

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *October 16, 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.

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. Quarterly Treasurer's Report, September 30, 2023, Kristin Johnson, Board Clerk (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 September 18, 2023 and September 26, 2023
8. Approval of Agency Warrants Month of September, 2023

TRUSTEE CONSIDERATIONS

9. Discussion and direction for developing a Financial Reserve Policy
10. Consideration of adopting an updated Collection Development Policy

AGENDA CONTINUES ON PAGE 2

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Regular Meeting of Monday, September 18, 2023, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2023-2024 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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



DATE: October 16, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director’s Report

Library Programs and Services

The Fall Speaker Series continues with [Alka Joshi](#), author of the Jaipur Trilogy: *The Henna Artist*, *The Secret Keeper of Jaipur*, and *The Perfumist of Paris*, on October 19. Over 120 people attended the two prior speaker events in the series, and we’ve received positive feedback regarding the programs. Following GUAA, the next exhibit will feature contemporary watercolors.

We’re beginning to plan programs for the new calendar year, including a volunteer appreciation event, spring speaker series, and book clubs. We’re working with the Town of Tiburon’s new Sustainability Coordinator to support local sustainability efforts, make progress on our Sustainability Certification, and plan library-specific programs. We noted an increase in program registrations following the distribution of the all-resident library mailer sent in early October.

The data below includes a library usage snapshot of September/October 2022 and 2023 for reference. As you’ll recall, we reopened the expanded library on September 17, 2022. Library service in the preceding months was limited to a small section, limited programs, to-go activity kits, and curbside service. September/October 2022 marks the first full month that all library services were available as they are today.

*Usage at a Glance
September/October 2022 and 2023*

	Programs Offered	Program Attendees	Materials Borrowed	Meeting Rooms Booked	Q&A
Sept./Oct. 2022	19	492	5,104	119	816
Sept./Oct. 2023	70	926	6,791	282	1,044

Strategic Planning

The Ivy Group was onsite from September 26 to 27 to host workshops with BTLA, the Foundation, staff, and the community. We had 92 participants for the in-person activities across the two days. Additionally, Ivy Group hosted a virtual focus group on October 3 for families with young children and had eight participants in attendance.

An online survey is live through November 5 at beltib.org/survey, with additional paper surveys in the library. Advertising for the survey is in The Ark, social media boosts, and banners and flyers throughout town. Following the survey, results will be combined with community engagement data to develop goal areas and strategies. The Ivy Group will return on November 15 for in-depth strategy discussions with a core group of staff and the strategic planning workgroup.

In addition to the survey, one-on-one interviews will be scheduled with additional key stakeholders, including some who could not attend any of the previous focus groups. Select members of the strategic planning workgroup will conduct the interviews to gather additional data and further develop partnerships.

**BELVEDERE TIBURON LIBRARY AGENCY
CONSOLIDATED BUDGET VS ACTUAL
THREE MONTHS ENDED
SEPTEMBER 30, 2023**

	FY 2023-24			FY 2022-23			FY 2018-2019		
	FY24 ANNUAL BUDGET	Sept, 2023 25% OF YEAR TO DATE	% OF BUDGET	FY23 ANNUAL BUDGET	Sept, 2022 25% OF YEAR TO DATE	% OF BUDGET	FY19 ANNUAL BUDGET	Sept, 2018 25% OF YEAR TO DATE	% OF BUDGET
GENERAL FUND									
Basic Library Tax (1)	\$ 2,435,052	\$ 5,458	0.2%	\$ 2,300,639	\$ 123	0.0%	\$ 1,875,872	\$ -	0.0%
Parcel Tax (1)	275,000	-	0.0%	275,000	-	0.0%	275,000	-	0.0%
ERAF (2)	530,000	-	0.0%	525,000	-	0.0%	346,035	-	0.0%
Grants (3)	190,000	2,770	1.5%	145,000	3,000	2.1%	211,653	-	0.0%
Desk Revenue Sales & Fines	1,250	377	30.2%	2,500	711	28.4%	27,275	6,021	22.1%
Misc. Other Revenue	7,200	4	0.1%	3,000	-	0.0%	135	24	17.8%
Interest Income	50,000	2,662	5.3%	5,547	417	7.5%	26,235	18	0.1%
TOTAL GENERAL FUND	\$ 3,488,502	\$ 11,271	0.3%	\$ 3,256,686	\$ 4,251	0.1%	\$ 2,762,205	\$ 6,063	0.2%
ORIGINAL CFD BOND DEBT SERVICE (4)									
Original Bond Principal	(95,000)	(95,000)	100.0%	(90,000)	(90,000)	100.0%	(70,000)	(70,000)	100.0%
Original Bond Interest	(21,750)	(12,300)	56.6%	(27,300)	(15,000)	54.9%	(46,500)	(24,300)	52.3%
Fiscal Agent Fees	(12,500)	(5,240)	41.9%	(12,500)	(7,207)	57.7%	(11,000)	(4,405)	40.0%
TOTAL CFD DEBT SERVICE	\$ (129,250)	\$ (112,540)	87.1%	\$ (129,800)	\$ (112,207)	86.4%	\$ (127,500)	\$ (98,705)	77.4%
TOTAL REVENUE AFTER	\$ 3,359,252	\$ (101,269)	-3.0%	\$ 3,126,886	\$ (107,956)	-3.5%	\$ 2,634,705	\$ (92,642)	-3.5%
(1) Basic and Parcel Tax Revenue	55% of tax revenue is received in December 45% of tax revenue is received in April								
(2) ERAF	54% of ERAF revenue is received in January 46% of ERAF revenue is received in June								
(3) Grants	Foundation and Other Library Program Grants								
(4) Original CFD Bonds will be paid off in FY2026-2027. They are funded by the Parcel Tax									

