

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Regular Meeting of Monday, April 17, 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. Quarterly Treasurer's Report for March 31, 2023, Jeff Slavitz Treasurer, (10 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 March 20, 2023
8. Approval of Agency Warrants month of March, 2023

**TRUSTEE CONSIDERATIONS**

9. Consideration of **Resolution No. 290-2023** adopting a proclamation in honor of National Library Week
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
11. Consideration of Agency meeting times
12. Consideration of Local Author Collection Policy
13. Consideration of updated Gift and Donation Policy

**COMMUNICATIONS & ANNOUNCEMENTS**

14. Schedule of 2023 Meeting Dates

**NOTICE: AMERICANS WITH DISABILITIES ACT**

*The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.*



**DATE:** April 17, 2023

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Library Director's Report

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### **Library Programs and Services**

The new art exhibit from April 20 to June 8 is *Transcultural Art of Chinese Tradition* and will look at how the world impacts traditional Chinese art. The show features a mix of watercolors, Chinese ink, brushwork, hand scrolls, and oil on canvas, and an ARTalk will accompany the exhibit on May 4th. Other upcoming exhibits include photography, *By 94920*, and contemporary watercolors. We're also working with the Library Art Committee to plan the Gently Used Art Auction in October 2023.

We're celebrating National Library Week, April 23-29. During that week, we encourage all community members to visit the library and explore our offerings. Most people know about the wealth of stories available at the library, from picture books and large print to audiobooks and ebooks. But there's so much more to the story. Libraries are welcoming spaces that bring communities together for entertainment, education, and connection through book clubs, storytimes, crafting classes, lectures, and more. During National Library Week, we encourage people to enjoy an anime and manga workshop for teens, VR armchair travel, a magic show, technology classes, book club, and a wellness workshop. Staff will conduct outreach at the Del Mar Middle School and Hilarita housing complex that week.

In May, we're hosting the library's inaugural Green Week from May 8-13. Activities that week are focused on sustainability and funded by a grant from the CA State Library. That week, we'll feature authors [Obi Kaufmann](#) and [Anne-Marie Bonneau](#), a screening of [Empowered](#), a presentation by [Bill Keener](#) from the Marine Mammal Center, a children's nature program, and a disaster preparedness workshop by the Tiburon Police Department. On Saturday, we're hosting a sustainability fair with various agencies and activities such as eBike demos, a recycling sorting game, etc. Promotion for Green Week will include a press release, local paper ads, community signage, and digital marketing.

We've steadily acquired equipment for our Memory Lab project in the Makerspace. The lab is scheduled to launch in July and will be set up as a do-it-yourself center with detailed instructions and visuals. Following the launch, we'll host orientations and demonstrations. Patrons will make appointments so staff can ensure they're available for any support.

Lastly, we've acquired a digital subscription to the Washington Post through a MARINet consortium purchase. Access to the Washington Post will function similarly to The New York

Times and will be available onsite and offsite with your library card. Users must create an account on the Post website, redeem the code, then can access it for seven days without hitting a paywall. Access is available through our website and MARINet.

### **Personnel**

In early April, staff bid farewell to Chase Cronkright, Circulation Supervisor. Chase was with the library for fifteen years and moved to a position closer to home. We are reevaluating our internal structure before filling the vacancy. This month, we welcomed Tina Wolk to our Children's department and Ivy Olsen as our Community Engagement Librarian. Staff have been eager for both to join, and they'll be quickly onboarded.

### **Outreach and Community Connections**

We will be at the Hilarita housing complex on April 26th to register new cardholders and share about the library. Attendees can glimpse the Makerspace through the hands-on activities we'll host. The event is being advertised within the complex and is for all ages. Staff will also be at the Del Mar Middle School and partnering with the school librarian to share about the library's resources. Our children's librarian participated in the Read Across Reed event on March 29th and had a chance to connect with students and read aloud. We are also excitedly working with the Chamber for a series of outdoor summer programs where we can feature the library and local businesses.

Local community groups and agencies have used the Founders Room or other meeting spaces to host events, including a local Boy Scouts Troop, the Rotary Club, and Belvedere Tiburon Newcomers Club.

### **Administration**

Our Zip Books program is a new service growing in popularity. We've spent 70% of our grant funds and anticipate spending the total by June. We are reapplying to continue the program through 2023-2024 and will learn about the award in July. Likewise, we are reapplying for the Sustainable Libraries initiative from the CA State Library to continue work on our certification and expand programming through the year. Lastly, the CA State Library opened its Building Forward grant program for capital improvement projects. We will apply to install PV solar panels, a backup battery source, and a generator. The grant requires a dollar-for-dollar local match, and funds must be expended by 2027. The application is due in May and will require the Board to adopt a resolution authorizing the application.

The three EV chargers onsite are now live and accessible. While we haven't made any formal announcements, the chargers have been used daily. We are working with the vendor on the administrative platform to place specific parameters, including business hours and charge rate. We've already connected with Town administration and local safety about operational plans.

**BELVEDERE TIBURON LIBRARY AGENCY**  
**COMPARATIVE SUMMARY OF OPERATING, RESERVE, AND EXPANSION ACTIVITY**  
**9 MONTHS ENDED**  
**MARCH 31, 2023**

	Current Year FY 2022-23			Prior Year FY 2021-22			Pre-Covid & Construction FY 2018-2019		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>									
Basic Library Tax	\$ 2,300,639	\$ 1,317,589	57.3%	\$ 2,159,580	\$ 1,228,890	56.9%	\$ 1,875,872	\$ 1,062,537	56.6%
Parcel Tax	275,000	151,216	55.0%	275,000	150,963	54.9%	275,000	151,136	55.0%
ERAF	525,000	294,846	56.2%	523,000	290,039	55.5%	346,035	260,961	75.4%
Grants	145,000	101,407	69.9%	60,000	-	0.0%	211,653	1,673	0.8%
Desk Revenue Sales & Fines	1,500	326	21.7%	7,000	241	3.4%	22,988	13,971	60.8%
Misc. Other Revenue	4,000	832	20.8%	2,930	131	4.5%	4,418	2,912	65.9%
Interest Income	5,547	25,515	460.0%	19,966	4,866	24.4%	23,240	34,410	148.1%
<b>TOTAL GENERAL FUND</b>	<b>\$ 3,256,686</b>	<b>\$ 1,891,731</b>	<b>58.1%</b>	<b>\$ 3,047,476</b>	<b>\$ 1,675,130</b>	<b>55.0%</b>	<b>\$ 2,759,206</b>	<b>\$ 1,527,600</b>	<b>55.4%</b>
<b>ORIGINAL CFD BOND DEBT SERVICE</b>									
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)	(12,335)	98.7%	(12,500)	(7,315)	58.5%	(11,000)	(6,641)	60.4%
<b>TOTAL CFD DEBT SERVICE</b>	<b>\$ (129,800)</b>	<b>\$ (129,635)</b>	<b>99.9%</b>	<b>\$ (130,050)</b>	<b>\$ (124,865)</b>	<b>96.0%</b>	<b>\$ (127,500)</b>	<b>\$ (123,141)</b>	<b>96.6%</b>
<b>TOTAL REVENUE AFTER DEBT SERVICE</b>	<b>\$ 3,126,886</b>	<b>\$ 1,762,096</b>	<b>56.4%</b>	<b>\$ 2,917,426</b>	<b>\$ 1,550,265</b>	<b>53.1%</b>	<b>\$ 2,631,706</b>	<b>\$ 1,404,459</b>	<b>53.4%</b>

