

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *September 18, 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 – Roxanne Richards, 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, President (5 minutes)
5. 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.

6. Approval of Agency Meeting Minutes of August 21, 2023
7. Approval of Agency Warrants Month of August, 2023

TRUSTEE CONSIDERATIONS

8. Staff presentation on Digi Lab, grant-funded Memory Lab project.
9. Consideration of conducting a compensation and benefit study.

AGENDA CONTINUES ON PAGE 2

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COMMUNICATIONS & ANNOUNCEMENTS

10. Schedule of 2023-2024 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.

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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: September 18, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Programs and Services

The library calendar for fall is full of various activities for all ages. The Fall Speaker Series continues in September with food journalist and author [Mark Bittman](#) in conversation with [Bryant Terry](#), celebrated Bay Area chef and food activist. Registration for the event is at capacity, and we anticipate a lively affair. Alka Joshi, author of *The Perfumist of Paris* and *The Henna Artist*, will join us in October; registration for her event is still open. Camper English, August's speaker, was well-received and hosted an entertaining and educational talk on the medicinal uses of alcohol throughout history. We hope to host him for other talks in the spring. Upcoming notable programs include a teen garden party where teens will garnish cheese pizza with fresh vegetables from the garden, introductory chess for kids, a family-friendly drum circle, and seated yoga for adults.

Staff are planning trick-or-treat at the library on Halloween day. The event is open to all and targets families with young children who don't typically stay up late or venture out after dark. Attendees will visit different treat stations throughout the library and have the chance to enter a "haunted hallway" similar to last year.

The library's new business hours begin on Monday, September 18, with digital announcements occurring throughout the week. Please note the library will be closed on Friday, November 10, in observance of Veterans Day.

*Usage at a Glance
August to September 2023*

1,487 Program Attendees	7,200 Materials Borrowed	1,796 Meeting Rooms Booked	1,740 Q&A
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Strategic Planning

The Ivy Group will be on site from September 26 to 27 to host workshops with BTLA, the Foundation, staff, and the community. On the 26th, the Ivy Group will facilitate a workshop with BTLA and the Library Foundation from 9 am to 1pm. Following that, Ivy Group will meet with

staff to conduct similar activities. The following day, the Ivy Group will facilitate three focus groups for library advocates, local leaders, and Hilarita residents. As part of strategic planning, we'll host a community meeting on [September 27 from 6 to 7 pm](#) that will include interactive exercises to help us understand how residents use the library now and what needs improvement; the meeting is open to all, and residents can drop-in anytime during the hour to participate.

In October, we'll launch an online survey to gather more data for planning purposes. The survey will be accessible on the library's website, should take about ten minutes, and will be open from October 16 to November 5. The community meeting and survey are open to all 94920 residents and will target library and non-library users. The library's dedicated [strategic plan webpage](#) details key activities and links and will be regularly updated.

Strategic planning involves many behind-the-scenes tasks, including developing and distributing collateral materials, reviewing deliverables and plans, hosting engagement activities, and preparing data for analysis. The work of the Strategic Plan workgroup and BTLA Chair are notable.

Administration

In October, we'll begin using a new landscaping company to maintain the library-exclusive and shared landscaped areas with Town Hall. The Town will maintain the service agreement with the landscaping company since they are already a service provider for the Town. We've progressed on signage throughout the library, including a completed Mar-West entrance and interior wayfinding signs. We have additional signage planned for the entryways and directional signage to indicate hard-to-find areas such as the teen library, copy room, and makerspace. Our first anniversary of occupying the complete building in September also signals our warranty period is sunsetting. We have identified a few minor issues for the contractor to address before the end of the month. We've secured another company for our HVAC servicing and will lean on historical service providers, and the on-call service from our janitorial vendor as other needs arise.

After a year in operations, we are still finetuning the searchability and accessibility of the collection. Staff are reorganizing content in the Reading Room, inventorying large sections, and physically relocating smaller, high-interest collections to more visible areas. The collection in the Children's Library has become more accessible with improved signage and more display opportunities to pique the interest of passersby. Similarly, we are improving the usability of technology in our meeting rooms so the public can more easily screencast and share on the TVs. We are also updating the sound system in the Founders Room for a better user experience during events.

Other administrative tasks currently being tackled include an inventory of all furniture and equipment for insurance purposes and the annual financial audit.