**BELVEDERE TIBURON LIBRARY AGENCY
CONSOLIDATED BUDGET VS ACTUAL
THREE MONTHS ENDED
SEPTEMBER 30, 2023**

	FY 2023-24				FY 2022-23				FY 2018-2019		
	FY24 ANNUAL BUDGET	Sept, 2023 OF YEAR TO DATE	25% % OF BUDGE T		FY23 ANNUAL BUDGET	Sept, 2022 OF YEAR TO DATE	25% % OF BUDGE T		FY19 ANNUAL BUDGET	Sept, 2018 OF YEAR TO DATE	25% % OF BUDGE T
GENERAL FUND											
Personnel (4)	\$ 2,301,880	\$ 547,042	24%		\$ 2,236,509	\$ 531,575	24%		\$ 1,827,645	\$ 443,555	24%
Circulation Materials & Data (5)	295,000	154,338	52%		267,000	51,569	19%		285,528	123,159	43%
Technology Services (6)	121,424	32,358	27%		121,424	61,005	50%		98,382	19,641	20%
Program Services & Supplies (7)	156,834	19,832	13%		132,584	9,068	7%		91,300	4,313	5%
Building Expenses (8)	362,113	162,130	45%		297,177	129,042	43%		164,291	16,980	10%
Agency Administration	117,420	29,400	25%		72,039	9,095	13%		61,882	20,329	33%
TOTAL GENERAL FUND	\$ 3,354,671	\$ 945,100	28%		\$ 3,126,733	\$ 791,354	25%		\$ 2,529,028	\$ 627,977	25%
NET OPERATING REVENUE	\$ 4,581	\$ (1,046,369)			\$ 153	\$ (899,310)			\$ 105,677	\$ (720,619)	
USES OF RESERVES											
Transfer to Bldg Maintenance Res											
Use Building Reserve Tech & Equip	-	11,048			35,750				8,000	-	0%
Use Building Reserve Furn & Fixt	-	-			55,000				20,000	-	0%
Expansion LOC Principal & Interest	792,000	647,999	82%		160,000	-	0%				
Use Operating Reserve Misc.	-	-			15,000		0%				
TOTAL USES OF RESERVES	\$ 792,000	\$ 659,047			\$ 265,750	\$ -			\$ 28,000	\$ -	0%
EXPANSION ACTIVITY											
Expansion Grants & Contributions	-	100,000			-	-			-	39,918	
Expansion Reserve from Operations	-										
Expansion Line of Credit Inflow	-	-			2,200,000	-					
Total Expansion Inflows	-	100,000			2,200,000	-	0%		-	39,918	
Less: Expansion Expenditures	-	2,623			2,200,000	464,422	21%		-	31,092	
NET EXPANSION ACTIVITY (9)	\$ -	\$ 97,377			\$ -	\$ (464,422)			\$ -	\$ 8,826	
(4) Personnel	CalPERS Unfunded Accrued Liabiltiy Payment is made in July.										
(5) Circulation Materials & Data	Most of the Digital Resource and Platform Support Subscriptions are paid in July.										
(6) Technology Services	Annual MARINet charge is paid in July.										
(7) Program Services & Supplies	Includes background infrastructure for Patron Support by Staff.										
	Marketing Costs and Supplies for Library Programs.										
	Includes Children's, Teen, Maker Space, and Technology Training.										
(8) Building Expenses	Building and Liability insurance is paid in July.										
	Includes Storage costs during Expansion.										

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
THREE MONTHS ENDED
SEPTEMBER 30, 2023

			FY 2023-24 Sept, 2023				FY 2022-23 Sept, 2022		
		FY24 ANNUAL BUDGET	25% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		FY23 ANNUAL BUDGET	25% OF YEAR TO DATE	% OF BUDGET
GENERAL FUND REVENUE									
Revenue									
Basic Library Tax (1)	5010	\$ 2,435,052	\$ 5,458	0%	\$ 2,429,594	\$ 2,300,639	\$ 123	0%	
Parcel Tax (1)	5020	275,000	-	0%	275,000	275,000	0	0%	
ERAF (1)	5025	530,000	-	0%	530,000	525,000	0	0%	
BTLF Grants (2)	5032	175,000	-	0%	175,000	125,000	0	0%	
Program Grants (3)	5033	15,000	2,770	18%	12,230	20,000	3,000	0%	
Book Fines and Reserves	5040	500	-	0%	500	500	0	0%	
Book Sales	5050	0	-	-	-	0	606	0%	
Reference Desk Income	5065	250	10	4%	240	1,000	35	4%	
Copier Fees	5070	500	367	73%	133	1,000	70	7%	
E-Scrip Revenue	5090	7,200	4	0%	7,196	3,000	0	0%	
Interest Income	5099	50,000	2,662	5%	47,338	5,547	417	8%	
Total Revenue		\$ 3,488,502	\$ 11,271	0%	\$ 3,477,231	\$ 3,256,686	\$ 4,251	0%	
Bond Debt Service via Parcel Tax									
Bond Debt Service - Interest	8910	(\$21,750)	(\$12,300)	57%	(\$9,450)	(\$27,300)	(\$15,000)	55%	
Bond Debt Service - Principal	8915	(\$95,000)	(\$95,000)	100%	\$0	(\$90,000)	(\$90,000)	100%	
Bond Fiscal Agent Fees	8920	(\$12,500)	(\$5,240)	42%	(\$7,260)	(\$12,500)	(\$7,207)	58%	
Total Bond Debt Service		(\$129,250)	(\$112,540)	87%	(\$16,710)	(\$129,800)	(\$112,207)	86%	
Total Revenue after Bond Service		\$3,359,252	(\$101,269)	-3%	\$3,460,521	\$3,126,886	(\$107,956)	-3%	
GENERAL FUND EXPENDITURES									
Personnel (4) (5)									
Salaries & Wages	7010	1,364,051	305,291	22%	1,058,760	1,382,477	309,114	22%	
Medical Reimbursement	7015	21,600	4,613	21%	16,987	24,300	4,631	19%	
Part Time Salaries & Wages	7020	344,113	43,950	13%	300,163	285,992	14,245	5%	
PERS Retirement Benefits	7100	240,299	118,679	49%	121,620	240,118	141,639	59%	
PERS Insurance Benefits	7110	222,540	50,798	23%	171,742	231,790	47,777	21%	
PERS OPEB Benefits	7115	34,060	1,127	3%	32,933	0	0	0%	
Workers Comp Insurance	7120	8,014	7,789	97%	225	7,508	0	0%	
Employment Practice Insurance	7125	5,400	5,400	100%	-	5,400	5,400	100%	
Payroll Tax Expense	7130	46,103	8,900	19%	37,203	41,924	6,303	15%	
Professional Development	7200	15,200	365	2%	14,835	17,000	2,167	13%	
Staffing Recruitment	7210	500	130		370	0	299		
Total Personnel		\$ 2,301,880	\$ 547,042	24%	\$ 1,754,838	\$ 2,236,509	\$ 531,575	24%	
Circulation Materials & Data (6)									
Books and other Materials	7601	125,000	23,754	19%	101,246	100,000	26,994	27%	
Vendor Processing Costs	7602	7,000	928	13%	6,072	7,000	1,089	16%	
Supplies for Processing	7603	3,000	594	20%	2,406	3,000	0	0%	
Digital Resources & Content	7606	60,000	25,107	42%	34,893	57,000	19,483	34%	
MARINet	7607	100,000	103,955	104%	(3,955)	100,000	4,003	4%	
Total Circulation Materials & Data		\$ 295,000	\$ 154,338	52%	\$ 140,662	\$ 267,000	\$ 51,569	19%	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
THREE MONTHS ENDED
SEPTEMBER 30, 2023

