

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

PUBLIC NOTICE

This meeting will be held in person in the Library Founders Room and televised live on Zoom. Members of the public have the option of participating in-person or remotely via Zoom at:

<https://us02web.zoom.us/j/81017429591?pwd=YVhUNjUUL0FwYWgyNjVldUpUdFA0UT09>

Meeting ID: 810 1742 9591 Password: 798611

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The Agency meeting will not be cancelled if any technical problems arise during the meeting.

CALL TO ORDER AND 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.

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 for April, 2023, Kristin Johnson, Clerk, (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 April 17, 2023
8. Approval of Agency Warrants month of April, 2023

AGENDA CONTINUES ON PAGE 2

AGENDA (continued)
BELVEDERE TIBURON LIBRARY AGENCY
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Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

TRUSTEE CONSIDERATIONS

9. Consideration of allocating funds to develop a strategic plan in FY2023-2024
10. First Review of Draft FY2023-2024 Budget
11. Consideration of **Resolution No. 291-2023 AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA**

COMMUNICATIONS & ANNOUNCEMENTS

12. Schedule of 2023 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

Meeting minutes and other Agenda items are available at <https://www.beltibrary.org/about-us/board-meetings>. Please note that packet items may not yet be posted at this location exactly at the same time as Agenda posting.

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: May 15, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Programs and Services

We've hosted various programs in the past month, including over 25 for adults, 20 for children, and 10 for teens. Programs include wellness, toddler storytime, a children's magic show, musical jam sessions (AKA hootenannies), book clubs, and tech workshops. Attendance for all programs in the past month is over 1,100. MakerSpace use is steadily increasing, especially the use of the sound booth. Library patrons have used the sound booth to record podcasts, audiobooks, and songs.

Personnel

We recently recruited for Library Assistant part-time positions that have been vacant for several months. After unsuccessful recruitment earlier in the year, this recruitment has resulted in several applications, and we're hoping to fill two part-time positions. These positions are included in the current and next fiscal year budget and are key to expanding business hours.

Ivy, our new Community Engagement Librarian, began on April 17 and quickly joined National Library Week outreach and produced material for Green Week promotions. She's making introductions with local businesses and key organizations and groups. Her first major upcoming tasks include developing a marketing plan and preparing a fall mailer for all residents.

The recent vacancy of the Circulation Supervisor position allowed us to reevaluate our organizational structure and needs. Rather than fill the Circulation Supervisor position, we've consolidated the work from this position and another full-time position and created an Access Services Manager position. The Access Services Manager position will ensure circulation and technical services are coordinated, leading to more efficiency going forward. An internal qualified applicant filled the position. We will continue to evaluate full-time vacancies as they arise.

Outreach and Community Connections

During National Library Week, three staff visited the Hilarita housing complex to register new cardholders, promote library resources, and introduce MakerSpace activities. The visit was well received, and we registered 13 new cardholders. Residents of all ages were introduced to virtual reality (VR) and had the opportunity to "scuba dive," visit global landmarks and play competitive games. Hearing residents share that it was their first time experiencing VR was heartening. We observed grandparents, parents, teens, and young children partake together

during our visit. Two staff conducted outreach at the Del Mar Middle School alongside the school librarian on the same day. Staff shared about the upcoming teen garden and recruited volunteers and new book club members.

We are connecting with several partners to expand programming and the library's presence in the community. We are working with the Tiburon Chamber and local movie theater to plan a summer film series; these will be family-friendly events that utilize the library's movie licenses and feature local businesses. Similarly, we are working with a group to revive the Tiburon Film Festival for 2024. For that project, the library will provide access to tools to help create and edit films, instructional classes, and screen films by local residents.

The California Library Association Annual Conference is June 1-3, and four staff will attend to present our sustainability project. The presentation aims to share the various activities we've hosted, our progress toward Sustainable Library Certification, and lessons learned to date. The conference theme is the sustainability of people, planet, and performance, and we are one of five sustainability grantees presenting this year. The grant covers all conference attendance costs.

We're grateful to our partners who help promote library activities through their channels. The Chamber and Destination Tiburon were beneficial for Green Week. In the past month, I made public comments at the Town of Tiburon council meeting, and our Belvedere council liaison shared at a recent Belvedere council meeting about library activities. On May 16, I'll represent the library in its annual presentation to the Reed Union School District Board.

Administration

We submitted a grant application to the CA State Library to continue our Zip Books program in the next FY. We received \$2,500 in FY22-23 and have requested \$5,500 for FY23-24 based on the high demand for the program. We are reapplying for the second year of the LSTA-funded Sustainable California Libraries grant. We plan to continue working toward Sustainable Library Certification and offer educational and engaging opportunities for the community.

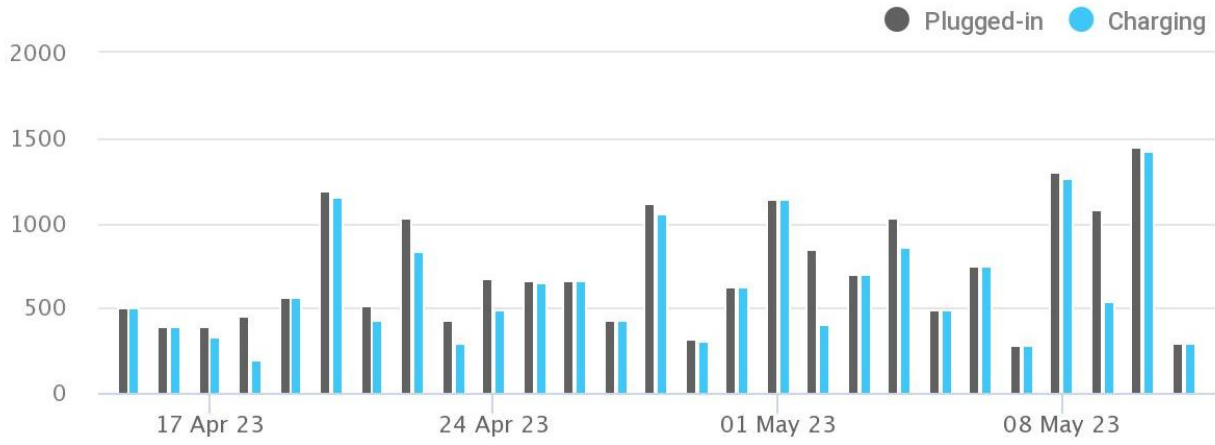
We are working with counsel on a shared space agreement with the Town of Tiburon to administer the common area. Conceptually, the contract will mirror the previous agreement, with responsibilities and costs for the common area to be equally shared. The agreement will address responsibility for the parking area, maintenance and landscaping, utilities, and insurance. Concerning the expansion, we are inquiring with different insurance providers for coverage quotes. Special District Risk Management Authority (SDRMA) currently provides our liability, property, and worker's compensation insurance. We will consider cost and benefits when reviewing options and prioritize cost savings.

Since going live on April 15, the EV chargers have been used daily. The cost to drivers is \$0.30/kWh and \$3.00/hr. charge for being parked and not charging. The charging stations are operational from 6 am to 9 pm daily.