In November, I'll attend Library Journal's Director's Summit in Houston, TX, from November 8 to 10. Registration is complimentary, and Library Journal is hosting my accommodations because I am an advisory board member for the event.

ALL VOICES

WELCOME!



COMMUNITY MEETING

WEDNESDAY, SEPT. 27, 2023

6- 7 PM | DROP-INS WELCOME!

Find Out More



Help shape the future of your library!

**BELVEDERE TIBURON LIBRARY
1501 TIBURON BLVD., TIBURON**



beltibrary.org/strategicplan

415.789.2665



DRAFT FOR AGENCY REVIEW

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 21, 2023**

Roll Call, Present: Chair Ken Weil, Lawrence Drew, Anthony Hooker, Emily Poplawski, Roxanne Richards

Members Absent: Treasurer Jeff Slavitz, Niran Amir

Also Present: Crystal Duran, Suzannah Scully (remote), Marty Winter, Kristin Johnson

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

1. ELECTION OF OFFICERS

Chair Weil called for nominations for Agency Chair. Trustee Hooker nominated Roxanne Richards. Trustee Drew seconded. All present in favor, none opposed, nomination passed.

Chair Richards called for nominations for Agency Vice Chair. Trustee Weil nominated Anthony Hooker. Trustee Drew seconded. All present in favor, none opposed, nomination passed.

Chair Richards called for nominations for Agency Treasurer. Trustee Weil nominated Jeff Slavitz. Chair Richards seconded. All present in favor, none opposed, nomination passed.

OPEN Forum:

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

2. Chair's Report

Chair Richards thanked the Agency and Staff for their recent work in planning and recruitment, and commended the Staff for flexibility in filling staffing gaps.

3. Library Director's Report

Director Duran reported that the 94920 Art Reception drew great crowd last Thursday. Three pieces were sold, and one sale is pending.

Staff are working to get the word out for the fall Speaker Series, with a posting on the Library website calendar for registration and an Ark ¼ page ad scheduled for this week. Vice Chair Hooker mentioned the recent Ark News coverage of the Library with two cover stories: the Art Opening and the new Teen Garden.

This year's youth Summer Reading programs drew a good turnout, with 190 participants. The summer programs also included a Reading Buddies session in which kids from different grade levels had the opportunity to read aloud together. A Fall Cocoa hour will

also include a read-aloud book club for early readers in grades 1-2. Library Staff are in conversation with local schools to engage students in the book clubs.

Library Staff is also busy filling open positions. The Library's job postings are attracting people from other local libraries and we hope to be fully staffed by September.

Trustee Hooker asked whether a salary study would be included in the strategic planning process. A separate study could be pursued externally or internally, depending on staff capacity. A local living wage factor is part of the Sustainable Libraries Certification Program in which the Library is currently participating. Vice Chair Hooker asked if a consultant might add value to a staff study. Director Duran said that she is working on possibilities, which also include a benefits analysis and a highlight of what the Library already offers. The lowest cost she has seen for a compensation study is \$18,000.

The Library will lengthen business hours beginning September 18. The new schedule will be 9 am to 7 pm Monday through Thursday, and 10 am to 5 pm Friday through Sunday. Opening at 9 am will be a first for the Library. Most Libraries in Marin County open at 9 am. Trustee Hooker asked what the added cost of longer hours would be. Director Duran said that the staff would absorb the additional hours under the current budget plan. Vice Chair Hooker asked if the Staff would keep statistics on usage for the new hours. Director Duran affirmed. Trustee Weil said that many Libraries are open after 7pm. In addition, night programs have been successful at the Library, so the Staff should rightly consider opening later to accommodate different patron schedules.

The Zip Books Grant has been renewed, with \$2,770 available to buy books by patron request.

4. Expansion Update

Project Manager Glenn Isaacson reported that post-project punch list has been completed. However, the warranty work is not yet complete, as some items are not yet functioning properly. A list of approximately 12 items in need of adjustment has been compiled. This work is outside of the contract items. The project hired an alternate smaller contractor to complete those items.

Items remaining to complete include a copper shroud for equipment on the Mar West Side of the building (an outside of contract item). The shroud is required for permitting, and has been priced for installation soon. The Library signage for Mar West has been ordered and will be installed this week. Interior signage has been completed. Usage and patron feedback to staff will determine if more signage is needed.