		FY24 ANNUAL BUDGET	Sept, 2023 25% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY23 ANNUAL BUDGET	Sept, 2022 25% OF YEAR TO DATE	% OF BUDGET
Technology Services (7)								
Online Services	8020	10,000	4,588	46%	5,412	10,000	5,868	59%
Computers & Peripherals	8035	5,000	3,480	70%	1,520	5,000	17,633	353%
Technical Support	8040	66,924	7,727	12%	59,197	66,924	11,402	17%
IT Infrastructure	8070	18,000	16,563	92%	1,437	18,000	20,381	113%
Website Maintenance	8071	21,500	0	0%	21,500	21,500	5,721	27%
Total Technology Services		\$ 121,424	\$ 32,358	27%	\$ 89,066	\$ 121,424	\$ 61,005	50%
Program Services & Supplies (8)								
Copier Expense	8210	19,284	3,786	20%	15,498	19,284	3,847	20%
Postage Freight	8220	7,000	619	9%	6,381	7,000	657	9%
Public Relations	8225	30,000	834	3%	29,166	25,000	250	1%
Office Supplies	8230	10,000	529	5%	9,471	10,000	556	6%
Library Programs & Materials	8240	17,000	3,098	18%	13,902	12,000	0	0%
Children's Program Supplies	8250	19,450	4,599	24%	14,851	16,000	114	1%
Young Adult Programs	8251	9,500	593	6%	8,907	12,000	208	2%
Telephone	8260	14,600	3,352	23%	11,248	12,500	3,436	27%
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000	5,000	0	0%
Maker Space Programs	8280	18,000	2,062	11%	15,938	9,000	0	0%
Technology Training Program	8290	7,000	360	5%	6,640	4,800	0	0%
Total Program Services &		\$ 156,834	\$ 19,832	13%	\$ 137,002	\$ 132,584	\$ 9,068	7%
Building Expenses (9)								
Building & Contents Insur.	8410	140,000	111,260	79%	28,740	95,980	82,885	86%
Building Maintenance	8430	24,800	8,577	35%	16,223	24,800	17,481	70%
Grounds Maintenance	8440	11,100	1,260	11%	9,840	11,100	1,360	12%
Janitorial Expense	8450	60,000	13,406	22%	46,594	80,000	8,488	11%
Custodial Supplies	8460	9,000	1,096	12%	7,904	11,931	951	8%
Trash	8480	4,873	844	17%	4,029	4,430	850	19%
Electricity & Gas	8490	80,000	18,908	24%	61,092	36,996	9,001	24%
Parking	8491	11,040	3,120	28%	7,920	11,040	4,080	37%
Maintenance Contracts	8492	8,400	1,915	23%	6,485	8,000	2,206	28%
EV Public Charging Stations	8493	3,000	1,049	35%	1,951	3,000	0	0%
Water	8500	9,900	695	7%	9,205	9,900	1,740	18%
Small Furniture & Fixtures	8501	0	0		-	0	0	0%
Total Building Expenses		\$ 362,113	\$ 162,130	45%	\$ 199,983	\$ 297,177	\$ 129,042	43%
Agency Administration (10)								
Bank Charges	8810	1,000	51	5%	949	1,000	23	2%
Credit Card Fees	8815	2,000	1	0%	1,999	2,000	5	0%
Cash (over/under)	8820	120	(1)	-1%	121	120	(2)	-2%
Accounting	8830	10,300	1,590	15%	8,710	10,300	2,137	21%
Auditing	8835	34,000	9,470	28%	24,530	33,619	700	2%
Legal Services	8840	65,000	18,289	28%	46,711	20,000	0	0%
Office Expenses	8850	5,000	0	0%	5,000	5,000	202	4%
Grand Opening	8870	0	0		-	0	6,030	
Total Agency Administration		\$ 117,420	\$ 29,400	25%	\$ 88,020	\$ 72,039	\$ 9,095	13%
Total GENERAL FUND		\$ 3,354,671	\$ 945,100	28%	\$ 2,409,571	\$ 3,126,733	\$ 791,354	25%
NET OPERATING REVENUE/(LOSS)		\$ 4,581	\$ (1,046,369)		\$ (1,050,950)	\$ 153	\$ (899,310)	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
THREE MONTHS ENDED
SEPTEMBER 30, 2023