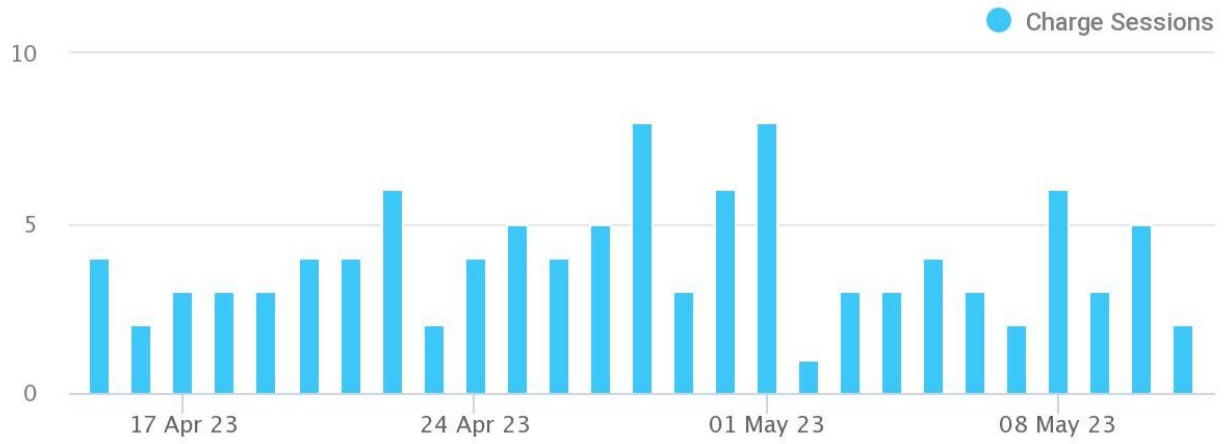
Below are some usage data from April 15 to May 11:

- Charging peak times are 8 am, 1 pm, and 5 pm
- 105 total charge sessions by 46 unique drivers
- The average charge time is 160 minutes and the average connected time is 181 minutes
- 1,107 kilograms of greenhouse gas emissions were prevented, and 125 gallons of gasoline saved
- 5,177 electric miles provided

Plugged-in vs. Charge Time



Charge Sessions



**BELVEDERE TIBURON LIBRARY AGENCY
 CONSOLIDATED BUDGET VS ACTUAL
 10 MONTHS ENDED
 APRIL 30, 2023**

	FY 2022-23			FY 2021-22			FY 2018-2019		
	FY23 ANNUAL BUDGET	April, 2023 83% OF YEAR TO DATE	% OF BUDGET	FY22 ANNUAL BUDGET	April, 2022 83% OF YEAR TO DATE	% OF BUDGET	FY22 ANNUAL BUDGET	April, 2019 83% OF YEAR TO DATE	% OF BUDGET
GENERAL FUND									
Basic Library Tax (1)	\$ 2,300,639	\$ 1,326,486	57.7%	\$ 2,159,580	\$ 1,228,890	56.9%	\$ 1,875,872	\$ 1,793,479	95.6%
Parcel Tax (1)	275,000	151,216	55.0%	275,000	150,962	54.9%	275,000	263,620	95.9%
ERAF (2)	525,000	294,846	56.2%	523,000	290,039	55.5%	346,035	260,961	75.4%
Grants (3)	145,000	114,888	79.2%	60,000	-	0.0%	211,653	104,173	49.2%
Desk Revenue Sales & Fines	1,500	2,477	165.1%	7,000	241	3.4%	22,988	15,567	67.7%
Misc. Other Revenue	4,000	338	8.5%	2,930	131	4.5%	4,418	3,480	78.8%
Interest Income	5,547	45,602	822.1%	19,966	7,044	35.3%	23,240	34,588	148.8%
TOTAL GENERAL FUND	\$ 3,256,686	\$ 1,935,853	59.4%	\$ 3,047,476	\$ 1,677,307	55.0%	\$ 2,759,206	\$ 2,475,868	89.7%
ORIGINAL CFD BOND DEBT SERVICE (4)									
Original Bond Principal	(90,000)	(90,000)	100.0%	(85,000)	(85,000)	100.0%	(70,000)	(70,000)	100.0%
Original Bond Interest	(27,300)	(27,300)	100.0%	(32,550)	(32,550)	100.0%	(46,500)	(46,500)	100.0%
Fiscal Agent Fees	(12,500)	(14,805)	118.4%	(12,500)	(7,315)	58.5%	(11,000)	(8,878)	80.7%
TOTAL CFD DEBT SERVICE	\$ (129,800)	\$ (132,105)	101.8%	\$ (130,050)	\$ (124,865)	96.0%	\$ (127,500)	\$ (125,378)	98.3%
TOTAL REVENUE AFTER	\$ 3,126,886	\$ 1,803,748	57.7%	\$ 2,917,426	\$ 1,552,442	53.2%	\$ 2,631,706	\$ 2,350,490	89.3%
(1) Basic and Parcel Tax Revenue	55% of tax revenue is received in December 45% of tax revenue is received in April								
(2) ERAF	54% of ERAF revenue is received in January 46% of ERAF revenue is received in June								
(3) Grants	Foundation and Other Library Program Grants								
(4) Original CFD Bonds will be paid off in FY2026-2027. They are funded by the Parcel Tax									

**BELVEDERE TIBURON LIBRARY AGENCY
CONSOLIDATED BUDGET VS ACTUAL
10 MONTHS ENDED
APRIL 30, 2023**

	FY 2022-23			FY 2021-22			FY 2018-2019		
	FY23 ANNUAL BUDGET	April, 2023 83% OF YEAR TO DATE	% OF BUDGET	FY22 ANNUAL BUDGET	April, 2022 83% OF YEAR TO DATE	% OF BUDGET	FY22 ANNUAL BUDGET	April, 2019 83% OF YEAR TO DATE	% OF BUDGET
GENERAL FUND									
Personnel (4)	\$ 2,236,509	\$ 1,530,575	68%	\$ 2,065,293	\$ 1,850,043	90%	\$ 1,831,488	\$ 1,440,918	79%
Circulation Materials & Data (5)	267,000	227,380	85%	284,510	225,741	79%	285,528	218,180	76%
Technology Services (6)	138,224	109,940	80%	120,300	87,427	73%	87,582	59,566	68%
Program Services & Supplies (7)	118,784	74,265	63%	112,000	56,590	51%	102,100	90,483	89%
Building Expenses (8)	294,177	260,348	89%	254,205	230,137	91%	164,291	100,432	61%
Agency Administration	72,039	39,636	55%	63,120	40,905	65%	61,882	58,815	95%
TOTAL GENERAL FUND	\$ 3,126,733	\$ 2,242,144	72%	\$ 2,899,428	\$ 2,490,843	86%	\$ 2,532,871	\$ 1,968,394	78%
NET OPERATING REVENUE	\$ 153	\$ (438,396)		\$ 17,998	\$ (938,401)		\$ 98,835	\$ 382,096	
USES OF RESERVES									
Transfer to Bldg Maintenance Res	-	-		-	-		69,556	69,556	
Use Building Reserve Tech & Equip	-	35,753		-	-		-	-	
Use Building Reserve Furn & Fixt	-	38,528		-	-		-	-	
Expansion LOC Principal & Interest	160,000	143,597	90%	112,231	-	0%	-	-	
Use Operating Reserve Misc.	15,000	-	0%	1,000,000	1,000,000	100%	-	-	
TOTAL USES OF RESERVES	\$ 175,000	\$ 217,878	125%	\$ 1,112,231	\$ 1,000,000	0%	\$ 69,556	\$ 69,556	0%
EXPANSION ACTIVITY									
Expansion Grants & Contributions	-	300,000		3,054,161	2,675,000	88%	-	651,707	
Expansion Reserve from Operations	-	-		1,000,000	1,000,000	100%	-	-	
Expansion Line of Credit Inflow	2,200,000	2,000,000	91%	2,992,837	-	0%	-	-	
Total Expansion Inflows	2,200,000	2,300,000	105%	7,046,998	3,675,000	52%	-	651,707	
Less: Expansion Expenditures	2,200,000	1,659,663	75%	7,046,998	6	0%	-	631,775	
NET EXPANSION ACTIVITY (9)	\$ -	\$ 640,337		\$ -	\$ 3,674,994		\$ -	\$ 19,932	
(4) Personnel	CalPERS Unfunded Accrued Liability Payment is made in July. In 2022, Retiree Vacation Payouts increased this line.								
(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.								
(7) Program Services & Supplies	Marketing Costs and Supplies for Library Programs.								
	Includes Children's, Teen, Maker Space, and Technology Training.								
(8) Building Expenses	Building and Liability insurance is paid in July.								
	Includes Storage costs during Expansion.								