The landscape maintenance will be transferred from the current project subcontractor to a contractor that will be shared with the Town of Tiburon.

Documentation for final certification of occupancy for the building, planning, fire, sewer, and water, has been solicited.

The project remains within budget.

Trustee Drew asked when the Town of Tiburon would make its final contribution to the project. Project Manager Isaacson said that the Town Building Inspector has signed off; a Planning Department signoff is needed next, followed by signoff from other agencies. The contribution timing will probably follow a full completion.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that Foundation members are currently working on donor recognition, Popup 94920, The Gently Used Art Auction, and Corner Books.

Donor recognition involves three areas: the donor wall outside the Art Gallery at the Plaza Entrance, plaques in various rooms and stations, and book signs in the Fireplace Room. Foundation members are managing proofing, production, and communication with donors. The names should be installed by October 1.

The Popup 94920 event will be held in the Founders' Room on October 12. This will be an opportunity for donors to attend the event and view their installed recognitions. The Popup will feature eight speakers; tickets will be \$75, with Bright Light sponsorships available at \$1,000 for four tickets. Rachel Ong and Lucy Churtin are planning the event.

The Gently Used Art Auction, in which donated art is sold at the Library, will be held from November 1 through 5. A donor preview will be held on November 1. Brenda Bottum is in charge of communications/solicitation and Susan Norton is planning the auction. Art donors will be solicited through previous donor contacts, advertising and a press release in the ARK and the Marin IJ. Ads will specify a period for art drop-off along with event dates. Trustees are encouraged to put the word out to their communities. Volunteers will manage the event for the most part, and Library staff time/cost will not increase.

Corner Books is bringing in book sales of \$2,000 per month and growing. The community is enjoying this resource. Chair Richards expressed appreciation for Heather Lobdell, who has managed Corner Books on a volunteer basis for many years. Community members may donate up to two grocery bags of books per week, and more books than can be stocked come in to Corner Books regularly. An archiving company picks up excess book stock.

6. Financial Report

Clerk Johnson presented preliminary cash basis numbers for the fiscal year ended June 30, 2023.

Operating Revenues are at 93% of budget, with additional Basic tax income of \$252,000 received in July and August, which brings total estimated revenue to \$3,288,358, or 101% of Budget. Additional ERAF is also expected.

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Operating Expenses are at 88% of budget and are projected to be about 90% of budget after year-end accounts payable accruals are added. This savings is due to the “short year” of operations, with the opening in late September, and to open staff positions, which took time to fill.

Net Operating Revenue is expected to be around \$400,000.

Chair Richards asked why Technology Services doubled from 2019 and whether this level of increase should be expected going forward. Director Duran said that the increase is mainly due to purchase of Communico, the technology used for meeting room reservations. There was an initial installation cost, and annual subscription costs going forward of approximately \$9,000. In addition, there were some additional Technology updates with the new building, which were not included in the Expansion Budget. Director Duran does not expect large increases in the future.

Chair Richards asked about the increase in Building Expenses. Director Duran said that insurance and utilities increases were anticipated and were included in the budget. Grounds maintenance will also increase over the current budget due to a new cost-sharing agreement with the Town. Chair Weil noted that the increase is commensurate with the increased size of the building. Director Duran added that the Air Conditioning is a new feature in the Library, and HVAC maintenance costs have also increased.

Chair Richards noted that the Foundation contributed \$300,000 to the Expansion and \$54,000 to Operations in Fiscal Year 2023.

An additional \$600,000 principal payment was made on the Expansion Line of Credit from funds in excess of expected final expenditures.

Library Staff have opened a Wealth Management account with Mechanics bank and deposited \$500,000 in a six-month Treasury Bill at about 5.14%. Six-month Bills have been selling with higher interest rates than one-year bills in the current market.

7. Committee Reports

Chair Richards reported that the Long Term Planning Committee has been meeting regularly. Director Duran posted a Request for Proposal (RFP) for a Strategic Planning consultant in June, from which the Agency received nine proposals. A final recommendation by the strategic Planning Committee consisting of Chair Richards, Vice Chair Hooker, Trustee Drew, Foundation Member Lucy Churton, Director Duran and Assistant Director Della Santana has been included for consideration in tonight’s packet.