		FY24 ANNUAL BUDGET	Sept, 2023 25% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY23 ANNUAL BUDGET	Sept, 2022 25% OF YEAR TO DATE	% OF BUDGET
ACTUAL BEGINNING CASH - ALL	6/30/2023	\$ 4,430,077	\$ 4,765,061		\$ 334,984			
NET OPERATING REVENUE/(LOSS)		\$ 4,581	\$ (1,046,369)		\$ (1,050,950)			
NON-OPERATING TRANSFERS & USES OF RESERVES								
Building Reserve - Technology & Equip	9010	0	(11,048)		(11,048)			
Building Reserve - Furniture & Fixtures	9020	0	0		-			
Expansion Line of Credit Interest	8930	(192,000)	(34,850)	18%	157,150			
Expansion Line of Credit Principal	8935/2460	(600,000)	(613,149)	102%	(13,149)			
Operating Reserve		0	0		-			
Total USES OF RESERVES		\$ (792,000)	\$ (659,047)		\$ 132,953			
EXPANSION ACTIVITY								
Expansion Grants from Foundation	200-5978	0	100,000		100,000			
Expansion Line of Credit Borrowing		0			-			
Expansion Expenditures	9041-9051	0	(2,623)		(2,623)			
Total EXPANSION ACTIVITY		\$ -	\$ 97,377		\$ 97,377			
BALANCE SHEET ACTIVITY		\$ (70,000)	\$ 419,370		\$ 489,370			
DESIGNATED FUND ACTIVITY								
Designated Fund Receipts		10,000	143	1%	(9,857)			
Designated Fund Expenditures		(20,000)	(1,222)	6%	18,778			
Net DESIGNATED FUND ACTIVITY		\$ (10,000)	\$ (1,079)		\$ 8,921			
ENDING CASH - ALL FUNDS	9/30/2023	\$ 3,562,658	\$ 3,575,313		\$ 12,655			
CASH BY FUND								
Insurance and Building Reserves			566,794					
Expansion Funds - Restricted for Project Costs			347,838					
Cash with Fiscal Agent - Restricted for Bond Service			2,723					
Funds Restricted by Source			18,466					
Operating Reserve			2,639,492	***				
ENDING CASH - ALL FUNDS	9/30/2023		\$ 3,575,313					
***Fiscal Year 2023 low point for Operating Reserve was \$1,971,025 on December 31, 2022								
CASH BY BANK ACCOUNT								
Mechanics Operating Checking Plus Petty Cash			121,246					
Mechanics Expansion Checking			318,838					
Mechanics Money Market			204,919					
US Bank Fiscal Agent for CFD-1995-1 Bonds			2,723					
LAIF			2,427,587					
Mechanics Wealth Management			500,000					
ENDING CASH - ALL ACCOUNTS	9/30/2023		\$ 3,575,313					
EXPANSION LINE OF CREDIT								
Expansion Line of Credit Borrowings Fiscal Year 2022			1,000,000					
Expansion Line of Credit Borrowings Fiscal Year 2023			2,000,000					
TOTAL EXPANSION LINE OF CREDIT BORROWING			\$ 3,000,000					
Principal Payments to date			648,403					
EXPANSION LINE OF CREDIT PRINCIPAL BALAN	9/30/2023		\$ 2,351,597					
Interest Payments this Fiscal Year		9/30/2023	34,850					
Prior Years Interest Payments		6/30/2023	133,115					
Total Interest Payments to Date			\$ 167,965					

BELVEDERE TIBURON LIBRARY AGENCY
SEPTEMBER 2023 NOTES TO DETAIL BUDGET VS ACTUAL

Page 5-3 | 25% of Budget Year

- (1) 5010, 5020, 5025, the majority of Tax Revenue is normally received in December and April
- (2) 5032 Foundation has given \$100,000 to Expansion this fiscal year
- (3) 5033 Zip Books Grant continuance received
- (4) 7000's - 7200's Personnel on par with budget
- (5) 7100, 7115 Benefits PERS UAL retirement payment front-loaded, benefits on par with budget
- (6) 7600's Circulation Materials magazine and digital subscriptions front loaded

Page 5-4 | 25% of Budget Year

- (7) 8000's Technology Online Services, Computers, and IT Infrastructure front-loaded
- (8) 8200's Program Services on par with budget
- (9) 8400-8500's Building Insurance front-loaded
- (10) 8800's Administration on par with Budget

BELVEDERE TIBURON LIBRARY AGENCY
SEPTEMBER 2023 NOTES TO DETAIL BUDGET VS ACTUAL

Page 5-5 **25% of Budget Year**

9010/9020 Equipment and Furniture: Sound/Mic System Purchased for Founder's Room Meetings

200-5978 Foundation Expansion Grants Received in FY2023	\$ 300,000
In FY2024	\$ 100,000

Cash by Fund

Expansion Funds include:

\$318,838	Mechanics Expansion Checking
\$29,000	LAIF

Operating Reserve:

\$3.8 million	at June 30, 2023
\$2.6 million	at September 30, 2023
\$1.8 million	Projected Low point this Fiscal Year

Annual Expenditure Budget:

\$3.5 million

Monthly Average Operational Cost:

\$290,000	Note: first quarter averages higher due to front-loaded insurance, UAL, and subscriptions
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Expansion LOC Balance and Funding:

	<u>FY2023 and prior</u>	<u>Total To Date</u>
Total Borrowed	\$ 3,000,000	\$ 3,000,000
Total Payments	\$ 167,618	\$ 816,368
Interest Paid	\$ 133,115	\$ 167,965
Principal Payments	\$ 35,253	\$ 648,403
9/30/2023 Principal Balance		\$ 2,351,597
Required Monthly P&Int		\$ 16,000

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
September 18, 2023

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

Members Absent: None

Also Present: Crystal Duran, Aviva Boedecker, Jane Cooper, 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 acknowledged and expressed appreciation for the Library's new hours: 9am to 7pm Monday-Thursday and 10am to 5pm Friday-Sunday.