<b>Percent of Year Complete</b>	<b>75.0%</b>
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- (1) Basic and Parcel Tax Revenue 55% of tax revenue is received in December  
45% of tax revenue is received in April
- (2) ERAF 54% of ERAF revenue is received in January  
46% of ERAF revenue is received in June
- (3) BTLF Grants The Library Foundation is currently focused on Capital Fundraising and gives to Library Operations as funds are available

**BELVEDERE TIBURON LIBRARY AGENCY**  
**COMPARATIVE SUMMARY OF OPERATING, RESERVE, AND EXPANSION ACTIVITY**  
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	Current Year FY 2022-23			Prior Year FY 2021-22			Pre-Covid & Construction FY 2018-2019		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>									
Personnel (4)	\$ 2,236,509	\$ 1,374,852	61%	\$ 2,065,293	\$ 1,707,349	83%	\$ 1,831,488	\$ 1,297,624	71%
Circulation Materials & Data (5)	267,000	217,896	82%	284,510	203,972	72%	285,528	204,866	72%
Technology Services (6)	121,424	112,616	93%	120,300	68,330	57%	87,582	48,968	56%
Program Services & Supplies (7)	132,584	65,241	49%	112,000	52,597	47%	102,100	73,261	72%
Building Expenses (8)	297,177	230,148	77%	254,204	209,057	82%	164,291	90,555	55%
Agency Administration	72,039	38,847	54%	63,120	40,416	64%	61,882	55,856	90%
<b>TOTAL GENERAL FUND</b>	<b>\$ 3,126,733</b>	<b>\$ 2,039,600</b>	<b>65%</b>	<b>\$ 2,899,427</b>	<b>\$ 2,281,721</b>	<b>79%</b>	<b>\$ 2,532,871</b>	<b>\$ 1,771,130</b>	<b>70%</b>
<b>NET OPERATING REVENUE</b>	<b>\$ 153</b>	<b>\$ (277,504)</b>		<b>\$ 17,999</b>	<b>\$ (731,456)</b>		<b>\$ 98,835</b>	<b>\$ (366,671)</b>	
<b>ADDITIONS &amp; IMPROVEMENTS</b>									
Technology & Equipment	35,750	35,753	100%	8,000	-	0%	8,000	-	
Building Furniture & Fixtures	55,000	32,896	60%	10,000	-	0%	20,000	-	
<b>TOTAL ADDITIONS &amp; IMPROVE</b>	<b>\$ 90,750</b>	<b>\$ 68,649</b>	<b>76%</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 28,000</b>	<b>\$ -</b>	
<b>USES OF RESERVES</b>									
Transfer to Bldg Maintenance Res	-	-		-	-		69,556	69,556	
Use Building Reserve	-	-		-	-		-	-	
Expansion LOC Principal & Interest	160,000	119,618	75%	112,231	-	0%	-	-	
Use of Operating Reserve	15,000	-	0%	1,000,000	1,000,000	100%	-	-	
<b>TOTAL USES OF RESERVES</b>	<b>\$ 175,000</b>	<b>\$ 119,618</b>	<b>68%</b>	<b>\$ 1,112,231</b>	<b>\$ 1,000,000</b>	<b>0%</b>	<b>\$ 69,556</b>	<b>\$ 69,556</b>	<b>0%</b>
<b>EXPANSION ACTIVITY</b>									
Expansion Grants & Contributions	-	100,000		3,054,161	2,675,000	88%	-	515,787	
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	1,000,000	33%	-	-	
Total Expansion Inflows	2,200,000	2,100,000	95%	7,046,998	4,675,000	66%	-	515,787	
Less: Expansion Expenditures	2,200,000	1,657,992	75%	7,046,998	3,579,884	51%	-	494,622	
<b>NET EXPANSION ACTIVITY (9)</b>	<b>\$ -</b>	<b>\$ 442,008</b>		<b>\$ -</b>	<b>\$ 1,095,116</b>		<b>\$ -</b>	<b>\$ 21,165</b>	

<b>Percent of Year Complete</b>	<b>75.0%</b>
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- (4) Personnel CalPERS Unfunded Accrued Liability Payment is made in July
- (5) Circulation Materials & Data Most of the Digital Resource and Platform Support Subscriptions are paid in July  
Annual MARINet charge is paid in July
- (6) Technology Services Includes background infrastructure for Patron Support by Staff plus Robotics Program and Technology Training for Patrons
- (7) Program Services & Supplies 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**  
**BUDGET TO ACTUAL FY 2023**  
**9 MONTHS ENDED**  
**MARCH 31, 2023**

		FY23 ANNUAL BUDGET	March 31, 2023 75% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
<b>GENERAL FUND REVENUE</b>					
<b>Revenue</b>					
Basic Library Tax	5010	\$ 2,300,639	\$ 1,317,589	57%	\$ 983,050
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	47,407	237%	(27,407)
Book Fines and Reserves	5040	500	2	0%	498
Book Sales	5050	0	823		(823)
Reference Desk Income	5065	1,000	55	6%	945
Copier Fees	5070	1,000	269	27%	731
E-Scrip Revenue	5090	3,000	9	0%	2,991
Interest Income	5099	5,547	25,515	460%	(19,968)
<b>Total Revenue</b>		<b>\$ 3,256,686</b>	<b>\$ 1,891,731</b>	<b>58%</b>	<b>\$ 1,364,955</b>
<b>Bond Debt Service via Parcel Tax</b>					
Bond Debt Service - Interest	8910	(27,300)	(27,300)	100%	-
Bond Debt Service - Principal	8915	(90,000)	(90,000)	100%	-
Bond Fiscal Agent Fees	8920	(12,500)	(12,335)	99%	(165)
<b>Total Bond Debt Service</b>		<b>\$ (129,800)</b>	<b>\$ (129,635)</b>	<b>100%</b>	<b>\$ (165)</b>
<b>Total Revenue after Bond Service</b>		<b>\$ 3,126,886</b>	<b>\$ 1,762,096</b>	<b>56%</b>	<b>\$ 1,364,790</b>
<b>GENERAL FUND EXPENDITURES</b>					
<b>Personnel</b>					
Salaries & Wages	7010	1,382,477	922,807	67%	459,670
Medical Reimbursement	7015	24,300	16,106	66%	8,194
Part Time Salaries & Wages	7020	285,992	65,122	23%	220,870
PERS Retirement Benefits	7100	240,118	194,591	81%	45,527
PERS Insurance Benefits	7110	222,790	133,695	60%	89,095
PERS OPEB Benefits	7115	9,000	6,735	75%	2,265
Workers Comp Insurance	7120	7,508	6,141	82%	1,367
Employment Practice Insurance	7125	5,400	5,400	100%	-
Payroll Tax Expense	7130	41,924	18,267	44%	23,657
Professional Development	7200	17,000	5,181	30%	11,819
Staffing Recruitment	7210	0	807		(807)
<b>Total Personnel</b>		<b>\$ 2,236,509</b>	<b>\$ 1,374,852</b>	<b>61%</b>	<b>\$ 861,657</b>
<b>Circulation Materials &amp; Data</b>					
Books and other Materials	7601	100,000	81,599	82%	18,401
Vendor Processing Costs	7602	7,000	4,977	71%	2,023
Supplies for Processing	7603	3,000	1,551	52%	1,449
Digital Resources & Content	7606	57,000	34,549	61%	22,451
MARINet	7607	100,000	95,220	95%	4,780
<b>Total Circulation Materials &amp; Data</b>		<b>\$ 267,000</b>	<b>\$ 217,896</b>	<b>82%</b>	<b>\$ 49,104</b>