Director Duran noted that a Finance Committee Meeting will be held in mid-September to discuss cost savings from the past fiscal year and future strategies to maintain operations and repay the expansion line of credit going forward.

CONSENT CALENDAR

- 8/9. Motion to approve the Minutes with suggested changes (see below) of June 19, 2023, and the Warrants for the Months of June and July 2023 made by Trustee Weil, Seconded by Vice Chair Hooker.**

Chair Richards requested that the last sentence on paragraph 4 on page 8-2 be moved to the following paragraph, as the planning study and the compensation study are separate issues.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

- 10. Consideration of Appointments to Finance Committee (standing) and Long-Range Planning Committee (ad-hoc)**

Motion to approve the Finance Committee members Anthony Hooker, Jeff Slavitz, and Kenneth Weil made by Trustee Drew, Seconded by Trustee Weil. All present in favor, none opposed, motion passed.

Motion to approve the continuance of the Long Term Planning Committee members Roxanne Richards, Anthony Hooker, and Lawrence Drew made by Trustee Weil, Seconded by Trustee Drew. All present in favor, none opposed, motion passed.

- 11. Consideration of entering into an agreement with Ivy Group for strategic planning consulting up to \$40,000.**

Director Duran said that the recommended proposal comes from the Ivy Group, a boutique planning firm, and offers two lead consultants with support. The proposed timing of the work will take place from August 2023, through January 2024. The Proposed cost is \$34,720 plus travel of \$5,000. The Library's counsel has reviewed the proposal.

The schedule includes two meeting days in late September. The first day will be a public and joint Foundation / Library Agency meeting on September 26. A second meeting will be scheduled for November, the week before Thanksgiving.

Trustee Weil asked about page 11-6, where three items are marked as optional: The market segmentation option for \$9,000 might be very important to include. Director Duran said that today's proposal amount excludes all three optional items; however, the market segmentation is an item that will be explored further. Foundation members have expressed interest in this area, also. An informational meeting on the market segmentation option will be held this week, which will support the decision making process.

MOTION TO enter into an agreement with Ivy Group for strategic planning consulting with a possible increase up to a total of \$50,000 made by Chair Richards, seconded by Trustee Weil.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

12. Consideration of adopting an Employee Travel Policy.

Director Duran noted that the Library Budget includes professional development for Staff. A policy is needed to define purpose and procedures for staff travel and attendance at conferences and other educational events.

Trustee Weil asked about board participation in travel and expenses. Director Duran said that Trustees were originally considered to be included the policy, but because Trustees are appointed rather than elected, Library counsel advised creating a separate policy for Trustees.

Trustee Weil also asked that the policy be revised to include a specification that travel and attendance at conferences and other events are considered to be within the scope of regular working hours, i.e., staff will not be paid for time above regular pay when they are traveling and attending such events.

MOTION TO adopt Employee Travel Policy with the addition of specifications regarding staff work time (as requested by Trustee Weil), made by Trustee Drew, seconded by Vice Chair Hooker.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

13. Consideration of adopting Subscription-Based IT Arrangements (SBITA) Accounting Policy.

Clerk Johnson said that this policy has been drafted in response to a new Government Accounting Standard, GASB 96, which requires government agencies to capitalize software subscriptions under certain conditions. The Library's auditors suggested setting a

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capitalization threshold to avoid doing unnecessary work, as the Library has about 45 software subscriptions. A reasonable capitalization threshold is \$150,000.

MOTION TO adopt Subscription-Based IT Arrangements (SBITA) Accounting Policy made by Vice Chair Hooker, seconded by Trustee Poplawski.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

14. Schedule of 2023-2024 meeting Dates

The next Regular BTLA meeting is scheduled for September 18, 2023.

Chair Richards adjourned the meeting at 8:05 pm.