Chair Richards reminded trustees of the Joint Agency/Foundation Board Retreat with the Ivy Group on September 26th.

2. Library Director's Report

Director Duran is working on the State Library Report, which is due in November. The report includes Library statistics on usage, programs, and attendance, along with financial results compared to budget for Fiscal Year 2023.

The Library is sending out an all-resident mailer for delivery by the first week of October.

3. Expansion Update

Project Manager Glenn Isaacson reported that yesterday was the Anniversary of the Library's 2022 Grand Opening. The Project punch list is complete, and the warranty list is short.

The exterior signage has been completed. A few warranty items are under completion by the contractor.

The copper shroud covering pipes on the Mar West side of the building will be completed by the end of next week. This is the last item to be completed before submitting to the Town of Tiburon for a final certificate of completion. The budget is holding.

4. Belvedere Tiburon Library Foundation Report

Foundation Board member Aviva Boedecker reported that Popup 94920+ will be held on October 12th from 5:30-8pm, with seating available for 100. Tickets are \$75 or \$100, with Bright Light Sponsorships at \$1,000 with 4 reserved seats.

All Donor naming plaques are expected to be installed by mid-October.

The Foundation has included an update in Library's fall mailer. There will be an Annual Fund mailing in mid-to-late October following the Library's mailer. Last year, the Annual Fund drive yielded \$65,000, and Foundation staff are hoping for the same this year.

Corner Books has seen increasing traffic and a steady stream of book donations. Trustee Hooker asked whether donated books are reviewed for possible high value. Board Member Boedecker said that visibly older items are reviewed by Heather Lobdell, Corner Books Volunteer Director, with prices checked on Amazon. Library Assistant Director Joey Della Santina also reviews the books. All books of local interest, along with some popular hardback children's and teens books, are added to the Library's collection.

The Art Committee will be holding a Gently Used Art Auction preview on November 1st. This will also be an evening donor recognition event and an opportunity to view the donor plaques.

A number of Foundation members will be terming off in December, including President Suzannah Scully, Whitney Lee, Pam Goldman and Rachael Ong. The Foundation has successfully recruited new members Mickey Hubbell, Toni Lee, Sylvia Singh and Michelle Thomsen.

Director Duran acknowledged and expressed appreciation for Board Member Boedecker's volunteer time in Corner Books.

Corner Books hours are 10am to 4pm Monday -Saturday, and the store is also open during the Library's special events.

5. Committee Reports

Finance Committee: Treasurer Slavitz reported that the Finance Committee met recently to talk about the Library's budget and plan for paying off the Expansion Line of Credit. The group is developing a reserve policy which will be presented next month.

Long-Range Planning Committee: Chair Richards reported that the Long-Term Planning Committee has created a strategic planning subcommittee to work with consultants, The Ivy Group. A joint Agency/Foundation retreat and a separate Staff session have been scheduled for September 26th, along with community stakeholder groups on September 27th. These meetings will set the groundwork for a community

DRAFT FOR AGENCY REVIEW

survey which will run from Oct 16 – Nov 5. The online survey link will be advertised in a number of ways, including the Library’s website and Library flyers.

Trustee Amir asked about The Ivy Group’s marketing segmentation study regarding Privacy Policy for donor names. Director Duran said that Library Counsel has reviewed the documents for such and approved the process.

Trustee Weil asked whether The Ivy Group has defined a successful community participation level. Director Duran said the Ivy Group is aiming for at least 300 survey participants.

Vice Chair Hooker asked whether the study would note whether participants are donors. Director Duran said that the survey will be completely anonymous. Donor demographics will be part of the Market Segmentation study.

CONSENT CALENDAR

6/7. Motion to approve the Minutes August 19, 2023, and the warrants for the month of August 2023 made by Treasurer Slavitz, Seconded by Vice Chair Hooker.

Roll Call Vote:

Ayes: Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: None.

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Staff Presentation on Digi Lab

Director Duran said that the “Memory Lab Project,” for which a California State Library grant was received, has been renamed the “Digi Lab.” The Lab is up and running, but has not yet been promoted to the public. California Revealed is an organization which offers tools for archiving to an open California-wide archive. This allows for a future possibility to store and upload Library archives and archives for Belvedere and Tiburon. Memory labs exist throughout California in libraries.

Assistant Director Joey Della Santina presented the Library’s Digi Lab. Lab use is by appointment for both audio and a video via 2 iMac stations. The software (in garage band) is easy to use and available in both stations.

The Lab offers the capacity to connect to older media players such as reel-to-reel, VHS, vinyl, audio tapes, and Beta players and camcorders. It also offers a scanner good for slides and negatives, and can be used to create photos.

Library Staff are in the process of compiling simple written procedures. Lab users will also receive time-limited in-person tutorials.

Trustee Amir asked what the main target audience for the Lab is. Assistant Director Della Santina said that users will likely be those older patrons with dated technology and family artifacts to archive. Director Duran added that the Lab has already been used for recordings of indigenous groups.

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Chair Richards asked what the amount of the grant for the Lab was. Director Duran said that it was approximately \$20,000, and covered all of the equipment purchased.