**BELVEDERE TIBURON LIBRARY AGENCY**  
**BUDGET TO ACTUAL FY 2023**  
**9 MONTHS ENDED**  
**MARCH 31, 2023**

		FY23 ANNUAL BUDGET	March 31, 2023 75% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
<b>Technology Services</b>					
Online Services	8020	10,000	11,546	115%	(1,546)
Computers & Peripherals	8035	5,000	1,913	38%	3,087
Technical Support	8040	66,924	48,092	72%	18,832
IT Infrastructure	8070	18,000	30,612	170%	(12,612)
Website Maintenance	8071	21,500	17,375	81%	4,125
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
<b>Total Technology Services</b>		<b>\$ 138,224</b>	<b>\$ 112,616</b>	<b>81%</b>	<b>\$ 25,608</b>
<b>Program Services &amp; Supplies</b>					
Copier Expense	8210	19,284	9,681	50%	9,603
Postage Freight	8220	7,000	3,707	53%	3,293
Public Relations	8225	25,000	8,847	35%	16,153
Office Supplies	8230	10,000	5,890	59%	4,110
Library Programs & Materials	8240	12,000	8,368	70%	3,632
Children's Program Supplies	8250	16,000	13,047	82%	2,953
Young Adult Programs	8251	12,000	5,526	46%	6,474
Telephone	8260	12,500	10,175	81%	2,325
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000
<b>Total Program Services &amp; Supplies</b>		<b>\$ 118,784</b>	<b>\$ 65,241</b>	<b>55%</b>	<b>\$ 53,543</b>
<b>Building Expenses</b>					
Building & Contents Insurance	8410	95,980	84,519	88%	11,461
Building Maintenance	8430	24,800	29,318	118%	(4,518)
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	2,884	24%	9,047
Trash	8480	4,430	2,937	66%	1,493
Electricity & Gas	8490	36,996	39,798	108%	(2,802)
Parking	8491	11,040	7,680	70%	3,360
Maintenance Contracts	8492	8,000	6,904	86%	1,096
Water	8500	9,900	3,877	39%	6,023
<b>Total Building Expenses</b>		<b>\$ 294,177</b>	<b>\$ 230,148</b>	<b>78%</b>	<b>\$ 64,029</b>
<b>Agency Administration</b>					
Bank Charges	8810	1,000	23	2%	977
Credit Card Fees	8815	2,000	581	29%	1,419
Cash (over/under)	8820	120	(9)	-8%	129
Accounting	8830	10,300	5,085	49%	5,215
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)
<b>Total Agency Administration</b>		<b>\$ 72,039</b>	<b>\$ 38,847</b>	<b>54%</b>	<b>\$ 33,192</b>
<b>Total GENERAL FUND EXPENDITURES</b>		<b>\$ 3,126,733</b>	<b>\$ 2,039,600</b>	<b>65%</b>	<b>\$ 1,087,133</b>
<b>NET OPERATING REVENUE/(LOSS)</b>		<b>\$ 153</b>	<b>\$ (277,504)</b>		<b>\$ (277,657)</b>

**BELVEDERE TIBURON LIBRARY AGENCY  
BUDGET TO ACTUAL FY 2023  
9 MONTHS ENDED  
MARCH 31, 2023**

		FY23 ANNUAL BUDGET	March 31, 2023 75% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING
<b>ACTUAL BEGINNING CASH - ALL FUNDS</b>	6/30/2022	\$ 4,518,696	\$ 4,518,696		\$ -
<b>NET OPERATING REVENUE/(LOSS)</b>		\$ 153	\$ (277,504)		\$ (277,657)
<b>NON-OPERATING TRANSFERS &amp; USES OF RESERVES</b>					
Building Reserve - Technology & Equipment	9010	(35,750)	(35,753)	100%	(3)
Building Reserve - Furniture & Fixtures	9020	(55,000)	(32,896)	60%	22,104
Expansion Line of Credit Interest	8930	(106,845)	(89,550)	84%	17,295
Expansion Line of Credit Principal	8935 / 2460	(53,155)	(30,068)	57%	23,087
Operating Reserve		(15,000)	0	0%	15,000
<b>Total USES OF RESERVES</b>		<b>\$ (265,750)</b>	<b>\$ (188,267)</b>		<b>\$ 77,483</b>
<b>EXPANSION ACTIVITY</b>					
Expansion Grants from Foundation	200-5978	0	100,000		100,000
Expansion Line of Credit Borrowing		2,200,000	2,000,000	91%	(200,000)
Expansion Expenditures	9041-9051	(2,200,000)	(1,657,992)	75%	542,008
<b>Total EXPANSION ACTIVITY</b>		<b>\$ -</b>	<b>\$ 442,008</b>		<b>\$ 442,008</b>
<b>BALANCE SHEET ACTIVITY</b>		<b>\$ (70,000)</b>	<b>\$ (6,906)</b>		<b>\$ 63,094</b>
<b>DESIGNATED FUND ACTIVITY</b>					
Designated Fund Receipts		26,314	5,803	22%	(20,511)
Designated Fund Expenditures		(30,278)	(25,565)	84%	4,713
<b>Net DESIGNATED FUND ACTIVITY</b>		<b>\$ (3,964)</b>	<b>\$ (19,762)</b>		<b>\$ (15,798)</b>
<b>ENDING CASH - ALL FUNDS</b>	3/31/2023	<b>\$ 4,179,135</b>	<b>\$ 4,468,265</b>		<b>\$ 289,130</b>
<b>CASH BY FUND</b>					
Insurance and Building Reserves			566,794		
Expansion Funds - Restricted for Project Costs			774,697		
Service			107,576		
Funds Restricted by Source			22,490		
Operating Reserve			2,996,708	***	
<b>ENDING CASH - ALL FUNDS</b>	3/31/2023		<b>\$ 4,468,265</b>		
<b>***Fiscal Year 2023 low point for Operating Reserve was \$1,971,025 on December 31, 2022</b>					
<b>CASH BY ACCOUNT</b>					
Mechanics Operating Checking plus Petty Cash			80,471		
Mechanics Expansion Checking			345,697		
Mechanics Money Market			201,513		
US Bank Fiscal Agent for CFD-1995-1 Bonds			107,576		
LAIF			3,733,008		
<b>ENDING CASH - ALL ACCOUNTS</b>	3/31/2023		<b>\$ 4,468,265</b>		
<b>EXPANSION LINE OF CREDIT</b>					
Expansion Line of Credit Borrowings Fiscal Year 2022			1,000,000		
Expansion Line of Credit Borrowings Fiscal Year 2023			2,000,000		
<b>TOTAL EXPANSION LINE OF CREDIT BORROWING</b>			<b>\$ 3,000,000</b>		
Principal Payments to date			30,068		
<b>EXPANSION LINE OF CREDIT PRINCIPAL BALANCE</b>	3/31/2023		<b>\$ 2,969,932</b>		
Interest Payments this Fiscal Year		3/31/2023	89,550		
Prior Year Interest Payments			750		
Total Interest Payments to Date			<b>\$ 90,300</b>		



## DRAFT FOR AGENCY REVIEW

**REGULAR Meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**March 20, 2023**

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

**Members Absent:** None

**Also Present:** Crystal Duran, Glenn Isaacson, Jane Cooper, John Kunzweiler, Suzannah Scully, Chuck Hornbrook, David Barker, Deirdre McCrohan, Kristin Johnson

**CALL TO ORDER:** Chair Weil called the meeting to order at 6:16 pm

**OPEN Forum:**

Chair Weil opened the floor to comments or questions from the public.