Respectfully Submitted,

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

Check Date	Check	Payee	Fund	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
8/16/2023	000559	Banana At Large	100	8035	Computer & Equipment	\$ 11,047.80	\$ 11,047.80
						\$ -	\$ -
					TOTAL HAND CHECKS	\$ 11,047.80	\$ 11,047.80
OPERATING ACCOUNTS PAYABLE BATCH							
8/15/2023	101939	AANDPMOVINGINC	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
8/15/2023	101940	ACVARGOTIBURON	100	8491	Parking	\$ 1,560.00	\$ 1,560.00
8/15/2023	101941	ARAMARK	100	8492	Maintenance Contracts	\$ 64.45	\$ 64.45
8/15/2023	101942	CITYOFBELVEDERE	100	8830	Accounting	\$ 450.00	\$ 450.00
8/15/2023	101943	FARONICSTECHNOLOGIESUSA	100	8070	IT Infrastructure	\$ 2,140.00	\$ 2,140.00
8/15/2023	101944	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 5,363.24	\$ 5,363.24
		INGRAMLIBRARYSERVICES	100	7602	Vendor Processing Cost	\$ 388.22	\$ 388.22
8/15/2023	101945	ITHAKA	100	7606	Digital Resources & Content	\$ 1,323.00	\$ 1,323.00
8/15/2023	101946	LIBRARYIDEASLLC	100	7606	Digital Resources & Content	\$ 16.00	\$ 16.00
8/15/2023	101947	MILLVALLEYMUSIC	100	7601	Books and other Materials	\$ 313.76	\$ 313.76
8/15/2023	101948	MILLVALLEYREFUSE	100	8480	Trash	\$ 276.07	\$ 276.07
8/15/2023	101949	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 1,976.38	\$ 1,976.38
8/15/2023	101950	OCLCINC	100	8070	IT Infrastructure	\$ 2,137.79	\$ 2,137.79
8/15/2023	101951	PURCHASEPOWER	100	8220	Postage Freight	\$ 201.00	\$ 201.00
8/15/2023	101952	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00	\$ 4,437.00
8/15/2023	101953	TERMINIXPROCESSINGCENTE	100	8430	Building Maintenance	\$ 110.00	\$ 110.00
8/15/2023	101954	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,132.40	\$ 1,132.40
8/15/2023	101955	TRANSBAYSECURITY	100	8430	Building Maintenance	\$ 321.00	\$ 321.00
8/15/2023	101956	WTCOXINFORMATIONSERVIC	100	7601	Books and other Materials	\$ 8,434.18	\$ 8,434.18
					TOTAL ACCOUNTS PAYABLE BATCH	\$ 30,744.49	\$ 30,744.49
				8/15/2023	TOTAL WARRANTS	\$ 41,792.29	\$ 41,792.29

Check Date	Check	Payee	Fund	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
8/30/2023	000560	Mission Square	100	2040	Deferred Comp Deductions	\$ 1,922.95	\$ 1,922.95
						\$ -	\$ -
					TOTAL HAND CHECKS	\$ 1,922.95	\$ 1,922.95
OPERATING ACCOUNTS PAYABLE BATCH							
8/31/2023	101957	AMAZON	100	8035	Computers & Peripherals	\$ 175.34	\$ 175.34
8/31/2023	101958	ARAMARK	100	8492	Maintenance Contracts	\$ 29.95	\$ 29.95
8/31/2023	101959	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 40.00	\$ 40.00
8/31/2023	101960	BRODARTCO	100	7601	Books and other Materials	\$ 649.94	
		BRODARTCO	100	7602	Vendor Processing Costs	\$ 20.61	\$ 670.55
8/31/2023	101961	CAMPERENGLISH	100	8240	Library Services Materials	\$ 400.00	\$ 400.00
8/31/2023	101962	DELTADENTALOFCALIFORNI	100	7110	PERS Insurance Benefits	\$ 1,215.12	\$ 1,215.12
8/31/2023	101963	LUCYCHURTON	360	9850	Art Committee Expenses	\$ 326.26	\$ 326.26
8/31/2023	101964	MARINITINC	100	8070	IT Infrastructure	\$ 400.00	
		MARINITINC	100	8040	Technical Support	\$ 1,857.50	
		MARINITINC	100	8020	Online Services	\$ 297.50	
		MARINITINC	100	8040	Technical Support	\$ 3,283.50	\$ 5,838.50
8/31/2023	101965	MARINWATER	100	8500	Water	\$ 101.89	
		MARINWATER	100	8500	Water	\$ 593.27	\$ 695.16
8/31/2023	101966	OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 1,341.24	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 467.91	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 189.98	
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 47.49	\$ 2,046.62
8/31/2023	101967	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 645.13	\$ 645.13
8/31/2023	101968	REKHADUTT	360	9850	Art Committee Expenses	\$ 614.99	\$ 614.99
8/31/2023	101969	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	\$ 3,958.20
8/31/2023	101970	RWGLAW	100	8840	Legal Services	\$ 4,874.53	\$ 4,874.53
8/31/2023	101971	SOURCEGRAPHICS	100	8280	Maker Space Programs	\$ 314.68	\$ 314.68
8/31/2023	101972	TMOBILE	100	7606	Digital Resources & Content	\$ 54.48	\$ 54.48
8/31/2023	101973	TRAHANMECHANICALINC	100	8430	Building Maintenance	\$ 6,592.03	\$ 6,592.03
8/31/2023	101974	TRANSBAYSECURITY	100	8430	Building Maintenance	\$ 321.00	\$ 321.00
8/31/2023	101975	USBANKEQUIPFIN	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
8/31/2023	101976	VALUELINEPUBLISHINGLLC	100	7606	Digital Resources & Content	\$ 3,900.00	\$ 3,900.00
					TOTAL ACCOUNTS PAYABLE BATCH	\$ 33,921.73	\$ 33,921.73
				8/31/2023	TOTAL WARRANTS	\$ 35,844.68	\$ 35,844.68



