, employees and volunteers as additional covered parties on all insurance policies.

All of Contractor's insurance policies shall be issued by companies authorized to do business under the laws of the state in which the work or any portion of the work is performed, shall be in form satisfactory to BTLA, shall be primary to any other insurance, and shall contain a provision prohibiting cancellation, termination, or modification except upon at least 30 days prior written notice to BTLA.

6. Subcontracting

Contractor is responsible for the performance of Contract in its entirety and shall not subcontract any of the Services without written consent from BTLA.

7. Fair Employment

Contractor shall neither fail to hire nor dismiss from employment on the work herein specified any person because of race, national origin, sex, sexual orientation, or creed.

8. Survival

All obligations arising prior to the termination of this Contract and all provisions of this Contract allocating responsibility or liability between Contractor and BTLA shall survive the completion of Services hereunder and the termination of this Contract.

9. Interpretation, Severability

The headings used in this Contract are for convenience only and shall not be construed in interpreting this Contract. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural and conversely.

If any portion of this Contract shall be held invalid or inoperative, then, so far as is reasonable and possible:

1. The remainder of this Contract shall be considered valid and operative; and
2. Effect shall be given to the intent manifested by the portion held invalid or inoperative

10. Binding Effect, Assignment

This Contract shall bind the successors and permitted assigns of Contractor. Neither party may assign this Contract without the prior written consent of the other party.

11. Entire Contract

The Parties acknowledge that each has read this Contract, understands it, and agrees to be bound by its terms. The Parties further agree that this Contract, including exhibits attached to it, and any modifications made pursuant to it, constitute the complete and exclusive written expression of the terms of the Contract between the Parties and supersedes all prior or contemporaneous proposals, oral or written, understandings, representations, conditions, warranties, covenants, and

all other communications between the Parties, by any usage of trade or custom or by any prior or existing course of dealings between the Parties pursuant to this Contract or otherwise.

12. Amendments

This Contract may be amended in whole or part only by an agreement in writing signed by both BTLA and the Contractor.

13. Duplicate Counterparts

This Contract may be executed in counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument.

14. Governing Law

This Contract and the rights of the Parties hereunder shall be governed by and construed in accordance with the laws of the State of California, including all matters of construction, validity, performance, and enforcement, and without giving effects to principles of conflict of laws.

15. Dispute Resolution

All claims, disputes, or any other matters in controversy between the Parties arising out of or in any way related to this Contract shall first attempt to be resolved by informal telephonic or written communication between the Parties. In the event that informal techniques do not resolve a dispute, all Parties agree that any dispute will be submitted to mediation, prior to pursuing any other remedies provided by law.

16. Cost and Attorney's Fees

In any action between the Parties arising out of or connected with this Contract, including any arbitration proceeding, the prevailing party in such action shall be awarded, in addition to any damages, injunctions, or other relief, its costs and expenses, not limited to taxable costs, and reasonable attorneys' fees.

17. Independent Contractor

(a) Contractor is and shall at all times remain as to the BTLA a wholly independent Contractor. The personnel performing the services under this Contract on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither BTLA nor any of its officers, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents, except as set forth in this Contract. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the BTLA. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatever against BTLA, or bind BTLA in any manner.

(b) No employee benefits shall be available to Contractor in connection with the performance of this Contract. Except for the fees paid to Contractor as provided in the Contract, BTLA shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for BTLA. BTLA shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing Services hereunder.

18. Legal Responsibilities

The Contractor shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Contract, including, but not limited to, all provisions of the Fair Labor Standards Act, the Americans With Disabilities Act, the federal Family and Medical Leave Act, the California Labor Code, the California Fair Employment and Housing Act, and the California Family Rights Act. The Contractor shall at all times observe and comply with all such laws and regulations.

The Contractor shall indemnify, defend, and hold harmless the BTLA and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising out of or connected with any and all work performed by the Contractor's employees and/or independent contractors for which the BTLA may be found jointly or solely liable. The BTLA, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this Section.

19. Undue Influence

Contractor declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the BTLA in connection with the award, terms or implementation of this Contract, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the BTLA will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Contract or any work to be conducted as a result of this Contract. Violation of this Section shall be a material breach of this Contract entitling the BTLA to any and all remedies at law or in equity.

20. No Benefit to Arise To Local Employees

No member, officer, or employee of BTLA, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Services performed under this Contract.

21. Permits and Licenses

At all times during the term of this Contract, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the Services.

At all times during the term of this Contract, Contractor shall have in full force and effect, all permits required of it by law for the performance of the Services.

22. Drafting Presumption

The Parties hereby agree that this Contract shall be construed to have been drafted by all Parties to it so that the rule of construing ambiguities against the drafter shall have no force or effect.

The Parties hereby waive California Civil Code section 1654, which reads:

IN CASES OF UNCERTAINTY NOT REMOVED BY THE PRECEDING RULES, THE LANGUAGE OF A CONTRACT SHOULD BE INTERPRETED MOST STRONGLY AGAINST THE PARTY WHO CAUSED THE UNCERTAINTY TO EXIST.

My signature below indicates that I have read, agree to, and fully understand the above terms and their binding nature. My signature below further indicates that I have full authority to enter into this Contract and to bind any entity for which I sign:

CONTRACTOR

BTLA

SIGNATURE: tim johnson

SIGNATURE: _____

NAME: Tim Johnson

NAME: _____

TITLE: Director of Operations

TITLE: _____

DATE: 2/19/2023

DATE: _____

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EXHIBIT A

JANITORIAL ESTIMATE

Redwood Building Maintenance Inc.
P.O. Box 750985
Petaluma, CA 94975
(707) 793-8400 Fax: (707) 793-8402

Proposal submitted to: Crystal Duran

Belvedere Tiburon Library
1501 Tiburon Boulevard
Tiburon, CA 94920

Phone: (415) 789-2656 Email: cduran@beltiblibrary Date: 12/18/22

Estimate: This monthly price based on 6 Days a week Janitorial Service Mon-Sat as per Spec's

All work to be performed after normal business hours.

The monthly price for 7 days a week is would be

\$4,437

Price includes all labor, equipment, and materials. All Redwood Building Maintenance employees are fully insured for liability and worker compensation.

Total Cost of Base Services:

Three Thousand, Nine Hundred/ Seventy/Five.....00/100 (\$3,975.00)

Upon Completion

Authorized Signature tim johnson date 12/18/2022
Redwood Bldg. Maint. Inc. Tim Johnson

Authorized Signature _____ date _____
Belvedere Tiburon Library

Please sign and fax back if accepted.

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Belvedere-Tiburon Library Agency Future Meeting Dates

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 16, 2023

November 20, 2023

No Meeting in December unless necessary (**December 18, 2023**)

January 8, 2024 (2nd Monday due to MLK Holiday)

February 12, 2024 (2nd Monday due to Presidents Holiday)

March 18, 2024

**All meetings are held on Mondays at 6:15 pm IN PERSON in the Library
Founder's Room.**