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL FY 2023
 10 MONTHS ENDED
 APRIL 30, 2023**

		FY 2022-23				FY 2021-22			
		FY23	April, 2023	% OF	BUDGET	FY22	April, 2022	% OF	
		ANNUAL	83% OF	YEAR TO	REMAINING	ANNUAL	83% OF	YEAR TO	BUDGET
		BUDGET	YEAR TO	DATE		BUDGET	YEAR TO	DATE	BUDGET
GENERAL FUND REVENUE									
Revenue									
Basic Library Tax (1)	5010	\$ 2,300,639	\$ 1,326,486	58%	\$ 974,153	\$ 2,159,580	\$ 1,228,890	57%	
Parcel Tax (1)	5020	275,000	\$ 151,216	55%	123,784	275,000	150,962	55%	
ERAF (1)	5025	525,000	\$ 294,846	56%	230,154	523,000	290,039	55%	
BTLF Grants (2)	5032	125,000	\$ 54,000	43%	71,000	60,000	0	0%	
Program Grants (3)	5033	20,000	\$ 60,888	304%	(40,888)	0	0	0%	
Book Fines and Reserves	5040	500	\$ 1,654	331%	(1,154)	2,000	220	11%	
Book Sales	5050	0	\$ 823		(823)	5,000	21	0%	
Reference Desk Income	5065	1,000	\$ 55	6%	945	2,000	110	6%	
Copier Fees	5070	1,000	\$ 269	27%	731	900	15	2%	
E-Scrip Revenue	5090	3,000	\$ 14	0%	2,986	30	6	20%	
Interest Income	5099	5,547	\$ 45,602	822%	(40,055)	19,966	7,044	35%	
Total Revenue		\$ 3,256,686	\$ 1,935,853	59%	\$ 1,320,833	\$ 3,047,476	\$ 1,677,307	55%	
Bond Debt Service via Parcel Tax									
Bond Debt Service - Interest	8910	(\$27,300)	(\$27,300)	100%	\$0	(\$32,550)	(\$32,550)	100%	
Bond Debt Service - Principal	8915	(\$90,000)	(\$90,000)	100%	\$0	(\$85,000)	(\$85,000)	100%	
Bond Fiscal Agent Fees	8920	(\$12,500)	(\$14,805)	118%	\$2,305	(\$12,500)	(\$7,315)	59%	
Total Bond Debt Service		(\$129,800)	(\$132,105)	102%	\$2,305	(\$130,050)	(\$124,865)	96%	
Total Revenue after Bond Service		\$3,126,886	\$1,803,748	58%	\$1,323,138	\$2,917,426	\$1,552,442	53%	
GENERAL FUND EXPENDITURES									
Personnel									
Salaries & Wages (4)	7010	1,382,477	1,038,465	75%	344,012	1,431,595	1,373,087	96%	
Medical Reimbursement (4)	7015	24,300	18,018	74%	6,282	29,287	21,469	73%	
Part Time Salaries & Wages (4)	7020	285,992	76,797	27%	209,195	96,217	42,038	44%	
PERS Retirement Benefits (5)	7100	240,118	203,894	85%	36,224	237,742	206,715	87%	
PERS Insurance Benefits (4)	7110	222,790	146,223	66%	76,567	203,795	161,520	79%	
PERS OPEB Benefits	7115	9,000	7,490	83%	1,510	0	0	0%	
Workers Comp Insurance	7120	7,508	6,141	82%	1,367	6,838	0	0%	
Employment Practice Insurance	7125	5,400	5,400	100%	-	5,400	0	0%	
Payroll Tax Expense (4)	7130	41,924	21,142	50%	20,782	28,119	23,363	83%	
Unemployment		0	0		-	4,500	709	16%	
Professional Development	7200	17,000	6,199	36%	10,801	2,800	645	23%	
Staffing Recruitment	7210	0	806		(806)	19,000	20,497	108%	
Total Personnel		\$ 2,236,509	\$ 1,530,575	68%	\$ 705,934	\$ 2,065,293	\$ 1,850,043	90%	
Circulation Materials & Data									
Books and other Materials (6)	7601	100,000	90,722	91%	9,278	120,000	83,735	70%	
Vendor Processing Costs	7602	7,000	5,579	80%	1,421	7,000	5,183	74%	
Supplies for Processing	7603	3,000	1,176	39%	1,824	3,000	4,615	154%	
Digital Resources & Content (7)	7606	57,000	34,683	61%	22,317	57,000	47,210	83%	
MARINet (6)	7607	100,000	95,220	95%	4,780	97,510	84,998	87%	
Total Circulation Materials & Data		\$ 267,000	\$ 227,380	85%	\$ 39,620	\$ 284,510	\$ 225,741	79%	

See Notes on 5-7

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL FY 2023
 10 MONTHS ENDED
 APRIL 30, 2023**

		FY23 ANNUAL BUDGET	April, 2023 83% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY22 ANNUAL BUDGET	April, 2022 83% OF YEAR TO DATE	% OF BUDGET
Technology Services								
Online Services (6)	8020	10,000	12,207	122%	(2,207)	10,000	10,043	100%
Computers & Peripherals	8035	5,000	2,904	58%	2,096	32,500	5,325	16%
Technical Support	8040	66,924	42,295	63%	24,629	27,000	43,339	161%
IT Infrastructure (8)	8070	18,000	31,212	173%	(13,212)	17,000	13,812	81%
Website Maintenance	8071	21,500	17,434	81%	4,066	20,000	14,355	72%
Maker Space Programs (9)	8280	9,000	1,368	15%	7,632	9,000	553	6%
Technology Training Program (9)	8290	4,800	2,520	53%	2,280	4,800	0	0%
EV Public Charging Stations (9)	8493	3,000	0	0%	3,000	0	0	0%
Total Technology Services		\$ 138,224	\$ 109,940	80%	\$ 28,284	\$ 120,300	\$ 87,427	73%
Program Services & Supplies								
Copier Expense	8210	19,284	11,136	58%	8,148	18,000	12,873	72%
Postage Freight	8220	7,000	3,707	53%	3,293	7,000	4,998	71%
Public Relations	8225	25,000	8,847	35%	16,153	23,500	7,233	31%
Office Supplies	8230	10,000	6,878	69%	3,122	10,000	10,311	103%
Library Programs & Materials	8240	12,000	10,925	91%	1,075	7,000	846	12%
Children's Program Supplies	8250	16,000	13,047	82%	2,953	16,000	6,740	42%
Young Adult Programs	8251	12,000	7,338	61%	4,662	7,000	2,921	42%
Telephone	8260	12,500	12,387	99%	113	12,500	10,668	85%
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000	11,000	0	0%
Total Program Services &		\$ 118,784	\$ 74,265	63%	\$ 44,519	\$ 112,000	\$ 56,590	51%
Building Expenses								
Building & Contents Insur. (10)	8410	95,980	84,519	88%	11,461	95,980	69,869	73%
Building Maintenance (11)	8430	24,800	30,674	124%	(5,874)	16,500	91,200	553%
Grounds Maintenance (9)	8440	11,100	4,640	42%	6,460	15,000	4,715	31%
Janitorial Expense (12)	8450	80,000	60,212	75%	19,788	54,200	38,657	71%
Custodial Supplies	8460	11,931	3,422	29%	8,509	7,865	2,112	27%
Trash	8480	4,430	3,232	73%	1,198	4,027	2,577	64%
Electricity & Gas (13)	8490	36,996	54,276	147%	(17,280)	33,633	3,884	12%
Parking	8491	11,040	7,680	70%	3,360	10,000	8,280	83%
Maintenance Contracts	8492	8,000	7,130	89%	870	8,000	2,525	32%
Water	8500	9,900	4,563	46%	5,337	9,000	4,452	49%
Small Furniture & Fixtures	8501	0	0		-	0	1,866	0%
Total Building Expenses		\$ 294,177	\$ 260,348	89%	\$ 33,829	\$ 254,205	\$ 230,137	91%
Agency Administration								
Bank Charges	8810	1,000	23	2%	977	1,000	134	13%
Credit Card Fees	8815	2,000	581	29%	1,419	2,000	785	39%
Cash (over/under)	8820	120	(9)	-8%	129	120	0	0%
Accounting	8830	10,300	5,581	54%	4,719	10,300	4,280	42%
Auditing	8835	33,619	10,435	31%	23,184	29,700	24,640	83%
Legal Services	8840	20,000	3,493	17%	16,507	15,000	9,259	62%
Office Expenses	8850	5,000	2,483	50%	2,517	5,000	1,807	36%
Grand Opening	8870	0	17,049		(17,049)	0	0	
Total Agency Administration		\$ 72,039	\$ 39,636	55%	\$ 32,403	\$ 63,120	\$ 40,905	65%
Total GENERAL FUND		\$ 3,126,733	\$ 2,242,144	72%	\$ 884,589	\$ 2,899,428	\$ 2,490,843	86%
NET OPERATING REVENUE/(LOSS)		\$ 153	\$ (438,396)		\$ (438,549)	\$ 17,998	\$ (938,401)	