DATE: September 18, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Compensation Study

BTLA has struggled to fill full-time and part-time positions and often reopened positions or sought applications on a rolling basis since fully reopening in 2022. The labor market has been challenging in the post-COVID environment with an influx of retirements, employees seeking more work-life balance, and higher wages to meet the increasing cost of living demands. Conducting a compensation study will help determine if we are paying livable wages for the area and if our pay practices are competitive with our industry and the geographic region so we can attract and retain employees. Compensation and benefits for BTLA full-time employees include wages, a portion of healthcare costs, retirement benefits, and paid time off. Additionally, full-time staff can voluntarily participate in a deferred compensation plan and life insurance. Part-time employees earn wages and annual sick leave mandated by the state. The Agency awards a Cost of Living Adjustment (COLA) annually but has not reviewed the salary structure or considered other benefits in recent years.

Over the past several months, I have spent considerable time reviewing and updating job descriptions to accurately reflect and align with the local library industry. My work focused on the classification system, in which BTLA has ten classifications from Jr. Page/Student Worker to Library Director. Reviewing the compensation and benefits of public employees can be a lengthy process. While most data is publicly available, reviewing data from multiple bargaining units across different agencies and soliciting responses from agencies when information is unclear can be tedious. Consulting firms with an HR specialization have the capacity and expertise to conduct thorough classification and compensation studies and provide recommendations. For our needs, I've engaged two firms specializing in government agencies for information and costs to conduct a compensation study for BTLA; two additional firms were engaged but unable to commit to a project over the next six months.

Both firms proposed a three to four month timeline to complete a compensation study. The proposals are similar in methodology and would review total compensation for up to eight agencies: base salary, retirement contributions, health benefits, cafeteria plans, paid time off,

and supplemental pay and benefits such as longevity pay, employer-paid contributions to deferred compensation, life insurance, and education incentives. Following data collection, a qualitative and quantitative analysis will demonstrate where BTLA's compensation for each classification compares statistically above or below the median of market comparators and include a report of recommended strategies to implement findings. One firm proposed conducting the compensation study for approximately \$18,000, while the other presented a cost of \$21,000. The proposed costs do not include a classification component that doesn't seem necessary now. Both firms come highly recommended and have been utilized by local entities for classification and compensation studies.

BTLA employs twelve full-time staff and eleven part-time employees or 16.25 full-time equivalents, and salaries and benefits account for approximately 64% of the annual budget. The FY23-24 budget did not include funds to conduct a compensation study. However, we anticipate salary savings of at least \$30,000 in the fiscal year due to recent terminations, new hires, and unfilled vacancies. The Board should consider allocating funds to engage an HR specialist firm to conduct a compensation study over the next few months. A final report and findings in early spring would align with FY24-25 budget development.

Belvedere-Tiburon Library Agency Future Meeting Dates

October 16, 2023

November 20, 2023

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

January 22, 2024 (4th Monday due to MLK Holiday)

February 26, 2024 (4th Monday due to Presidents Holiday)

March 18, 2024

April 15, 2024

May 20, 2024

June 17, 2024

July 15, 2024

No Meeting in August unless necessary (**August 19, 2024**)

September 16, 2024

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