Trustee Drew asked what formats are being created. Assistant Director Della Santina said that all formats are digital, and can be stored on a hard drive, phone, home computer, or any digital device, as the digital formats are universal. Director Duran added that print versions can be created.

Trustee Amir asked whether there would be additional grants for maintenance. Assistant Director Della Santina said that the Lab was designed for low maintenance, and some of the equipment was purchased refurbished. There are currently no additional grants, but there will be the need to maintain and replace equipment. This is one of the reasons for setting up two stations.

Director Duran will be meeting with the Landmarks Society next week regarding archiving and sharing of stories.

9. Consideration of conducting a compensation and benefits study

Director Duran asked the Agency to consider a formal compensation and benefits study. The Library has not previously conducted a study other than reviewing local salary scales.

Director Duran has reviewed and edited all job descriptions so that they are in alignment in local libraries by class, so this does not need to be a part of the study.

The Town of Tiburon engages in this type of study every few years.

Director Duran indicates Costs are estimated to be around \$18,000.

Trustee Amir asked whether the timing of this study would be of value given the already ongoing Strategic Plan study. Is such a study needed at this time? Would cost-sharing of this study with another Library be possible? Director Duran said that having the study now would provide immediate information for the Fiscal Year 2024 budget. Regarding the timing of the study, several Staff retirements are anticipated in the near future, and planning for succession issues is important. The changing demographics of the Library Staff means that compensation needs are likely different. As for Partnering with other agencies, the Library Agency is a unique JPA, with no unions and all at-will employment. This is not the case at any other Libraries in the county.

Trustee Drew asked whether geographical differences in cost of living would be evaluated. Director Duran affirmed that this would be done with other cost-comparable areas.

Trustee Weil asked if the Agency could provide input on the areas selected for comparison. Director Duran said that the consultants would make recommendations which the Agency could finalize. She added that comparisons would be made on a scale versus individual staff basis.

Trustee Drew asked how the study would be funded, given the strategic plan study already in process. Director Duran said that she anticipates cost savings in the Personnel budget for this fiscal year, which will keep the compensation and benefits study within the current budget.

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Trustee Amir asked that Director Duran highlight any requests which would put the Library over Budget.

MOTION TO conduct a compensation and benefits study made by Trustee Drew, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: None.

Noes: None.

All in Favor, Motion Passed.

10. Schedule of 2023-2024 meeting Dates

The next Regular BTLA meeting is scheduled for October 16, 2023.

Chair Richards adjourned the meeting at 7:30 pm.

Respectfully Submitted,

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

DRAFT FOR AGENCY REVIEW

**SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
JOINTLY WITH BELVEDERE-TIBURON LIBRARY FOUNDATION
Belvedere-Tiburon Library, Tiburon, California
September 26, 2023**

Roll Call, Present: Chair Roxanne Richards, Vice Chair Anthony Hooker, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Members Absent: Treasurer Jeff Slavitz

Also Present: Crystal Duran, Ann Aylwin, Aviva Boedecker, Lucy Churton, Pam Goldman, Sarah Hemfeldt, Mickey Bruce Hubble, Kelly Lauber, Whitney Lee, Toni Lee, Rachael Ong, Julia Prince, Suzannah Scully, Sylvia Singh, Michelle Thompson

CALL TO ORDER: Chair Richards called the meeting to order at 9:05am

BTLA Stakeholder Forum

On Tuesday, September 26, Ivy Group met with BTL leadership, Belvedere Tiburon Library Agency (BTLA) members, and representatives of the Library Foundation. During a half-day session, 23 participants reviewed the strategic planning process, discussed options for future library service through a SOAR exercise, and generated ideas for the Library's mission statement.

SOAR

The SOAR matrix is a future-facing exercise that invites participants to define what makes the Library unique (strengths), what trends and near-term prospects the Library can leverage (opportunities), BTL's ideas for the future (aspirations), and the measurements that determine success (results). The room was divided into small groups to brainstorm strengths and opportunities, then the groups were scrambled to craft aspirations and results. In a room-wide exercise, each table presented their work and shared highlights from their discussions.

Strengths

Participants contributed 19 strengths. The Library's facility was mentioned most often, with particular praise for location and hours, and purpose-driven zones. The staff, and support from the Foundation and community were all tied for the second most mentioned.

Opportunities

The most common of the 19 opportunities referenced was improved marketing and awareness. Participants discussed ways to increase use of the Founder's Room, such as paid rentals. To bring more people, including non-library users, into the building, participants recommended "meet the Library" open houses, more introductory classes, and outreach "roadshows" to highlight the Library's resources at schools, yacht clubs, and other membership organizations.

Aspirations

Of the 45 aspirations, the majority were related to the atmosphere in the building. Participants recommend warmer gathering spaces, introducing a café or coffee cart, more live performances and creating welcome packs for new Library users and residents. Increasing sustainability by adding solar panels was followed by a commitment to retiring the debt from the Library renovation. Increasing the number of volunteers and the quality of their engagements was mentioned across all of the above quadrants of the SOAR matrix.

Results

Consultants discussed the difference between outcomes and outputs to measure success, giving examples for specific aspirations. Participants agreed to pause the creation of measurements until the strategic plan's areas of focus and strategies have been developed.

"How can we give back as a library after we've been given so much money and volunteer hours" – Stakeholder

Messaging Matters

Consultants presented the purpose of mission and vision statement and offered commercial and library examples. To generate ideas for BTL's statements, participants were broken up into smaller groups and were asked to describe an award granted to the Library three years in the future. The groups then shared their acceptance speech highlights with the room and discussed concepts that could be used in a mission and vision.