See notes on 5-7

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL FY 2023
 10 MONTHS ENDED
 APRIL 30, 2023**

		FY23 ANNUAL BUDGET	April, 2023 83% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY22 ANNUAL BUDGET	April, 2022 83% OF YEAR TO DATE	% OF BUDGET
ACTUAL BEGINNING CASH - ALL	6/30/2022	\$ 4,518,696	\$ 4,518,696		\$ -			
NET OPERATING REVENUE/(LOSS)		\$ 153	\$ (438,396)		\$ (438,549)			
NON-OPERATING TRANSFERS & USES OF RESERVES								
Building Reserve - Technology & Equip	9010	(35,750)	(35,753)	100%	(3)			
Building Reserve - Furniture & Fixtures	9020	(55,000)	(38,528)	70%	16,472			
Expansion Line of Credit Interest	8930	(106,845)	(115,171)	108%	(8,326)			
Expansion Line of Credit Principal	8935 /	(53,155)	(28,426)	53%	24,729			
Operating Reserve		(15,000)	0	0%	15,000			
Total USES OF RESERVES		\$ (265,750)	\$ (217,878)		\$ 47,872			
EXPANSION ACTIVITY								
Expansion Grants from Foundation	200-5978	0	300,000		300,000			
Expansion Line of Credit Borrowing		2,200,000	2,000,000	91%	(200,000)			
Expansion Expenditures	9041-9051	(2,200,000)	(1,659,663)	75%	540,337			
Total EXPANSION ACTIVITY		\$ -	\$ 640,337		\$ 640,337			
BALANCE SHEET ACTIVITY		\$ (70,000)	\$ (122,079)		\$ (52,079)			
DESIGNATED FUND ACTIVITY								
Designated Fund Receipts		26,314	14,274	54%	(12,040)			
Designated Fund Expenditures		(30,278)	(25,765)	85%	4,513			
Net DESIGNATED FUND ACTIVITY		\$ (3,964)	\$ (11,491)		\$ (7,527)			
ENDING CASH - ALL FUNDS	4/30/2023	\$ 4,179,135	\$ 4,369,189		\$ 190,054			
CASH BY FUND								
Insurance and Building Reserves			566,794					
Expansion Funds - Restricted for Project Costs			873,027					
Cash with Fiscal Agent - Restricted for Bond Service			107,576					
Funds Restricted by Source			21,784					
Operating Reserve			2,800,008	***				
ENDING CASH - ALL FUNDS		4/30/2023	\$ 4,369,189					
***Fiscal Year 2023 low point for Operating Reserve was \$1,971,025 on December 31, 2022								
CASH BY ACCOUNT								
Mechanics Operating Checking Plus Petty Cash			112,978					
Mechanics Expansion Checking			444,027					
Mechanics Money Market			201,977					
Bonds			107,576					
LAIF			3,502,631					
ENDING CASH - ALL ACCOUNTS		4/30/2023	\$ 4,369,189					
EXPANSION LINE OF CREDIT								
Expansion Line of Credit Borrowings Fiscal Year 2022			1,000,000					
Expansion Line of Credit Borrowings Fiscal Year 2023			2,000,000					
TOTAL EXPANSION LINE OF CREDIT BORROWING			\$ 3,000,000					
Principal Payments to date			28,426					
EXPANSION LINE OF CREDIT PRINCIPAL BALAN	4/30/2023		\$ 2,971,574					
Interest Payments this Fiscal Year		4/30/2023	115,171					
Prior Year Interest Payments		6/30/2022	750					
Total Interest Payments to Date			\$ 115,921					

See notes on 5-8

**BELVEDERE TIBURON LIBRARY AGENCY
APRIL NOTES TO FINANCIAL STATEMENTS**

Page 5-3 | 83% of Budget Year

- (1) **5010, 5020, 5025**, Revenue % is par for this time of year, comparable to prior periods
Additional expected, mostly in May, some (ERAF) as late as September
- (2) **5032** Bookmarks Grant of \$54,000. Foundation has given to the Expansion Project
- (3) **5033** Program Grants from the CA State Library and other sources have exceeded expectations.
- (4) **7000's - 7200's** Personnel low due to departures and staffing up process
- (5) **7100** Retirement Benefits high due to unfunded payment in July, 2022
- (6) **7600's** Circulation Materials high due to front-end subscription and MARINet payments
Page 5-4 8020 Online Services (staff tools to support patrons) High due to front-end subscription payments
- (7) **7606** Digital Resources low purchasing due to staff capacity

Page 5-4 | 83% of Budget Year

- (8) **8070** IT Infrastructure High due to purchase of meeting room scheduling software
- (9) **8200's** Programs low due to startup 3 months after fiscal year began
8440 Grounds Maintenance also low for this reason
- (10) **8410** Building insurance paid in full July 2022
- (11) **8430** Building Maintenance includes expansion storage costs
- (12) **8450** Janitorial Expense lowered through new contract
- (13) **8490** Utilities costs higher due to both larger space and rates

Net Operating Loss normal, as approximately 50% of taxes still due

**BELVEDERE TIBURON LIBRARY AGENCY
APRIL NOTES TO FINANCIAL STATEMENTS**

Page 5-5 **83% of Budget Year**

9010/9020 Equipment and Furniture purchases post-opening for new programs, some under grant

200-5978 Expansion Grants: \$300,000 received from Foundation to date in FY2023

Cash by Fund

Expansion Funds include:

\$444,027 in Mechanics Expansion Checking Account

\$429,00 in LAIF

Operating Reserve:

Remainder after Restrictions \$2.8 million

Annual Low \$1.9 million

Expansion LOC Balance and Funding:

Total Borrowed \$3,000,000

Total Payments \$144,347

Interest to date \$115,921

Principal Payments \$28,426

Principal Balance \$2,971,574

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 17, 2023

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

Members Absent: Vice Chair Maureen Johnson

Also Present: Crystal Duran, Glenn Isaacson, Lori Liu, Deirdre McCrohan

CALL TO ORDER: Chair Weil called the meeting to order at 6:15 pm

OPEN Forum:

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

1. Chair's Report

Chair Weil read excerpts from a recent San Francisco Chronicle article [Welcoming Libraries offer a peek into what America should be](#) and encouraged Trustees to read the article. National Library Week is April 23-29.

2. Library Director's Report

Director Duran reported that the *Transcultural Art of Chinese Tradition* would be up from April 20 through June 8.

The Library will host Green Week May 8-13, with a number of activities and author and local agency presentations, including a sustainability fair on Saturday, May 13. The events will be promoted through a press release, local paper ads, community signage, and digital communications. Green Week has been funded through a California State Library Grant.

Library Staff are busy acquiring equipment and setting up space in the Maker Space for the Memory Lab project, which will launch in July.

Director Duran is applying for grants for the coming fiscal year, including a continuance of the Zip Books program, Sustainable Libraries (second year), and a California State Library infrastructure grant (for solar panels, backup, and generator funding).

The Library's EV chargers are now live in the parking lot, with operating hours of 6am to 8pm. Each user is limited to 4 hours. The charge is 25 cents per kW, and can be determined and changed as appropriate. With a soft launch, the chargers have seen constant use since activation.

Trustee Hooker asked about the cost of the EV chargers. Director Duran said that the Library would be paying a vendor to use the system, but also benefit from the user payments, hopefully at a cost-neutral level currently, with possible net revenue in the future.

Trustee Richards asked whether there were other stations in Belvedere and Tiburon. Director Duran said there were stations at the Tiburon Lodge, but no other spaces in Tiburon. The City of Belvedere has a station.

Trustee Drew expressed appreciation for the Zip Books program, in which patrons can order books not in the Library's collection, read them, and return them to the Library for addition to the collection. Director Duran said that the program is doing well and was funded through a \$2,500 grant. Director Duran will re-apply for additional funding for this program.

Trustee Hooker suggested that the Foundation be given a list of small miscellaneous needs of the library for sharing with potential donors. Director Duran said that it is important to inform the foundation about current projects and tangible reportable results for donor inspiration.