**1. Chair's Report**

Chair Weil congratulated Director Duran for opening the Library on a regular Sunday schedule, and noted that patrons are enjoying the private study spaces.

He added that the Del Mar School Art Exhibit had a high quality of work, drew students and their parents to the opening, and created a wonderful community feeling. He thanked the staff and volunteers for their efforts in hanging the work.

**2. Library Director's Report**

Director Duran reported that Del Mar School Emerging Artists Exhibit would be up through April 13, along with the high school Art Mashup Poetry display. The Poetry reception, presented in partnership with the Marin Poetry Center, will be held on March 30, and will include poetry readings by the students and a former Marin poet laureate.

This year's National Library Week will be held April 23-29. The theme is "There's More to the Story." The Library will highlight the Library's digital collection, the new Makerspace, and other "non-traditional" library programs.

Two new full time employees will be joining the Library Staff in April: A Children's Librarian and a Community Engagement Librarian. Several part-time positions still need to be filled, but the Library is well staffed at this point.

This coming Sunday, Library Staff will host an outreach table at The Ranch's Easter Egg hunt.

The Draft Fiscal Year 2023-2024 Budget is in process. A draft will be presented at the May meeting, with the hope of final adoption at the June meeting.

Library Usage Data presented in tonight's packet shows steadily increasing programs and attendance.

Adult Services Librarian Jessica Brandi has scheduled a 5-week wellness workshop for patrons beginning in late April. Trustee Drew asked whether a wellness program really fits into the Library mission. Director Duran said that libraries are presenting more of these types of programs, especially post-COVID, to help with coping, to bring community back in to the Library, and for general community connection. The Chair Yoga Program held January through March was well attended, and patrons asked for more of these sessions. Chair Weil added that this fits in with the ALA's Library week theme: "There's More to the Story."

### **3. Expansion Update**

Project Manager Glenn Isaacson reported that the Library basement has stayed dry during the current rainstorm. Dehumidifiers have been installed in two basement areas, and they have not turned on, indicating that there was no accumulation of moisture.

Currently three final goals remain for the Library Expansion: (1) A final occupancy permit from the Town of Tiburon, (2) A final technical Building Department Inspection, and (3) a final inspection from the Planning Department, which requires the installation of monument signs on Tiburon Boulevard. Library signs will be installed on Mar West and Tiburon Boulevard. A Corner Books sign will be installed on Tiburon Boulevard. Fire and Accessibility permits are completed.

Trustee Richard asked whether signage will be installed indicating the EV charging stations in the parking lot. Project Manager Isaacson said that, no, signage would be limited to pavement and the presence of the stations themselves. The stations will be functional sometime in the next few weeks.

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

Foundation President Suzannah Scully reported that the Foundation is currently working on Donor Recognition. The Teddy Bear Tea is set for April 1, and sold out as of March 10.

### **5. Financial Report**

Clerk Johnson reported that, with 67% of the Budget Year passed, Revenues are at 57% of Budget (normal for this time of year, with remaining taxes due in April) and Expenditures are at 59% of Budget (due to the opening 3 months into the year, and the staging of re-staffing the Library). Treasurer Slavitz requested that Line-of-Credit status and detail on PERS OPEB expense be included in future reports.

## 6. Committee Reports

The Long-Range Planning Committee met March 1st, and will continue to meet twice a month. The committee is currently working to establish process and resources, and looking at what other libraries are doing in this area. The Committee includes Director Crystal Duran and Trustee Larry Drew, Vice Chair Maureen Johnson, and Trustee Roxanne Richards.

The Finance Committee, which includes Director Crystal Duran, Chair Ken Weil, Treasurer Jeff Slavitz, Trustee Tony Hooker, and Finance Manager Kristin Johnson, is currently working on analysis of solar installation costs and possible expert help with analysis. Analyst Ben Parkins has provided a report for the Library. As the Library has \$3,000,000 of new debt, would not be ready for an April deadline, and contractors are inundated, the current recommendation is to hold off on pursuing solar installation. The PPA would not save significant money, and we are small enough that a PPA might not be interested. Director Duran received one solar proposal with no PPA. The Library's ownership of the solar installation and battery currently seems like the cheapest solution, because once the initial costs are paid off, the Library will pay less for energy costs. Additionally, the Library has not been fully operational for a full year and utilities usage data is lacking. Since the Library now has \$3,000,000 in debt, it would not prudent to spend the money on solar at this time. However, it remains an open question. At one point, the Library Foundation had considered getting a sponsor, if a sponsor stepped forward, or if a grant were awarded, the purchase of solar would be an open possibility. As the Library already subscribes to power through Marin Clean Energy, it is not really as much a question of going greener at this time as it is to save on energy costs and to be available as a community resource center. The Library's debt remains the large obstacle to moving forward with solar.

Chair Weil added that the Board is absolutely focused on taking the opportunity to install solar as soon as possible. Availability of finances is key.

Chuck Hornbrook, member of the public and solar advocate who has spoken at previous BTLA meetings said that the Library has a responsibility to install solar at this critical global warming threshold. The Library has the roof space to install solar, and delays of even a few years will create obstacles. More than one analyst should be consulted regarding the project. There are people available in this community who are willing to support the process. While it is agreed that the Library cannot finance the project, more objective financial analysis is needed to find financing. This is critical to the community.

David Barker, member of the public, spoke to support Mr. Hornbrook's position. The Library should make solar a priority. This is more important to the community than the book retail space the library has included in its new design layout. As the Library expansion project was designated as essential community function and allowed to continue during COVID, the Library should take responsibility to support the climate policy of this Town, which is a community emergency. The community needs the Library's commitment now to go ahead with solar and to find a way to finance it.

## DRAFT FOR AGENCY REVIEW

Carol Weibel, 3 Janet Way, agreed that solar is a priority. She also acknowledged the Library's budget problems. With the Library's incredible roof space, it is embarrassing not to see solar panels there. Our community's children are aware of the issues. What are we doing for them? Let us go ahead with solar.

