REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
January 22, 2024

AS APPROVED ON FEBRUARY 26, 2024

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

Members Absent: Niran Amir

Also Present: Jane Cooper, Lucy Churton, Sarah Hamfeldt, Crystal Duran, Kristin Johnson

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

OPEN Forum:

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

1. **Chair's Report**
Chair Richards thanked Trustees for their engagement in Agency business during a busy past year, with the Strategic Plan efforts, Line of Credit payoff, and Compensation Study, each foundational building for the future of the Library.

Upcoming projects include the annual Budgeting process, Director Duran's annual evaluation, and goal setting, with an Agency-Foundation joint retreat on Thursday, February 29 at the Library. Updated goals will be approved at the March Agency meeting.

Chair Richards welcomed new Foundation President Lucy Churton, who is serving on the Strategic Planning, Art, and Popup Committees.

2. **Library Director's Report**
Director Duran reported that Library Staff are working with The Ranch and local residents to plan a Senior Resource Fair to be held in April. The Library is also hosting workshops to complement the Belvedere Homemade Film Festival, a local contest to be held in October. This is a wonderful community partnership opportunity.

An all-resident Library Program mailer will be sent out in mid-to-late February.

Trustee Weill complimented Director Duran for the Library's Presence at the Chamber Holiday Weekend. Director Duran and staff manned a Library table at the event, and engaged with over 100 children, with books, bubbles, and giveaways.

Trustee Drew asked whether all local schools also participate in library visits. Director Duran said that she would follow up to inquire with children's librarians.

Trustee Weil asked about the study with Regional Government Services (RGS) mentioned in Director Duran's written report. Director Duran said that RGS is doing a compensation and benefits study for the Library. They have been given a list of 15 comparable agencies after an initial assessment of appropriate comparisons. The group will also complete an assessment of three Administrative Staff positions for allocation of functions and succession planning. Comparable agencies include Sacramento, Sonoma, and other California Joint Powers Agencies. Surveys supporting the study have been completed by Administrative Staff. When sufficient feedback is received from RGS, information will be shared with the Agency Executive Committee.

Trustee Weil asked whether the comparison included local public libraries. Director Duran said that all County/City Libraries in Marin County, including San Anselmo, Larkspur, Mill Valley, Marin County are included. In addition, San Francisco, Berkeley, Burlingame, and Sonoma are included. Trustee Weil said that because other government agencies may have labor agreements which the Belvedere Tiburon Library does not have, the structure and labor of those agencies would not be comparable, so Marin County Libraries will be an important component of the study.

Vice Chair Hooker commended Director Duran for coordinating events with other agencies and for the good coverage of the Library Art events in the Ark. Director Duran said that staff have shared good public feedback on the quality and quantity of Library programs.

3. Expansion Update

Clerk Johnson reported on behalf of Project Manager Glenn Isaacson that the final permitting process with the Town of Tiburon is about two thirds complete.

4. Belvedere Tiburon Library Foundation Report

Foundation President Lucy Churton reported that the annual campaign has brought in $62,000 as of December.

The Teddy Bear Tea is planned for March 23rd with three seatings at $40 per ticket.

The Library Art Committee has donated $15,000 to the Foundation. The last Art Reception had an attendance of 120, and was a good fundraiser. Artists pay a fee to be juried and 30% of Art Sales go to the Art Committee. The next Art Show will be the Del Mar Middle School.

Chair Richards asked how the Foundation is capturing contact info from Art Event attendees. President Churton said that a contact signup list is available at each Art event. Evites are currently sent out for Art talks, but not for Art Receptions. Showing Artists and their guests bring a broader base of the public to the Library.

5. **Quarterly Treasurer's Report December 31, 2023**

Clerk Johnson reported that, with 50% of the budget year passed, tax revenues of about 40% have been received at December 31, and total tax revenues of 55% (as expected) have been received or committed as of this meeting date. Expenses are on par compared to budget and to this date for prior years. The Foundation has contributed $100,000 to the Expansion funds this year. The Expansion Line of Credit balance is $1,331,035, and there are sufficient funds in the Operating Reserve to pay the balance off at this time.

6. **Committee Reports**

The Finance Committee will meet in February.

The Long-Term Planning Subcommittee met earlier to review the Strategic Plan draft for presentation at this meeting.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of November 20, 2023, made by Treasurer Slavitz Seconded by Vice Chair Hooker.

All present in Favor.

Absent: Niran Amir

Noes: None.

All present in Favor. Motion Passed.

Motion to approve the Warrants for the month of December, 2023, made by Vice Chair Hooker Seconded by Trustee Weil.

All present in Favor.

Absent: Niran Amir

Noes: None.