The Library has added the Washington Post to available online newspapers as part of the MARINet consortium. Several Trustees asked whether the Library could provide access to the cooking section of the New York Times.

3. Expansion Update

Project Manager Glenn Isaacson reported that the Expansion Project punch list is getting shorter. A recent walk through with the architect found most items on the list had been properly completed. A Corner Books sign has been placed on the Tiburon Boulevard Patio. Mr. Isaacson is working with the graphic designer to create interior wayfinding signs for patrons. The Project contractor is applying for the final permit from the Town of Tiburon.

Trustee Richards asked about a map for patrons. Director Duran said that there were some maps in the Library video screens and a large printed map near the Reference Desk.

Mr. Isaacson said that the Foundation is also working with the graphic designer to develop a way to preserve visuals of donor tiles from past years.

4. Belvedere Tiburon Library Foundation Report

There was no Foundation Report.

5. Financial Report

Treasurer Slavitz said that the financials presentation tonight should include a discussion of what Trustees want to see in the report.

Page 5-1 summarizes Library Revenue actual results compared to Budget for the current year and the prior year (fiscal year 2022) and fiscal year 2019. Library taxes appear low at this point, as they are received twice per year in December and in April or May. Year-to-date revenue is in line with prior years.

Page 5-2 summarizes Library Expenditures. The Personnel category is lower to-date this year, due to re-staffing after construction and the pandemic. Circulation materials appear high due to annual subscription payments made early in the year. Technology services are high due to the purchase of room reservation software. Page 5-2 also shows use of reserves, including line of credit repayment.

It is best to examine actual results versus budget at year-end, since the timing of income receipts and expenditures vary.

Pages 5-3 through 5-5 present a more detailed picture of operating income and expenditures in addition to a detail of reserve uses and balances.

Pages 5-3 and 5-4 show a detail breakdown of Revenue and Expenditures.

Trustee Hooker noted that while revenue arrives unevenly, expenditures flow more evenly through the year. He also noted that personnel was budgeted higher than the current spending. Treasurer Slavitz said that this is due to the process of staffing up to pre-construction and pandemic levels.

Page 5-5 shows reserve activity, including line of credit payments and Expansion Project inflows and expenditures. In addition, cash balances by fund and by bank account are detailed. Library staff recently moved additional Expansion and Operating funds from checking and savings accounts to LAIF to keep Bank balances near the FDIC limits given the recent bank industry issues.

Trustee Hooker noted that total expenditures are at 65% with 75% of the budget year completed, and asked if this was a realistic picture of expenditure savings. Treasurer Slavitz suggested that a year-end review of the numbers would give a more concrete picture.

Trustee Richards asked whether the Foundation had additional funds to give the Library this year. Treasurer Slavitz said that the Foundation was weighing needs for operations before making further contributions.

Trustee Hooker asked if Foundation finances are reported at Agency meetings. Treasurer Slavitz said that the Foundation financial reports separately presented at Foundation meetings.

DRAFT FOR AGENCY REVIEW

Trustee Hooker requested that footnotes be added to the Agency financials for income and expense categories that vary widely from the current percent of the year completed, and that prior year comparative numbers be presented in the detail report.

It was noted that the detail check-by-check disbursements (warrants) are shown separately in the consent calendar section of the Agenda because they require an action of approval by the board.

6. Committee Reports

Trustee Richards reported that the Long Range Planning committee has had several meetings. They are currently considering appropriate process going forward, with awareness of the need to coordinate with board, staff, and community. They are also considering what professional guidance might be needed. Director Duran is researching available consultants. The committee will continue to present thoughts in May, solidify goals and the scope of the process going forward, and begin work on a plan in July.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of March 20, 2023, and the warrants for the Month of April 2023 made by Treasurer Slavitz, Seconded by Trustee Amir.

Roll Call Vote:

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

Absent: Maureen Johnson

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of Resolution No. 290-2023 adopting a proclamation in honor of National Library Week

Director Duran said that the point of this resolution is to illustrate and market what the Library is doing. The Town of Tiburon is making a similar resolution. The City of Belvedere was not able to put a resolution on their agenda, but did make announcements regarding Library Week at their council meeting. On Tuesday, the Library will honor Library workers, volunteers, and friends. There will be an outreach visit to Hilarita School. Trustee Richards suggesting advertising in the local paper. Director Duran said that special shows and featured books have been advertised in a ¼-page ad with the Ark. There is also currently a Corner Books banner at Blackie's Pasture.

MOTION TO adopt Resolution No. 290-2023 made by Trustee Richards, seconded by Trustee Amir.

Roll Call Vote:

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

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

10. Consideration of Resolution No. 289-2023 entering into a legal services agreement with firm Richards, Watson, and Gershon and appointing Lori Liu as General Counsel

Director Duran said that the Library had been with Ragghianti Freitas as legal counsel for many years. That firm recently ended their Library service, as they are focusing on land use issues. The Library needs general legal services going forward. Director Duran reached out to several firms, and the executive committee interviewed three firms. The committee was impressed with Lori Liu at Richards, Watson, and Gershon. Ms. Liu has a good Library connection. Ms. Liu introduced herself and said that she has been practicing law for 20 years and is committed to municipalities. She served on the Brisbane Council and as Brisbane Mayor, has served on the Brisbane Library Board, and has done a lot of work with Joint Powers Authorities with respect to land use, the Brown Act, ethics, general contracts, and other Board issues.

Trustee Drew asked whether there might be any conflicts of interest in Liu's service to the Library. Ms. Liu said there were not.

MOTION TO adopt Resolution No. 289-2023 made by Trustee Drew, seconded by Treasurer Slavitz.

Roll Call Vote:

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

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

11. Consideration of Agency meeting times

Trustee Richards said she had wanted an earlier time, but understands that the best time for the public and all trustees to attend is primary.

Trustee Amir, as a working parent, said that the current meeting time works best.

Trustee Drew, who initiated the consideration of the time change, agreed that the current schedule works.

Chair Weil added that Trustee attendance has been great at this time. If future Trustees need different times, the issue could be considered again.

No action was taken.

12. Consideration of Local Author Collection Policy

Director Duran said that the Library Reference Staff had asked for a formal policy regarding local author book donations. Historically, any local author could contribute to the collection. Two copies were typically donated, one kept in a locked local author cabinet, and one added to the circulating collection.

Trustee Drew asked if works with multiple authors would be included in allowed donations. He asked that that be delineated in the policy. Director Duran said that would not be necessary, as long as one of the authors is a current or former resident of the area. Trustee Richards asked about the time of retention in the collection. Director Duran said that the policy would follow the general collection policy in terms of removing out of date items. Local authored books could be kept non-circulating in archives after removal from the circulation collection. The requirement would be residency at the time when the book was written.

Per the general collection policy, self-published items are not considered. Accepted works must be produced in a larger publishing house, be credible, and agree with the Library's selection criteria. This includes review and approval by the Library Director and/or Director of Reference/Assistant Director.

MOTION TO adopt Local Author Collection Policy made by Trustee Hooker, seconded by Treasurer Slavitz.

Roll Call Vote:

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

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

13. Consideration of updated Gift and Donation Policy

Director Duran said that this policy is a consolidation of two policies adopted 1997 and 1998 to make process and consideration easier and to clean up Library records.

Trustee Richards asked whether the policy applies to donations made through the Foundation. Director Duran said that there is a distinction between direct Library Donations (not tax-deductible) and donations through the Foundation (tax-deductible). The policy passed last month addressed larger donations.

Trustee Drew asked whether the policy would address receiving the full cost of a defined item including ongoing upkeep, which would require financial support. Director Duran agreed to add wording that would specify this.

DRAFT FOR AGENCY REVIEW

Ms. Liu suggested adding a reference to reasonable maintenance in the third paragraph.

Trustee Drew asked if there would be any low dollar amount financial limits. Trustee Richards said that higher amount donors would be encouraged to donate through the Foundation. Trustee Amir added that monetary donations intended to improve the facility must be approved by the Agency and must include planning, purchase, installation, and maintenance costs. Facility-oriented donations to the Foundation must also be approved by the Agency.

Director Duran will include a clause that requires over \$30,000 donations to be made to the Foundation.

MOTION TO adopt updated Gift and Donation Policy made by Trustee Drew, seconded by Trustee Amir.