Rick Upjohn of Reed Ranch who has been involved with solar for 5.5 years in commercial sales at Sun Power said that this is an altruistic mission and vital to future generations. Today's news included a dire report by an inter-governmental climate change committee. If we do not act now, it will be too late. It is critical that we need to, at the very least, create a drop in the bucket to stop the amount of CO2 and methane we are adding to the atmosphere. Mr. Upjohn has personally doubled his home solar panels, and his energy cost is lower now. There are regulatory requirements just to get to the point of being able to go forward with solar in the next 3 years. Mr. Upjohn urged the Library to at least apply to PG&E to ensure provision of net metering 2 for the Library's solar future possibilities. He suggested depositing \$1,000 deposit to hold a place, so that the Library can retain the option to take 3 years to go ahead with solar. Mr. Upjohn said he is willing to work with the Board on the financing of solar, and urged the Board to give the heritage of good solid decision making to next generation.

George Landau, member of the public, also supported the concept and suggested announcing to the public that whatever the time period, the Library is committed to install solar.

## CONSENT CALENDAR

**7/8. Motion to approve the Minutes of February 13, 2023, and the Warrants dated month of February, 2023, with change on Page 7-2 that the Long-Term Planning Committee WILL meet on March 1st, made by Treasurer Slavitz seconded by Vice Chair Johnson.**

### Roll Call Vote:

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

**Absent: None.**

**Noes: None.**

**Motion Passed.**

## TRUSTEE CONSIDERATIONS:

**9. Review and take action on updated Donor Recognition Policy and Donor Giving Levels**

Director Duran said that the process of establishing the policy had begun in 2020. Former Foundation Treasurer John Kunzweiler had been expertly involved in the issues.

Trustee Amir added that the spirit of the mission on page 1 was added because of concerns in 2020 about the Library's ability to reject a request for naming.

Trustee Richards asked whether the naming duration of 15-to-30 years is standard. Mr. Kunzweiler said that in general, finite terms are used. When the policy team researched the issue, they reviewed many organizations, including universities. All organizations have caps on naming terms, and on what can be inscribed on plaques. Time limitations range from 10-to-20 years, with some exceptions for buildings. Policies are also flexible to serve the needs of donors.

Changes were made to bring down level for the book spines in the spirit of inclusiveness.

Belvedere Council Member Jane Cooper said that, locally she had asked some large donors if they were aware of the duration of naming rights, and they were not. In the spirit of keeping good donor relations, she asked how the time limitations came about. Donors had assumed that their recognition would be there for a longer term. This might cause issues in the donor community. Chair Weil asked Councilwoman Cooper to share names with Mr. Kunzweiler, and added that, as an ongoing tool to raise funds, even with the expansion, there is limited wall space. The limitation policy gives the Library the option to add new donors in years to come. There is flexibility in the duration of naming rights, names could continue much longer than the specified periods unless the building is changed. Changes in use might require changes in the space available for recognition. It is common practice to have limitations on the duration of naming rights. If the character of a donor changes, it gives the recipient an option to remove the naming. Trustee Richards added that, in the spirit of goodwill to the community, all the donor names would be retained in some fashion. But it is good to reserve the right to change. Mr. Kunzweiler added that a communication to all donors would be made regarding the limitations. Chair Weil suggested creating a specific area for remembering prior donors. Mr. Kunzweiler said that, for example, there were many plaques installed 25 years ago, but the walls on which they had been placed were torn down in the expansion, so the room they were placed in. The current naming rights will remain in the policy, while the Agency and Foundation continue to endeavor to find a way to preserve the legacies. While the old recognition tiles have been preserved, there is no space for placement in the new Children's room. The current plan is to build a photographic collage, and save the tiles, perhaps have a legacy hallway.

Trustee Hooker suggested that the language be softened regarding the 30 years estimated useful life of the building. There are no donors yet at that level. He suggested the language: "will remain in place for a period of 30 years, subject to renewal at the Library's discretion.

**MOTION TO APPROVE Donor Recognition Policy and Donor Giving Levels made by Trustee Drew, seconded by Trustee Hooker.**

**Roll Call Vote:**

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

**Absent: None.**

**Noes: None.**

**Motion Passed.**

## **10. Review and take action to establish janitorial services with Redwood Maintenance, Inc.**

Director Duran explained that the Library had been seeking a janitorial service with a lower cost than the current vendor is charging, and had reviewed three vendors, with Redwood Maintenance coming in at the lowest cost.

Vice Chair Johnson asked about cleanup after events. Director Duran said that hosts of events would do most of the cleanup. Janitors would follow up with regular nighttime cleaning. For large events, the Library can call on Mill Valley Refuse to help with extra trash. In addition, Redwood can be called upon for extra cleaning. Redwood offers on call janitorial and handyman services.

**MOTION TO APPROVE the Redwood Maintenance Contract made by Trustee Richards, seconded by Trustee Amir.**

**Roll Call Vote:**

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

**Absent: None.**

**Noes: None.**

**Motion Passed.**

## **11. Meeting Dates**

The next Regular BTLA meeting is scheduled for April 17, 2023

Chair Weil suggested that next month's agenda include a discussion of alternative meeting times.

Chair Weil adjourned to Closed Session at 7:28pm

### **CLOSED SESSION**

### **RETURN FROM CLOSED SESSION at 7:40pm**

### **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

Chair Weil stated that there was no action taken in the closed session.

**Chair Weil adjourned the meeting at 7:45 pm.**

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY  
OPERATING WARRANTS  
MONTH OF MARCH 2023