Connection was the overarching theme. Participants desired future mission and vision statements to be inclusive, honor diversity, and center the community. There was much debate about introducing the Library as a place that is more than "just books," and that acts as a community center and information hub. Much like in the SOAR exercise, the participants wanted the Library to be a place for people to "recharge and plug in" and to feel at home.

Chair Richards adjourned the FORUM at 1:00pm

Respectfully submitted, Crystal Duran, Library Director

Check Date	Check	Payee	Fund	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
	000561	RJ Stevens	100	2080	Suspense - Payroll	\$ 600.26	\$ 600.26
					TOTAL HAND CHECKS	\$ 600.26	\$ 600.26
OPERATING ACCOUNTS PAYABLE BATCH							
9/15/2023	101977	A&PMOVINGCOMPANY	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
9/15/2023	101978	ALICIABELL	100	8250	Children's Program Supplies	\$ 31.99	\$ 31.99
9/15/2023	101979	ARAMARK	100	8492	Maintenance Contracts	\$ 64.45	\$ 64.45
9/15/2023	101980	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 80.00	\$ 80.00
9/15/2023	101981	BRODARTCO	100	7601	Books and other Materials	\$ 52.60	
		BRODARTCO	100	7602	Vendor Processing Costs	\$ 5.15	\$ 57.75
9/15/2023	101982	DEMCOINC	100	7603	Supplies for Processing	\$ 102.54	\$ 102.54
9/15/2023	101983	DIEGOSGARDENS	360	8440	Grounds Maintenance	\$ 600.00	\$ 600.00
9/15/2023	101984	DRUMMRHYTHMIC	100	8250	Children's Program Supplies	\$ 500.00	\$ 500.00
9/15/2023	101985	EBSCOINDUSTRIES	100	8020	Online Services	\$ 1,820.00	\$ 1,820.00
9/15/2023	101986	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 7,386.24	
		INGRAMLIBRARYSERVICES	100	7602	Vendor Processing Costs	\$ 514.43	\$ 7,900.67
9/15/2023	101987	LIBRARYIDEASLLC	100	7606	Digital Resources & Content	\$ 28.00	\$ 28.00
9/15/2023	101988	MARINITINC	100	8070	IT Infrastructure	\$ 400.00	
		MARINITINC	100	8040	Technical Support	\$ 1,160.00	\$ 1,560.00
9/15/2023	101989	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 1,900.00	\$ 1,900.00
9/15/2023	101990	PROJECT6DESIGNINC	100	8020	Online Services	\$ 1,496.55	\$ 1,496.55
9/15/2023	101991	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 503.49	
		REDWOODBUILDINGMAINT	100	8460	Janitorial Expense	\$ 4,437.00	\$ 4,940.49
9/15/2023	101992	REDWOODSECURITYSYSTEMS	360	8492	Maintenance Contracts	\$ 318.00	\$ 318.00
9/15/2023	101993	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 989.55	\$ 1,979.10
9/15/2023	101994	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,132.93	\$ 1,132.93
9/15/2023	101995	TRAHANMECHANICALINC	100	8492	Maintenance Contracts	\$ 481.50	
		TRAHANMECHANICALINC	100	8492	Maintenance Contracts	\$ 827.25	\$ 1,308.75
9/15/2023	101996	VANGUARDIDSYSTEMS	100	7603	Supplies for Processing	\$ 434.50	\$ 434.50
9/15/2023	101997	WTCOXINFORMATIONSERVIC	100	7601	Books and other Materials	\$ 204.64	\$ 204.64
					TOTAL ACCOUNTS PAYABLE BATCH	\$ 26,560.36	\$ 26,560.36
				9/15/2023	TOTAL WARRANTS	\$ 27,160.62	\$ 27,160.62

9/30/2023



DATE: October 16, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Collection Development Policy

BTLA has a Collection Development Policy that was last adopted in January 2013. Given the increase in book challenges nationally, the updated policy clarifies the process for requesting items in the collection to be reconsidered. The updated policy largely borrows from policies adopted by the Sacramento Public Library, Marin County Free Library, and sample policies shared by the American Library Association. The policy has been reviewed internally by staff and by BTLA's legal counsel.

Attached are the draft Collection Development Policy and Request for Reconsideration of Material form.



COLLECTION DEVELOPMENT POLICY

October 2023

Purpose

The collection development policy helps library staff meet collection goals related to the library's mission, informs the community about the principles by which materials are selected for inclusion, and guides how we spend our collections funds.

Policy

The library selects materials in various formats and languages that best serve the community's needs. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community's tax dollars. The greatest value is received by focusing on the most popular and widespread formats and not duplicating the comprehensive collection efforts of college and research institutions. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of its local service population. In order to enhance the collection, BTLA participates in regional, state and national cooperative networks and facilitates interlibrary loans to obtain items for users the library does not own or cannot purchase.

Intellectual Freedom

The library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

Acquisition and Selection

The responsibility for selecting library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff is responsible for selecting materials. All staff members and the general public are encouraged to recommend resources for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

Budget allocation for materials is based on public demand, usage statistics, relevance to the collections, and available resources. Budget and space limitations require focusing on materials that appeal to a broad range of users rather than the academic and highly technical works collected by universities and other research institutions.

General criteria for selecting materials include, but are not limited to:

- Patron interest and demand
- Historical significance of author or subject

- Timeliness of material
- Local emphasis and connection to Belvedere, Tiburon, and surrounding areas
- Authority, accuracy, and factualness
- Format appropriate for circulation
- Literary acclaim
- Diversity of viewpoint
- Cultural influence

Additional criteria are considered when selecting items in digital formats:

- Accessible or universal formats compatible with current digital platforms

BTLA welcomes suggestions from the community for possible purchases of resources. All suggestions are given consideration using the same criteria as all other materials purchased for the Library. When appropriate, patrons will be redirected to participate in the library's Zip Books program for requests.