Roll Call Vote:

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

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

14. Schedule of 2023 meeting Dates

The next Regular BTLA meeting is scheduled for May 15, 2023.

Chair Weil adjourned the meeting at 7:28 pm.

Respectfully Submitted,

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

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
4/7/2023	000509	CHASE M. CRONKRIGHT	100	2080	Suspense (Payroll Adjustment)	\$ 8,259.07	\$ 8,259.07
4/7/2023	000510	CHASE M. CRONKRIGHT	100	2080	Suspense (Payroll Adjustment)	\$ 1,087.17	\$ 1,087.17
4/13/2023	000511	GROUND	100	8251	Young Adult Programs	\$ 793.63	\$ 793.63
4/13/2023	000512	TEST/VOIDED				\$ -	\$ -
4/13/2023	000513	TEST/VOIDED				\$ -	\$ -
4/13/2023	000514	TEST/VOIDED				\$ -	\$ -
4/13/2023	000515	TEST/VOIDED				\$ -	\$ -
4/13/2023	000516	VOID				\$ -	\$ -
Total						\$ 10,139.87	\$ 10,139.87
OPERATING PRINTED CHECKS							
4/13/2023	101769	AANDPMOVINGINC	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
4/13/2023	101770	ARAMARK	100	8492	Maintenance Contracts	\$ 58.00	
		ARAMARK	100	8492	Maintenance Contracts	\$ 58.00	\$ 116.00
4/13/2023	101771	BRIANSCOTT	100	8250	Children's Program Supplies	\$ 425.00	\$ 425.00
4/13/2023	101772	CAROLWEISS	100	8240	Library Services Materials	\$ 50.00	\$ 50.00
4/13/2023	101773	COLLABORATIVESUMMERLIBR	100	8250	Children's Program Supplies	\$ 702.89	\$ 702.89
4/13/2023	101774	COMMUNICO	100	8070	IT Infrastructure	\$ 5,625.00	\$ 5,625.00
4/13/2023	101775	GLAVERCIFUENTES	100	8450	Janitorial Expense	\$ 6,575.00	\$ 6,575.00
4/13/2023	101776	HAGELSUPPLYCOMPANY	100	8460	Custodial Supplies	\$ 257.53	
		HAGELSUPPLYCOMPANY	100	8460	Custodial Supplies	\$ 204.91	\$ 462.44
4/13/2023	101777	ICONEX, LLC	100	8230	Office Supplies	\$ 407.53	\$ 407.53
4/13/2023	101778	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 8,175.48	
		INGRAMLIBRARYSERVICES	100	7602	Vendor Processing Costs	\$ 591.79	\$ 8,767.27
4/13/2023	101779	KRISTINJOHNSON	100	8850	Office Expenses	\$ 292.46	\$ 292.46
4/13/2023	101780	LINCOLNNATIONALIFEINS	100	7100	PERS Insurance Benefits	\$ 386.90	\$ 386.90
4/13/2023	101781	LUCYCHURTON	360	9850	Art Committee Expenses	\$ 503.95	\$ 503.95
4/13/2023	101782	MARINITINC	100	8070	IT Infrastructure	\$ 297.50	\$ 297.50
4/13/2023	101783	NBS	310	8920	Bond Fiscal Agent Fees	\$ 2,564.12	\$ 2,564.12
4/13/2023	101784	OPTION				\$ 180.00	\$ 180.00
4/13/2023	101785	OVERDRIVEINC	100	8251	Young Adult Programs	\$ 581.85	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 555.47	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 224.94	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 135.99	1498.25
4/13/2023	101786	PHILIPKING	100	8290	Technology Training Program	\$ 450.00	\$ 450.00
4/13/2023	101787	PROJECT6DESIGNINC	100	8071	Website Maintenance	\$ 3,577.20	\$ 3,577.20
4/13/2023	101788	PURCHASEPOWER	100	8220	Postage Freight	\$ 192.14	\$ 192.14
4/13/2023	101789	REBECCAJUNG	100	8251	Young Adult Programs	\$ 128.93	\$ 128.93
4/13/2023	101790	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 990.87	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	\$ 2,969.97
4/13/2023	101791	TERMINIXPROCESSINGCENTE	100	8492	Maintenance Contracts	\$ 110.00	\$ 110.00
4/13/2023	101792	THEARKNEWSPAPER	100	7601	Books and other Materials	\$ 176.80	\$ 176.80
4/13/2023	101793	TIBURONPENINSULA	100	8225	Public Relations	\$ 100.00	\$ 100.00
4/13/2023	101794	TMOBILE	100	7606	Digital Resources & Content	\$ 49.22	\$ 49.22
4/13/2023	101795	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,121.37	\$ 1,121.37
4/13/2023	101796	VOID				\$ -	\$ -
Total						\$ 37,829.94	\$ 37,829.94
TOTAL April 13 Warrants						\$ 47,969.81	\$ 47,969.81

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 APRIL 28, 2023

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING PRINTED CHECKS							
4/28/2023	101797	ARAMARK	100	8492	Maintenance Contracts	\$ 58.00	\$ 58.00
4/28/2023	101798	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 185.99	
		BLACKSTONEPUBLISHING			Library Services Materials	\$ 120.00	\$ 305.99
4/28/2023	101799	DELTA DENTAL OF CALIFORNI	100	7110	PERS Insurance Benefits	\$ 1,248.12	\$ 1,248.12
4/28/2023	101800	IVAN SILVA	100	8071	Website Maintenance	\$ 59.00	\$ 59.00
4/28/2023	101801	KYOCERA DOCUMENT SOLUTIONS	100	8210	Copier Expense	\$ 245.10	\$ 245.10
4/28/2023	101802	LIBRARY IDEAS LLC	100	7606	Digital Resources & Content	\$ 28.00	\$ 28.00
4/28/2023	101803	MARIN IT, INC.	100	8020	Online Services	\$ 297.50	
4/28/2023		MARIN IT, INC.	100	8020	Online Services	\$ 253.75	\$ 551.25
4/28/2023	101804	MARIN MUNICIPAL WATER	100	8500	Water	\$ 101.89	
4/28/2023		MARIN MUNICIPAL WATER	100	8500	Water	\$ 584.03	\$ 685.92
4/28/2023	101805	MILL VALLEY REFUSE	100	8480	Trash	\$ 295.27	\$ 295.27
4/28/2023	101806	MISSION SQUARE - 304607	100	2040	Deferred Comp Deduction	\$ 2,025.00	
4/28/2023		MISSION SQUARE - 304607	100	2040	Deferred Comp Deduction	\$ 2,025.00	
4/28/2023		MISSION SQUARE - 304607	100	2040	Deferred Comp Deduction	\$ 1,675.00	\$ 5,725.00
4/28/2023	101807	OPTION CLICK CONSULTING	100	8290	Technology Training Program	\$ 180.00	\$ 180.00
4/28/2023	101808	PACIFIC GAS & ELECTRIC	100	8490	Electricity & Gas	\$ 6,560.81	\$ 6,560.81
4/28/2023	101809	REBECCA JUNG	100	8251	Young Adult Programs	\$ 272.51	\$ 272.51
4/28/2023	101810	Redwood Building Maintenance	100	8450	Janitorial Expense	\$ 443.70	\$ 443.70
4/28/2023	101811	ROBERT HALF	100	7020	Part Time Salaries & Wages	\$ 989.55	\$ 989.55
4/28/2023	101812	Ssu Ting Yu	100	8240	Library Services Materials	\$ 450.00	\$ 450.00
4/28/2023	101813	TERMINIX PROCESSING CENTE	100	8492	Maintenance Contracts	\$ 110.00	\$ 110.00
4/28/2023	101814	THEARKNEWSPAPER	100	7601	Books and other Materials	\$ 176.80	\$ 176.80
4/28/2023	101815	USBANKEQUIPMENTFINAN	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
4/28/2023	101816	WILDCARE	100	8240	Library Services Materials	\$ 399.40	\$ 399.40
4/28/2023	101817	WILLIAMKAUFMANN	100	8240	Library Services Materials	\$ 600.00	\$ 600.00
					TOTAL April 13 Warrants	\$ 20,593.61	\$ 20,593.61

BELVEDERE TIBURON LIBRARY AGENCY
 EXPANSION WARRANTS
 MONTH OF APRIL 2023

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
4/3/2023	000405	Johann Zosseder	200	9047	Furniture	1,670.00	1,670.00
					TOTAL	\$ 1,670.00	\$ 1,670.00



DATE: May 15, 2023
TO: Library Board of Trustees
FROM: Crystal Duran, Library Director
SUBJECT: Strategic Plan

The Long Range Planning Committee was established in January 2023 to consider the library's mission, vision, and strategic direction. The Committee has met several times over the past months to discuss a framework for progressing work in this area and has determined that a strategic plan should be developed. The Committee gathered information about other libraries' strategic planning processes and costs and connected with two experts. The Committee would like the Board to consider allocating up to \$40,000 to solicit proposals to develop a strategic plan.