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
<b>OPERATING HAND CHECKS</b>							
3/5/2023	000503	PILE SAVER	100	1091	Building Reserve	\$ 2,555.00	\$ 2,555.00
3/23/2023	000504	Chris Ford	100	8430	Repairs	\$ 3,843.59	\$ 3,843.59
3/23/2023	000505	ACV ARGO TIBURON	100	8491	Parking	\$ 1,560.00	\$ 1,560.00
3/23/2023	000506	HAPPIERHOURLLC	100	8240	Library Services Materials	\$ 200.00	\$ 2,000.00
3/23/2023	000507	MARINPOETRYCENTER	100	8251	Young Adult Programs	\$ 190.30	\$ 109.30
3/23/2023	000508	MECHANICS BANK	100	7200	Professional Development	\$ 607.72	
		MECHANICS BANK	100	7210	Staffing Recruitment	\$ 238.37	
		MECHANICS BANK	100	8020	Online Services	\$ 193.86	
		MECHANICS BANK	100	8035	Computers & Equipment	\$ 4,819.85	
		MECHANICS BANK	100	8225	Public Relations	\$ 249.24	
		MECHANICS BANK	100	8230	Office Supplies	\$ 130.14	
		MECHANICS BANK	100	8240	Library Programs	\$ 372.30	
		MECHANICS BANK	100	8250	Children's Programs	\$ 694.26	
		MECHANICS BANK	100	8251	Young Adult Programs	\$ 441.86	
		MECHANICS BANK	100	8430	Building Maintenance	\$ 593.00	
		MECHANICS BANK	100	8815	Credit Card Charges	\$ 350.05	
		MECHANICS BANK	200	9020	Furniture	987.53	9,678.18
					<b>TOTAL HAND CHECKS MARCH 2023</b>	<b>18,027.07</b>	<b>19,746.07</b>
<b>OPERATING PRINTED CHECKS</b>							
3/1/2023	101716	A&PMOVINGCOMPANY - A & P MOVING COMPANY	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
3/1/2023	101717	ARAMARK - ARAMARK	100	8492	Maintenance Contracts	\$ 277.86	\$ 277.86
3/1/2023	101718	BLACKSTONEPUBLISHING - BLACKSTONE PUBLISHING	100	7601	Books and othe Materials	\$ 40.00	
		BLACKSTONEPUBLISHING - BLACKSTONE PUBLISHING	100	7601	Books and othe Materials	\$ 40.00	\$ 80.00
3/1/2023	101719	DELTADENTALCALIFORNI - DELTA DENTAL OF CALIFORNI	100	7110	PERS Insurance Benefits	\$ 1,248.12	\$ 1,248.12
3/1/2023	101720	DEMCOINC - DEMCO, INC.	100	7603	Supplies for Processing	\$ 70.29	\$ 70.29
3/1/2023	101721	DIANA MARIE ETSEY	100	8240	Library Services Material	\$ 300.00	\$ 300.00
3/1/2023	101722	DIEGOSGARDENS	100	8440	Grounds Maintenance	\$ 640.00	
		DIEGOSGARDENS	100	8440	Grounds Maintenance	\$ 640.00	\$ 1,280.00
3/1/2023	101723	INGRAMLIBRARYSERVICES - INGRAM LIBRARY SERVICES	100	7601	Books and othe Materials	\$ 275.60	\$ 275.60
3/1/2023	101724	KAPCO	100	7603	Supplies for Processing	\$ 146.55	\$ 146.55
3/1/2023	101725	VOID				\$ -	\$ -
		VOID				\$ -	\$ -
3/1/2023	101726	MARINWATER	100	8500	water	\$ 101.89	
		MARINWATER	100	8500	water	\$ 570.17	\$ 672.06
3/1/2023	101727	MISSIONSQUARE - MISSION SQUARE - 304607	100	2040	Deferred Comp Deductions	\$ 2,025.00	\$ 2,025.00
3/1/2023	101728	OCLCINC	100	8070	IT Infrastructure	\$ 278.63	\$ 278.63
3/1/2023	101729	OPTIONCLICKCONSULTING - OPTION CLICK CONSULTING	100	8290	Technology Training Program	\$ 180.00	\$ 180.00
3/1/2023	101730	OVERDRIVEINC - OVERDRIVE, INC	100	7606	Digital Resources & Conent	\$ 7.70	
		OVERDRIVEINC - OVERDRIVE, INC	100	7606	Digital Resources & Conent	\$ 81.75	\$ 89.45
3/1/2023	101731	PACIFICGASELECTRIC	100	8490	Electricity & Gas	\$ 7,574.82	\$ 7,574.82
3/1/2023	101732	VOID					\$ -
3/1/2023	101733	PURCHASEPOWER	100	8220	Postage Freight	\$ 16.85	\$ 16.85
3/1/2023	101734	RICHARDROZEN	360	9850	Art Committee Expenses	\$ 114.31	\$ 114.31
3/1/2023	101735	ROBERTHALF	100	8830	Accounting	\$ 996.81	
		ROBERTHALF	100	8830	Accounting	\$ 989.55	\$ 1,986.36
3/1/2023	101736	SANDRAWOLFSON	360	9850	Art Committee Expenses	\$ 301.60	\$ 301.60
3/1/2023	101737	TOWNOFTIBURON	100	8225	Public Relations	\$ 50.00	\$ 50.00
3/1/2023	101738	TRAVELINGLANTERNTHEATER	100	8250	Children's Program Supplies	\$ 495.00	\$ 495.00
3/15/2023	101739	ARAMARK	100	8492	Maintenance Contracts	\$ 55.75	\$ 55.75
3/15/2023	101740	BOBPARKINSCONSULTING	100	8840	Legal Services	\$ 395.00	\$ 395.00
3/15/2023	101741	BRODARTCO	100	7601	Books and other Materials	\$ 437.63	
		BRODARTCO	100	7602	Vendor Processing Costs	\$ 5.15	
		BRODARTCO	100	7601	Books and other Materials	\$ 37.93	
		BRODARTCO	100	7602	Vendor Processing Costs	\$ 5.15	\$ 485.86
3/15/2023	101742	ENVISIONWAREINC	100	8070	IT Infrastructure	\$ 2,275.00	\$ 2,275.00
3/15/2023	101743	ERINLAMPE	360	9850	Art Committee Expenses	\$ 3,097.50	\$ 3,097.50
3/15/2023	101744	GLAVERCIFUENTES	100	8450	Janitorial Expense	\$ 6,225.00	
		GLAVERCIFUENTES	100	8450	Janitorial Expense	\$ 6,225.00	\$ 12,450.00
3/15/2023	101745	HAGELSUPPLYCOMPANY	100	8160	Custodial Supplies	\$ 304.45	\$ 304.45
3/15/2023	101746	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 7,334.59	
		INGRAMLIBRARYSERVICES	100	7602	Vendor Processing Costs	\$ 530.92	\$ 7,865.51
3/15/2023	101747	LIBRARYIDEASLLC	100	7606	Digital Resources & Content	\$ 9.50	\$ 9.50
3/15/2023	101748	LINDABENNETT	100	8035	Computers & Peripherals	\$ 97.41	\$ 97.41
3/15/2023	101749	MARINITINC	100	8020	Online Services	\$ 297.50	
		MARINITINC	100	8020	Online Services	\$ 400.00	
		MARINITINC	100	8040	Technical Support	\$ 5,247.18	
		MARINITINC	100	8040	Technical Support	\$ 3,283.50	\$ 9,228.18
3/15/2023	101750	MILLVALLEYREFUSE	100	8480	Trash	\$ 295.27	\$ 295.27
3/15/2023	101751	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,025.00	\$ 2,025.00
3/15/2023	101752	OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 542.62	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 265.41	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 491.98	\$ 1,300.01
3/15/2023	101753	PROJECT6DESIGNINC	100	8071	Website Maintenance	\$ 2,940.30	\$ 2,940.30

BELVEDERE TIBURON LIBRARY AGENCY  
 OPERATING WARRANTS  
 MONTH OF MARCH 2023

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
3/15/2023	101754	PURCHASEPOWER	100	8220	Postage Freight	\$ 257.13	\$ 257.13
3/15/2023	101755	REDWOODSECURITYSYSTEMS	100	8492	Maintenance Contracts	\$ 318.00	\$ 318.00
3/15/2023	101756	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 824.63	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	\$ 2,803.73
3/15/2023	101757	TERMINIXPROCESSINGCENTE	100	8492	Maintenance Contracts	\$ 110.00	\$ 110.00
3/15/2023	101758	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,126.89	\$ 1,126.89
3/23/2023	101759	BRODARTCO	100	7601	Books and other Materials	\$ 907.85	
		BRODARTCO	100	7602	Vendor Processing Costs	\$ 20.62	\$ 928.47
3/23/2023	101760	CARLOS NIETO III	100	8251	Teen Program	\$ 350.00	\$ 350.00
3/23/2023	101761	DIANAMARIEETSEY	100	7606	Digital Resources & Content	\$ 300.00	\$ 300.00
3/23/2023	101762	GLOBEINSTITUTEOFRECORDING	100	8240	Library Services Materials	\$ 200.00	\$ 200.00
3/23/2023	101763	VOID				\$ -	\$ -
3/23/2023	101764	VOID				\$ -	\$ -
3/23/2023	101765	OPTIONCLICKCONSULTING	100	8240	Library Services Materials	\$ 180.00	\$ 180.00
3/23/2023	101766	ROBERTHALF	360	7020	Part Time Salaries & Wages	\$ 989.55	\$ 989.55
3/23/2023	101767	TRAVELINGLANTERNTHEATER	100	8250	Children's Program Supplies	\$ 495.00	\$ 495.00
3/23/2023	101768	USBANKEQUIPMENTFINAN	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
					<b>TOTAL AP CHECKS MARCH 2023</b>	<b>\$ 69,655.20</b>	<b>\$ 69,655.20</b>
					<b>TOTAL OPERATING WARRANTS</b>	<b>\$ 87,682.27</b>	<b>\$ 89,401.27</b>