Formats

BTLA maintains a broad selection of entertainment, informational and instructional materials in a variety of formats, including but not limited to physical books, digital books and resources, audiobooks, DVDs, and music. Additionally, the Library collects and circulates a variety of realia and specialty items.

Gifts and Donations of Books and Materials

BTLA accepts donations that supplement and enhance its collections. Gifts earmarked for addition to the collection are evaluated by staff in alignment with the same criteria applied to purchased material, in addition to cost considerations related to processing. Priority is given to gifts of local interest and in good condition.

The Library reserves the right to accept or refuse all donations. BTLA accepts donations with the understanding that no restrictions will be applied to the donation, except such restrictions jointly agreed upon by the library and donor. Once a donation is accepted, the donation becomes the sole property of BTLA and may be handled in any way BTLA deems appropriate. The Library reserves the right at all times to dispose of any gift without notification to the donor, if, in the judgment of BTLA, such item no longer serves the purposes of the Library. The donation must be free and clear of all encumbrances and donors must have full legal rights to make the donation to BTLA. Gifts and donations are most often items intended for the circulating collections; retention of these items follows the general guidelines for deselection and collection maintenance.

Deselection and Collection Maintenance

Weeding or deselection of materials in the collection is another component of collection development and maximizes the library collection's usefulness. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

Four criteria are typically taken into consideration when identifying material for routine deselection:

- Condition. Wear and extensive damage that renders the content unusable such as missing content and liquid damage.

- Redundancy. Multiple copies of the same item, duplication between physical and digital collections, or between the Library's holdings and those of organizations with which the Library has reciprocal borrowing agreements.
- Out-of-scope. Incomplete serials holdings, low-use items, or titles superseded by later editions.
- Access. Technologies required to access items are outdated, or the library cannot meet environmental storage requirements.

The Library reserves the right to deselect, reclassify, or weed collection materials that may fit one or more collection criteria to create and maintain a collection that is welcoming and relevant to the community the Library serves. At the discretion of the Library, deselected items may be given to the Belvedere Tiburon Library Foundation for sale at Corner Books or to other partner agencies to sell or for recycling.

Controversial Materials and Creators

Individual items, which in and of themselves may be controversial or offensive to some, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community. Individual authors and creators of works may also be controversial due to their viewpoints or personal actions. Their works may also be included if the work will contribute to the Library collection. Their works will not be removed solely for the history or situation of the author/creator.

Misinformation and the Library Collection

For the purposes of evaluating informational material, the Library draws a distinction between material that may cause controversy or objection, and material that contains misinformation. While potential controversy does not disqualify material from the Library's collection, material that purports to be factual and/or authoritative but contains inaccurate or misleading information does not meet the Library's standard for selection and may be deselected, reclassified, or weeded at Library staff's discretion.

This distinction is addressed in the selection criteria for the Library's collections, including but not limited to:

- Authority and Accuracy. Content authority and accuracy can be evaluated through the expertise of the material's creator(s), corroborating sources, independent fact-checking and analysis, and professional and industry review. Opinions, commentaries, and analyses may be subject to this evaluation unless they are unambiguously presented as fact.
- Timeliness of Material. Some informational subjects may require only the most up-to-date materials in order to provide factual information, while other subjects may contain or rely on older materials in order to provide context, history, and depth of coverage.
- Diversity of Viewpoint. The Library is not obligated to balance every informational material in the collection with one of an opposing viewpoint or to add misinformation to Library collections solely because it represents an additional viewpoint.
- Cultural Influence. Relation to current events does not outweigh the Library's commitment to the authority and accuracy of informational material in its collection. The Library may but is not required to facilitate access to material of cultural importance that may contain misinformation through other means, including but not limited to interlibrary loan, internet access, and reference services.

Concerns Regarding Library Materials

Patrons raising concerns about a book or other material in the Library collection will be offered to complete a formal written request for reconsideration using the library-provided form to include an explanation of their objections, citing specifics from the material in question. This request for reconsideration process is limited to books or other materials available at the Belvedere Tiburon Library location, and patrons seeking to request reconsideration of books or materials located at other libraries in the MARINet system or through Inter-Library Loan shall go through the process required by the respective library. The appropriate library staff and Library Director will review the request. The patron will receive a final written response to the submitted request for reconsideration within 90 days of the Library receiving the request. Requests for reconsideration of materials may only be submitted by persons with an active Belvedere Tiburon Library card in good standing and living within the Belvedere Tiburon Library's tax jurisdiction. Once an item has undergone the reconsideration process, it cannot be reconsidered by the Library (regardless of who requests the reconsideration) for five (5) years.

Any person wishing to appeal the decision of the Library Director must notify BTLA in writing within 30 days of receipt of the decision of the Library Director. BTLA will notify the patron of the decision to host a challenge hearing. A decision by BTLA shall be final.

Policy History

Adopted by the Belvedere Tiburon Library Agency in November 1997 and revised in October 2001 and January 2013.



Request for Reconsideration of Material Form

The Belvedere Tiburon Library Agency has established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. Requests for Reconsideration will only be considered by patrons with an active Belvedere Tiburon Library card in good standing and who reside in the Belvedere Tiburon Library's tax jurisdiction.

Date: _____ Library Card Number: _____
 Name: _____
 Mailing Address: _____
 City: _____ State/Zip: _____
 Phone: _____ Email: _____
 Do you represent yourself? ____ Or an organization? ____ Name of Organization: _____

1. Resource on which you are commenting (one per form):

____ Book/eBook ____ Magazine ____ Digital resource ____ Newspaper
 ____ Movie ____ Audio recording ____ Realia ____ Other

Title: _____

Author/Producer: _____

Library Call Number: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

(Continued on next page)

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the Library Director consider?

Belvedere-Tiburon Library Agency Future Meeting Dates

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

October 21, 2024

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