If approved, the Library Director will draft a scope of work with the Committee and work with legal counsel on the solicitation request. Below is the anticipated timeline:

- Release RFP in June 2023
- Solicit proposals through July 2023
- Interview, select, and enter into a contract with a vendor in August 2023
- Strategic planning from September 2023 to January 2024



DATE: May 15, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Proposed FY23-24 Budget

FY 23-24 represents the first full fiscal year that the Belvedere Tiburon Library will be in operation since the expansion. The proposed budget assumes revenues at a conservative value based on the previous FY and maximum expenses for each category. The library is open seven days a week for 57 business hours, with plans to increase hours by fall 2023.

Below are highlights of the proposed FY 23-24 Budget:

- Personnel includes 12 full-time and 11 part-time staff or 17.5 FTE. We don't anticipate any new full-time positions in the FY. Part-time positions for FY23-24 are equivalent to part-time positions budgeted in the previous FY.
- An Unfunded Accrued Liability (UAL) payment of \$25K is included in Personnel costs not included in the previous FY.
- Program costs for adults, children, MakerSpace, and digital literacy are increasing to offer more high-quality programs for the community.
- Public Relations costs are increasing for additional planned outreach and marketing, including promotional materials and collateral, paid advertising and signage, and print mailers to all residents.
- Increases in Building Expenses are mainly due to property and liability insurance and utilities for the expanded building.

BELVEDERE TIBURON LIBRARY AGENCY
 DRAFT BUDGET
 FISCAL YEAR 2022/2023

		2022/2023	Feb-23	2023/2024	% Change	
		Approved	FY2022/2023	Proposed	over FY23	
		Budget	Projection	Budget	Budget	Account Description Detail:
OPERATING REVENUES:						
5010	Basic Library Tax*	2,300,639	2,392,784	2,435,052	6%	Per County Estimates
5020	Parcel Tax	275,000	275,000	275,000	0%	Library Original 1996 Bond Tax of \$66 per Parcel
5025	ERAF	525,000	536,084	525,000	0%	Prior Year Amounts for Initial Review
5032	BTLF Grants	125,000	54,000	175,000	40%	Foundation fundraising
5033	Program Grants	20,000	60,000	15,000	-25%	Grants for specific projects - TPF, State Library, NorthNet
5040	Book Fines & Reserves	500	1,600	500	0%	Hold/Damages Fees
5050	Book Sales	-	1,000	-		In-Library sales of donated books
5065	Reference Desk Income	1,000	100	250	-75%	Use of Print Management, Sales of Marin Books, Cards, Thumb Drives
5070	Commission on Copier	1,000	400	500	-50%	Funds from Public Copiers
5090	Other Revenue	3,000	10	3,000	0%	EV Charging Stations
5099	Interest Income	5,547	30,000	30,000	441%	LAIF and Mechanics Savings
	Total Operating Revenue	3,256,686	3,350,978	3,459,302	6%	
8915	Principal Repayment	(90,000)	(90,000)	(95,000)	6%	From Bond Amortization Schedule
8910	Bond Interest	(27,300)	(27,300)	(21,750)	-20%	From Bond Amortization Schedule
8920	Fiscal Agent Fees	(12,500)	(14,500)	(12,500)	0%	Four NBS Payments of approx \$2.5K plus One USBank Payment of \$2.5K
	Total Operating Debt Service	(129,800)	(131,800)	(129,250)	0%	
	Total Revenue after Debt Serv	3,126,886	3,219,178	3,330,052	6%	Grant and Operational Revenues were lower in 2022 due to COVID and Expansion Efforts
OPERATING EXPENDITURES:						
Personnel:						
7010	Salaries & Wages	1,382,477	1,253,000	1,364,051	-1%	3% COLA for 9, 4.25% Step and Track for 4, Staffing back up to Normal 12.5 FTE
7015	Medical Reimbursement	24,300	23,000	21,600	-11%	Up to \$225 per month for CalPERS employees if maximum Health Premium Allowance is not used
7020	Part-Time Wages	285,992	124,000	307,117	7%	Staffing back up to Normal 5 FTE
	Subtotal Salaries & Wages	1,692,769	1,400,000	1,692,768	0%	17.5 FTE (12 FT staff, 13 PT staff)
7100	PERS Retirement Benefits	240,118	225,000	240,299	0%	CalPERS FY24 normal %'s + required Unfunded Accrued Liability pymt of \$105,382
7110	PERS Health Benefits	223,888	181,000	222,540	-1%	Health, Dental, LTD, Life for Active Employees
7115	OBEP Health Obligation	7,902	9,000	34,060	331%	\$151 per month for 5 Retirees plus OPEB Unfunded Accrued Liability payment of \$25,000
7120	Worker's Comp Insurance	7,508	6,000	7,851	5%	Based on all Clerical Salaries
7125	Employment Practices Insurance	5,400	5,400	5,400	0%	Insurance Coverage through SDRMA included in total package
7130	Payroll Tax Expense	41,924	30,300	43,273	3%	Medicare (All EE's) and Social Security (Part-Time EE's), Based on Salaries & Wages
7140	Unemployment	-	0	-		
7200	Professional Development	17,000	7,000	17,000	0%	\$600 per FT, \$285 per PT, additional for conferences/training
7210	Staffing Recruitment	0	1,000	500		Ads for Staffing
	Total Personnel	2,236,509	1,864,700	2,263,691	1%	
		69%	56%	65%		Personnel % of Total Revenue

BELVEDERE TIBURON LIBRARY AGENCY
 DRAFT BUDGET
 FISCAL YEAR 2022/2023

		2022/2023	Feb-23	2023/2024	% Change	
		Approved	FY2022/2023	Proposed	over FY23	
		Budget	Projection	Budget	Budget	Account Description Detail:
Circulation Materials & Data						
7601	Books & Other Materials	100,000	117,000	125,000	25%	Print and other Physical Media (cost per title increasing for processing fees)
7602	Processing Costs & Fees	7,000	8,100	7,000	0%	Book and Media covering, labeling, taping, and repair
7603	Supplies-Processing	3,000	2,900	3,000	0%	Tape, Cases, Covers for processing and repair in library
7606	Digital content	57,000	50,000	60,000	5%	e-Book purchases, Database subscriptions, and Platform subscriptions
7607	MARINet/NN Annual Cost	100,000	95,300	100,000	0%	\$92K Marinet + \$8K courier service
	Total Circulation Materials & Data	267,000	273,300	295,000	10%	
		8%	8%	9%		Circulation Materials & Data % of Total Revenue
Technology Infrastructure:						
8020	Online Services	10,000	13,000	10,000	0%	Marin IT monthly backups , Movie Licensing, OCLC Cataloging + ILL - Staff Use/IT Software
8030	Equipment Maintenance & Rep	-	0	-		Reduced to \$0, moved \$5K to 8035
8035	Computers & Equipment	5,000	2,000	5,000	0%	Misc Updates
8040	Technical Support	66,924	55,200	66,924	0%	Marin IT Contract \$5,577 monthly
8050	Telecommunications	-	0	-		CENIC now superceded and/or included in MARINet
8070	IT Infrastructure	18,000	34,100	18,000	0%	Back Office Technology Support (Separated from 7606 and 8020)
8071	Website maintenance	21,500	30,600	21,500	0%	Project 6 Website Updates and Support Plus Domain
	Total Technology Infrastructure	121,424	134,900	121,424	0%	
		4%	4%	4%		Technology Infrastructure % of Total Revenue
Program Services & Supplies:						
8210	Copier Expenses	19,284	14,000	19,284	0%	New Lease \$1,357 plus annual overage of \$3,000 based on experience
8220	Postage & Freight	7,000	4,500	7,000	0%	Includes Postage on Print Newsletter
8225	Public Relations	25,000	9,800	35,000	40%	Marketing materials, advertisements, collateral
8230	Office Supplies	10,000	7,400	10,000	0%	Toner, paper, and general office supplies
8240	Adult Programs	12,000	8,700	20,000	67%	Program supplies, speaker/vendor fees, premier programming
8250	Children's Programs	16,000	14,800	19,450	22%	Program supplies, performers, summer reading program
8251	Young Adult Programs	12,000	8,500	9,500	-21%	Teen Arts, Reading, Programs
8260	Telephone	12,500	14,600	14,600	17%	TPX Services
8270	AV Equipment & Peripherals	5,000	0	5,000	0%	Founders and Conference Rooms Audio Visual Updates & Maintenance
8280	Maker Space Programs	9,000	5,000	20,000	122%	Robotics, Virtual Reality, 3D printing, presenters and program supplies
8290	Technology Training Programs	4,800	5,400	8,000	67%	Digital literacy presenters and program supplies
	Total Program Services & Supplies	132,584	92,700	167,834	27%	
		4%	3%	5%		Program Services & Supplies % of Total Revenue