BELVEDERE TIBURON LIBRARY AGENCY  
 EXPANSION WARRANTS  
 MONTH OF MARCH, 2023

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
3/2/2023	000398	One Workplace L. Ferrari, LLC	200	9047	Furniture	20,146.71	20,146.71
3/2/2023	000399	Pile Saver	200	9047	Furniture	12,160.00	12,160.00
3/2/2023	000400	Thomas Swan Sign Co	200	9047	Furniture	1,851.08	1,851.08
3/6/2023	000401	VOID				-	-
3/6/2023	000402	Platt Electric Supply - Replace 000381	200	9045	Site Work	3,236.53	3,236.53
3/23/2023	000403	Cori Van Allen	200	9048	Project Management	455.00	455.00
3/23/2023	000404	Roy's	200	9045	Site Work	4,225.00	4,225.00
					<b>TOTAL</b>	<b>\$ 42,074.32</b>	<b>\$ 42,074.32</b>



RESOLUTION NO. 290-2023

RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY PROCLAIMING  
NATIONAL LIBRARY WEEK

**WHEREAS**, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

**WHEREAS**, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

**WHEREAS**, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

**WHEREAS**, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

**WHEREAS**, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

**WHEREAS**, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

**WHEREAS**, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

**WHEREAS**, the communities of Belvedere and Tiburon generously supported a recent renovation and expansion and now welcome new opportunities for growth, learning, and making meaningful connections;

**WHEREAS**, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

**NOW, THEREFORE**, be it resolved that the Belvedere Tiburon Library proclaims National Library Week, April 23-29, 2023. During this week, we encourage all residents to visit the Belvedere Tiburon Library to explore the wealth of resources available.

RESOLUTION NO. 290-2023

RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY PROCLAIMING  
NATIONAL LIBRARY WEEK

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the  
Belvedere Tiburon Library Agency on the 17th day of April, 2023.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

\_\_\_\_\_  
Ken Weil, Library Agency Chair

ATTEST:

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



**DATE:** April 17, 2023

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** General Counsel

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Our legal representation with Riley Hurd from Ragghianti Freitas was terminated at the end of February at Mr. Hurd's request. Mr. Hurd elected to focus exclusively on land use matters. As a result, we began researching options for legal counsel with experience serving public agencies and JPAs. The executive committee and library director interviewed three firms and recommend entering into a legal services agreement with [Richards, Watson & Gershon](#) (RWG) Firm and appointing Lori S. Liu as General Counsel for the library. Ms. Liu will partner with Inder Khalsa, Senior Counsel from RWG.

RWG exclusively works with public entities and has expert attorneys for employment law, public works issues, elections and tax measures, leases and real property issues, and general finance issues. Ms. Liu and Ms. Khalsa have extensive experience in small and large JPAs and representing cities and public entities. Additionally, Ms. Liu served as a Councilmember and Mayor in the City of Brisbane and, in that capacity, served on the San Mateo County Library JPA board. Both attorneys are versed in Brown Act, Public Records Act, and general municipal law issues. Ms. Liu and Ms. Khalsa are based in San Francisco.



Belvedere Tiburon Library

RESOLUTION NO. 289-2023

RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY AUTHORIZING THE LIBRARY DIRECTOR TO EXECUTE LEGAL SERVICES AGREEMENT WITH RICHARDS, WATSON & GERSON FOR GENERAL COUNSEL SERVICES

WHEREAS, the Belvedere Tiburon Library Agency (“BTLA”) was formed in 1995 pursuant to a Joint Powers Agreement to construct, own, operate and maintain a new public library conveniently located for the residents of Belvedere and Tiburon;

WHEREAS, in February, 2023, the Board of Trustees directed staff to solicit proposals for General Counsel services;

WHEREAS, the Executive Committee of the Board of Trustees duly interviewed and considered law firms to provide General Counsel services;

WHEREAS, BTLA desires to enter into an agreement with Richards, Watson & Gerson to provide General Counsel services with Lori Liu serving as General Counsel;

WHEREAS, an agreement has been negotiated with Richards, Watson & Gershon;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library Agency as follows:

- 1. The Library Director is hereby authorized to execute the attached agreement with Richards, Watson & Gershon for General Counsel services.
2. Lori Liu is hereby appointed as General Counsel of the Belvedere Tiburon Library Agency effective April 17, 2023.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 17th day of April, 2023.

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:

Ken Weil, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board

**BELVEDERE TIBURON LIBRARY AGENCY**

**LEGAL SERVICES AGREEMENT**

**1. Parties and Effective Date**

This contract (hereinafter referred to as "Contract") is by and between THE BELVEDERE TIBURON LIBRARY AGENCY, a California Joint Powers Authority (hereinafter referred to as "BTLA") and RICHARDS, WATSON & GERSHON, A Professional Corporation (hereinafter referred to as "Contractor" or "RWG"). 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 terminated pursuant to Section 5 hereof.

**2. Services to be performed and Price**

The services (hereinafter "Services") to be performed by Contractor are General Counsel services. As General Counsel for BTLA, RWG shall provide the general legal services typically required by a joint powers authority, as directed by BTLA. General legal services may include the following:

- a. Attendance at the monthly BTLA Board of Trustees ("Board") meetings and any special meetings and workshops, as requested by the Library Director or Chair of the Board;
  - b. Legal research and legal advice to the Board, committees or sub-committees, Library Director, and designated Staff;
  - c. Advice on new legislation and case law affecting BTLA, as requested;
  - d. Preparation and review of ordinances, resolutions, and agreements, as requested;
- and
- e. Advice and assistance on other legal matters as may be assigned by the Board or Library Director.

Litigation shall not be considered General Counsel services and shall be provided and paid pursuant to a separate agreement and billing rates, which may be agreed upon by contract amendment in the event such services are needed.

RWG shall be compensated for the performance of legal services in accordance with the schedule ("Compensation Rate Schedule"), as described in **Exhibit A** attached hereto and incorporated as though fully set forth herein.

### **3. Designation of General Counsel; Assignment of Personnel**

Lori Liu shall be appointed as General Counsel and shall be primarily responsible for the provision of legal services to BTLA, including attendance at Board meetings upon request. Any change in the primary attorney providing services to BTLA shall be approved by the Board. Other attorneys and legal assistants shall be utilized where appropriate to assist in conducting legal research, preparing legal documents, providing legal advice, and other assignments appropriate for their level of experience.

### **4. 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 to the extent caused by Contractor's negligent act, error or omission in carrying out or failing to carry out the terms and conditions of this Contract and/or performing the Services.