All present in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. **Discussion and adoption of 2024-2026 Strategic Plan as presented by the Ivy Group**

Sarah Hamfeldt of the Ivy Group presented the Group's findings on the Library Strategic Plan Study. She commended the Agency and staff for participation and for informing the community to participate via the Library Website. She summarized the steps taken to gather community information and opinion, and discussed protocols and metrics.

Treasurer Slavitz asked how the resulting recommended goals would be prioritized. Ms. Hamfeldt said that a dashboard would be created via spreadsheet with strategies, tactics, and measurable results.

Trustee Weil suggested placing an accessible introductory summary page along with the complete, developed plan on the Library Website. He emphasized the need for clear public communication via this posting regarding the ability of Library Staff and the availability resources to accomplish the defined goals, in order not to over-promise and under-deliver results.

Trustee Drew said that the larger scope of the Plan looks good, but parts of it seem like small details, and the nomenclature is not necessarily fitting for the Library. Ms. Hamfeldt and Director Duran explained that this is current common language in the planning industry.

Director Duran said that detailing of the Plan by staff would begin at the Staff Retreat this week. She said that there would be edits, including a page acknowledging the contribution of Agency and Foundation members. She suggested an approval of the Plan with consideration of anticipated changes. This will allow for integration into the upcoming Budget process. Chair Richards clarified that the Agency should adopt the Plan this evening as a directional heading. She called for a motion to approve.

Motion to approve the 2024-2026 Strategic Plan made by Trustee Drew, Seconded by Vice Chair Hooker.

Roll Call Vote:

Ayes: Ken Weil, Jeff Slavitz, Lawrence Drew, Anthony Hooker, Emily Poplawski, Roxanne Richards.
Absent: Niran Amir
Noes: None.
All in Favor. Motion Passed.

10. Consideration of RESOLUTION 297-2024 Authorizing the use of Operating Reserve Funds for a payment to be determined toward the Mechanics Bank Expansion Line of Credit.

Motion to authorize the use of Operating Reserve Funds for a payment to be determined toward the Mechanics Bank Expansion Line of Credit made by Vice Chair Hooker, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Ken Weil, Jeff Slavitz, Lawrence Drew, Anthony Hooker, Emily Poplawski, Roxanne Richards.
Absent: Niran Amir
Noes: None.
All in Favor. Motion Passed.

11. First Review of Fiscal Year 2022-2023 Audit Report

Clerk Johnson suggested that Trustees focus on the following pages to review the Audit Report. The Audit Partners will attend the February Agency Meeting for further presentation.

Page 4 and 6-8, and 12: Management's discussion and analysis highlights:

Capital Assets of $19,728,196 account for **97%** of the Agency's Net position due to completion of the Library Expansion Project.

Liabilities of $5,551,888 are comprised of **53% Expansion Line of Credit** (to be paid off this month), **36% Retirement and Post-Retirement Health Liabilities** (a planning concern), 7% Original Bond Liability (to be paid off in 2026), and 4% Accrued Vacation Liability.

Net Operating surplus before depreciation was $330,113.

General Fund Balances (Funds not including Capital Assets and Debt) increased by $860,571 due to the results of Library Operations and Foundation Expansion Grants.

Overall Net Position (Funds including all activities including Capital Assets and Debt) decreased by $626,185, mostly due to Depreciation of Capital Assets (a non-cash expense) and to a prior period adjustment expensing 2008-2013 Library-paid Capital Campaign Consulting expenses which had been included in Construction in Progress during the Expansion process.

Page 26: Capital Assets Note 5

This Note illustrates the completion of the Expansion (moving $17.0 million from Construction-in-Progress to Depreciable Assets), and the substantial Depreciation (non-cash) expense of $921,446 (which affects the Overall Net Position).

Page 27: Long-Term Debt Note 6

This Note details the Original Bond and Expansion Line of Credit Debt.

Page 34: Pension Plan Note 8

This Note shows the impact that a change in the discount rate would have on the Agency's Net Pension Liability.

Page 37: Post-Employment Health Care Benefits Note 9

This Note shows the impact that a change in the discount rate would have on the Agency's OPEB (Other Post-Employment Benefits, i.e. Health) Liability.

Page 39: Grants and Contributions Note 10

This Note shows the important impact that Foundation Fundraising has had on the Library finances, with almost $20 million in Grants delivered since 1995. The efforts of the Foundation have greatly impacted not only the Library Expansion Project, but also the bottom line operating contribution to Library Operating Reserves, which currently allows for funding the early payoff of the Expansion Line of Credit.

<u>Page 42: Supplemental Info Budgetary Comparison</u>

A review of Operating Results and Capital Activities compared to Budget and the effect on the General Fund Balance.

12. Schedule of 2024 Meeting Dates

The next Regular BTLA meeting is scheduled for February 26, 2024.

Chair Richards adjourned the meeting at 7:50 pm.

Respectfully Submitted,

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