BELVEDERE TIBURON LIBRARY AGENCY
 DRAFT BUDGET
 FISCAL YEAR 2022/2023

		2022/2023	Feb-23	2023/2024	% Change	
		Approved	FY2022/2023	Proposed	over FY23	
		Budget	Projection	Budget	Budget	Account Description Detail:
Building Expenses:						
8410	Insurance	95,980	85,000	140,000	46%	Property and Liability: Including Earthquake and New Building Based on SDRMA Estimates 1/26/23
8430	Building Maintenance	24,800	41,700	24,800	0%	Ongoing plumbing, electrical, etc.
8440	Grounds Maintenance	11,100	5,400	11,100	0%	Diego's Gardens \$600 monthly and Town of Tiburon quarterly
8450	Janitorial Expense	80,000	69,800	60,000	-25%	Daily Cleaning, COVID Sanitizing, and Annual Deep Clean - Vendor contract
8460	Custodial Supplies	11,931	3,600	9,000	-25%	Hagel Janitorial Supplies
8480	Trash	4,430	3,800	4,873	10%	Mill Valley Refuse
8490	Electricity/Gas	36,996	55,000	80,000	116%	PG&E
8491	Parking	11,040	9,800	11,040	0%	Staff Parking
8492	Maintenance Contracts	8,000	7,500	8,400	5%	Mat Service, Security, HVAC, Pest Control, Fire Extg & First Aid, Backflow Testing
8493	EV Public Charging Stations	3,000	3,000	3,000	0%	Annual subscription service for management/TA
8500	Water	9,900	5,200	9,900	0%	MMWD
8501	Furniture & Fixtures	-	-	-		
	Total Building Expense	297,177	289,800	362,113	22%	
		9%	9%	10%		Building Expense % of Total Revenue
Agency Administration:						
8810	Bank Charges	1,000	100	1,000	0%	LAIF Wire Fees, Bank Charge for Audit Confirms
8815	Credit Card Charges	2,000	900	2,000	0%	Visa and AMEX and Square use and discount fees for patron fees paid by credit card
8820	Cash Short/(Over)	120	4	120	0%	Weekly Cash Register Count Variance
8830	Accounting	10,300	11,500	10,300	0%	City of Belvedere (Accounts Payable & Financials) Contract, ADP Payroll
8835	Auditing	33,619	18,500	34,000	1%	Maze Associates audit; GASB 78 plus actuarial serv: Bartel & Co. & PERS
8840	Legal & Consulting Services	20,000	11,000	60,000	200%	Consultant services for legal, HR, policy issues, strategic planning
8850	Staff, Volunteer & Board Recognition	5,000	2,500	5,000	0%	Agency, Staff, and Volunteer appreciation activities
	Total Agency Administration	72,039	44,504	112,420	56%	
		2%	1%	3%		Agency Administration % of Total Revenue
	Total Operating Expenses	3,126,733	2,699,904	3,322,482	6%	
		96%	81%	96%		Total Operating Expenses % of Total Revenue
	Net Operating Revenue (Loss)	153	519,274	7,570		

		2022/2023	Feb-23	2023/2024	% Change	
		Approved	FY2022/2023	Proposed	over FY23	
		Budget	Projection	Budget	Budget	Account Description Detail:
Beginning Cash Balance - All Funds		\$ 3,914,596	\$ 3,914,596	\$ 4,574,445		Projected & Budgeted / Actual / Projected
Net Operating Revenue (Loss) from above		153	519,274	7,570		Net Inflow (outflow): Outflow will use Operating Reserve
Non-Operating Transfers & Expenses:						
Transfer from General Fund to Building Reserve						
Res	Transfer from Oper to Bldg Res	0		0		No Amount in 2022 due to expansion (normally from Reserve Analysis recommendation 5/8/2013)
	Transfer from OPER to Insurance Res	0		0		(not included in total cash below - this is a transfer between funds)
Uses of Reserves						
9010	Bldg Res - Technology & Equipment					
9020	Bldg Res - Furniture & Fixtures					
8930/5	Oper Res -Expansion LOC Prin & Int	(160,000)	(160,000)	(192,000)		12 monthly payments of \$16,000
8935	Expansion Funds - LOC Prin			(600,000)		Additional Principal payment from Expansion Funds
	Total use of Reserves	(265,750)	(160,000)	(792,000)		Net Outflow
Expansion Activity						
	Projected Grants		300,000			
	Use of Agency Reserve	-		-		
	Projected Borrowing	2,200,000	2,000,000			
	Expansion Expenditures	(2,200,000)	(1,909,663)			
	Total Expansion Activity	0	390,337	0		
NOTE	Balance Sheet Activity (for cash)	(70,000)	(70,000)	(70,000)		Year End Accruals which change the timing of the effect of expenses on cash
Designated Fund Activity						
	Receipts	26,314	5,803	20,000		Excludes Art Shows, as they are now Foundation for FY24
	Expenditures	(30,278)	(25,565)	(20,000)		Excludes Art Shows, as they are now Foundation for FY24
	Net Designated Fund In(Out)Flow	(3,964)	(19,762)	-		
Rounding						
Projected Ending Cash Balance - All Funds		\$ 3,575,035	\$ 4,574,445	\$ 3,720,015		Note: These are June 30 All Funds Cash Balances. Some restricted, and funds drop much lower in Nov. Low point FY23 (Dec 2022) without Expansion funds was \$2,569,292, with \$1,971,025 unrestricted.



RESOLUTION NO. 291-2023

**A RESOLUTION OF THE BELVEDERE-TIBURON LIBRARY AGENCY
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF
THE GRANT FUNDS FROM THE STATE OF CALIFORNIA**

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing board either before submission of said application(s) to the State or prior to execution of the grant agreement; and

WHEREAS, the Applicant/Grantee, if selected, will enter into an agreement with the State of California to carry out the project

WHEREAS, the Belvedere-Tiburon Library Agency proposes to implement Belvedere Tiburon Library PV System and Battery;

WHEREAS, the Belvedere-Tiburon Library Agency has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, the Belvedere-Tiburon Library Agency intends to apply for grant funding from the California State Library for the Belvedere Tiburon Library PV System and Battery;

NOW, THEREFORE, be it resolved by the Belvedere-Tiburon Library Agency

1. That pursuant and subject to all of the terms and provisions of the California Budget Act, the Library Director or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library, and take such other actions necessary or appropriate to obtain grant funding.
2. That the Library Director or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.

RESOLUTION NO. 291-2023

**A RESOLUTION OF THE BELVEDERE-TIBURON LIBRARY AGENCY
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF
THE GRANT FUNDS FROM THE STATE OF CALIFORNIA (Page 2)**

- 3. That the Library Director or designee is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding.
- 4. That the Belvedere-Tiburon Library Agency certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal Page 16 of 16 requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained; and,

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 15th day of May 2023.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Ken Weil, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board

Belvedere-Tiburon Library Agency Future Meeting Dates

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

April 15, 2024

May 20, 2024

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