### **5. Termination**

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

### **6. Insurance**

Contractor agrees to provide insurance coverage for general and professional liability. The general liability policy shall provide coverage of at least \$1 million and shall name BTLA and its officials, agents, employees and volunteers as additional insureds.

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, and shall be primary to any other insurance. The general liability policy shall contain a provision prohibiting cancellation or termination except upon at least 30 days prior written notice to BTLA or, in the event of cancellation due to non-payment of premium, 10 days' notice shall be provided.

### **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

## **12. 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.

## **13. Amendments**

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



#### **14. 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.

#### **15. 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.

#### **16. 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. Any applicable statute of limitations or other time-based limit or requirement for a party to bring or prosecute a claim shall be tolled during the time the parties are pursuing mediation.

#### **17. 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.

#### **18. 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.

## **19. 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.

## **20. 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.

## **21. 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.

## **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:**

**RICHARDS, WATSON & GERSHON**

**BTLA**

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## EXHIBIT "A"

## Compensation for Legal Services

The hourly rates are listed in the following table:

General Counsel Services	Lori Liu	\$300
Senior Counsel Services	Inder Khalsa	\$335
Paralegals		\$195
Associate Attorneys		\$275
Senior Attorneys and Shareholders		\$300

**Billing Method**

Time incurred in providing legal services will be billed in six-minute increments to billing accounts set up as specified by staff. Time incurred in travel will be billed separately and assessed from RWG's San Francisco office to the meeting location.

**Reimbursable Expenses**

Consultant shall be reimbursed for out-of-pocket expenses incident to services performed in addition to other payments for legal services described herein. Such out-of-pocket expenses include, without limitation, messenger and delivery services, legal research, and extraordinary reproduction costs incurred in the course of providing General Counsel services. Travel expenses, including plane fare and mileage, shall not be charged for General Counsel services. RWG will not charge for word processing and similar clerical tasks, or for the costs of first-class postage.



**DATE:** April 17, 2023

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Agency Meeting Times

At a recent Agency meeting, trustees requested a discussion regarding meeting times and consideration of other daytime options. Article V, Section 2 of the BTLA Bylaws state:

*Regular meetings of the Board shall be duly noticed to the community and held monthly. Meetings will normally be held on the 3rd Monday of each month, at 6:15 PM unless otherwise determined by the Chair, in consultation with the members of the Board.*

A majority vote of the Board may amend the Bylaws. Any consideration of such action must be included on the agenda for a future meeting.

Listed below are the meeting times of other local library boards:

Larkspur	Second Wednesday	6:15 pm
Marin County	Second Wednesday	Varies by location: 10 am, 2 pm, 4 pm, 5 pm
Mill Valley	Second Thursday	7 pm
San Anselmo	Second Thursday	4:30 pm
San Rafael	Second Tuesday	6 pm
Sausalito	Fourth Thursday	6:30 pm

Listed are other local board meetings:

- Belvedere Tiburon Library Foundation - First Monday of every other month at 12:30 pm
- Tiburon Town Council - First and third Wednesdays of each month at 6:30 pm
- Tiburon Design Review Board - First and third Thursdays of each month at 7 pm
- Tiburon Heritage & Arts Commission - Fourth Tuesday of each month at 6:30 p.m

- Tiburon Parks, Open Space & Trails Commission - Third Tuesday of every other month at 6 pm
- Tiburon Planning Commission - Second and fourth Wednesday of each month at 6:30 pm
- Belvedere City Council - Second Monday of each month at 6:30 pm
- Belvedere Planning Commission - Third Tuesday of each month at 6:30 pm
- The Ranch - Third Monday of odd months at 7 pm
- RUSD - Second Tuesday of each month at 6 pm

Ideally, any new suggested meeting times should not conflict with other locally scheduled meetings. Additionally, regular use of the Founders Room for story time and other programs should be considered.



**DATE:** April 17, 2023

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Local Author Collection Policy

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The Library maintains a collection of works by local authors, currently housed in glass-enclosed shelves in the fireplace room. This policy outlines what is included in the Local Author Collection. While a policy did not exist previously, common practice has been to include all works donated by local authors.



## LOCAL AUTHOR COLLECTION POLICY

Adopted April 2023

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The Belvedere Tiburon Library maintains a collection of books and media created by local authors. Current and former Tiburon, Belvedere, and Strawberry residents can donate copies of their work for consideration for the Local Author Collection.

The collection of works by local authors will be subject to the same criteria detailed in the Collection Development Policy. Criteria for selecting titles include but are not limited to:

- A. Contemporary significance or current interest
- B. Authority and competence of presentation
- C. Importance as a historical record or of permanent value
- D. Relevance to existing collections
- E. Availability through MARINet or Inter-Library Loan
- F. Requests by library patrons
- G. Balance of individual interest with general demand
- H. Presentation of all views on controversial issues

If the works of local authors are accepted, authors are encouraged to donate two copies of their work. One copy will be shelved in the Library's general collection of circulating materials, and the other copy will be shelved in the Local Author Collection. If only one copy is donated, it will be put in the general collection. Circulating copies will be marked with a label or sticker to indicate that they are the works of local authors. All copies donated to the library will become the property of the library.

Local authors can donate their works to the library with a completed Local Author Collection form available online and at a service desk.





**DATE:** April 17, 2023

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Updated Gift and Donation Policy

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In May 1997, the Board approved an Art Donation Policy, and in February 1998, a Donation Policy. The updated Gift and Donation Policy before you incorporates details from both approved documents into one consolidated policy.



**GIFT AND DONATION POLICY**  
Art Donation Policy Adopted May 1997  
Donation Policy Adopted February 1998  
Policies Consolidated and Revised April 2023

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The purpose of this document is to establish a policy for accepting gifts and donations for the Belvedere Tiburon Library. Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. However, we cannot accept all gifts due to space constraints and limited resources. Gifts and donations of materials are reviewed using the same criteria as purchases. They should complement the existing collections, comply with the Library's Collection Development Policy, and serve the Library's overall mission and goals.

Gifts and donations are subject to the following:

- A. The gift becomes the sole property of the Library and is subject to all the Library rules, regulations, and procedures.
- B. The Library has the authority to dispose of the gift in any manner it sees fit, including sale to benefit the funds of the Library, discarding, or recycling as appropriate.
- C. Personal property, art objects, antiques, memorabilia, and other museum objects will be accepted only at the discretion of the Library Director. The Library cannot appraise gift materials for tax purposes.
- D. The Library Director may consult with appropriate Boards and Committees and has the authority to decline any gift or donation.
- E. All monetary gifts intended to improve the Library facility through the purchase or construction of a specific item are subject to the following:
  - a. Each gift must include the entire cost to the Library of the item, including its planning, design, installation, or other related costs.
  - b. The Library Agency must receive and acknowledge the entire donation before purchase or construction can commence.

The Library will accept monetary contributions subject to the following:

- A. The monetary gift is subject to Library policies and needs to be determined by the Library Director.
- B. Monetary donations may be made with a recommendation for their use. The Library will attempt to comply with those requests when reasonable and in the best interests of the Library.

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

**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** (2<sup>nd</sup> Monday due to MLK Holiday)

**February 12, 2024** (2<sup>nd</sup> Monday due to Presidents Holiday)

**March 18, 2024**

**April 15, 2024**

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