

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *January 22, 2024*, 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, Lucy Churton, President (5 minutes)
5. Quarterly Treasurer's Report, December 31, 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 November 20, 2023
8. Approval of Agency Warrants for the Months of November and December, 2023

TRUSTEE CONSIDERATIONS

9. Discussion and adoption of the 2024-2026 Strategic Plan as presented by The Ivy Group.
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.
11. First Review of Fiscal Year 2022-2023 Audit Report.

AGENDA CONTINUES ON PAGE 2

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COMMUNICATIONS & ANNOUNCEMENTS

12. Schedule of 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: January 22, 2024

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Programs and Services

The newest gallery exhibit, "Colors in Art," launched on January 18 with a crowded reception. This captivating display features a stunning collection of artworks that explore the vibrant and diverse world of colors as interpreted by 52 artists. The exhibit is the largest to date, with 53 pieces on display through March 14. A complementary ARTalk program will take place on February 15, featuring Professor Keven Muller, back by popular demand.

In recent weeks, we've increased our digital literacy offerings to help equip patrons with essential skills for the digital age. The consistent attendance at these classes highlights the strong demand for technology education and reinforces our commitment to fostering digital inclusion within our community. Classes are taught by staff and vetted presenters and take place in the Digital Classroom, Founders Room, or Makerspace.

Staff have fervently worked on diversifying our program offerings for adults. In the coming weeks, we're hosting Tiburon resident [David Shalleck](#), a local chef and author, a [Local Authors Night](#) featuring three Belvedere Tiburon residents, and travel writer [Gil Zeimer](#). We've also launched a new [book club](#) co-facilitated by staff and a volunteer to discuss books concerning social issues; the group will meet on Saturdays for the coming months.

We hosted over 170 attendees for our children's holiday programs in December. Our weekly toddler and preschool storytimes remain popular with consistent attendance. We've steadily increased our weekend offerings and have had a worthwhile response with noticeably different weekend attendees to include more family units.

Personnel

Tina, a full-time paraprofessional, completed her MLIS in December. Tina joined in April 2023 to fill a vacancy left by another librarian. Her primary focus is serving tweens, and she's implemented several book groups, craft activities, and educational sessions for this group.

Since our last meeting, new staff have joined our team. Adam is a resident filling a part-time page position. He has extensive experience in various industries and has grasped the work effortlessly. Birgitta is our new Library Assistant for Technology and will primarily work in the makerspace on weekends. She has library experience and recently finished a graduate

information management and preservation program. We'll capitalize on her skills and interest to expand digital storytelling and personal archiving work in the makerspace.

Recruitment recently closed for a full-time librarian position, and interviews will occur soon. This position was vacant for several months after an internal promotion to fill another vacancy. We have one candidate to fill a part-time Library Assistant position for youth services, pending a background check. This position will support activities in the Children's Library and Teen Library. All positions are budgeted for FY23-24.

Administration

The MARINet Consortium received a \$175,000 grant from the CA State Library to upgrade much-needed network equipment. We are one of 13.6 million California libraries that rely on the California Research and Education Network (CalREN) for optical fiber. The grant will cover 100% of the upgrade and installation costs. Network equipment failures are the most critical threat to MARINet, and an upgrade will allow for fewer outages. A press release by the Marin County Free Library is forthcoming. As part of MARINet's strategic planning, we've created a few task forces to address Board development and governance, budget priorities, the cost-sharing formula, and collection development. In December, the Consortium adopted guiding principles to inform decision-making (attached for reference). I'm working on the governance and budget task forces and am Vice Chair of the consortium through June 2024.

The library will close on Friday, January 26, for staff development. Staff will complete CPR and safety training, discuss strategic plan implementation, draft departmental goals, and conduct refresher training on various procedures. The closure has been noticed in advance in digital newsletters, online, in the library, and through MARINet.

We are working with Regional Government Services (RGS) to conduct a compensation study and staff assessment of our administrative functions. RGS is reviewing a variety of our documents, including job descriptions, classifications, and employee policies. They'll share preliminary considerations for comparable agencies in the coming weeks. The Executive Committee will engage with RGS once pertinent information is available.

We are working with our janitorial services provider to meet the new commercial space and agency requirements under [SB 1383](#). Essentially, we'll need to increase the number of recyclable and organic waste receptacles throughout the building and encourage proper disposal of paper towels in the restrooms.

We are increasing paid sick leave from 24 to 40 hours for part-time staff to comply with the new California employment law, effective January 2024. The new law requires employers to provide at least 40 hours or five days off each year to most workers. The change impacts our part-time staff as full-time staff receive twelve days per year. The Employee Handbook will be revised to include this change and a more comprehensive update to the Handbook will be presented to the Board in spring.

The California State Library opened its grant cycle with most deadlines in March. Two grants focused on sustainability are of interest, and we're considering pursuing them. There is another general grant opportunity that can support various tactics defined in the strategic plan. Additionally, we're considering one local grant to support digital storytelling.

Outreach and Community Connections

In November, we hosted over 130 kindergarten visitors from the Reed School and a pop-up makerspace for all ages at the Hilarita Residences. We participated in the Tiburon Holiday

Festival in December, hosted by the Chamber. We focused our outreach on children, shared information about storytimes, and gave away bubbles, books, and craft kits. Approximately 100 children stopped by our table.

We are working with local partners to plan upcoming events. In April, we will co-host a senior resource fair with The Ranch and local [Age-Friendly Marin](#) representatives. The fair will highlight the variety of activities and resources specific to adults residing on the peninsula. We are also hosting various filmmaking workshops in the coming months to support submissions for the [Belvedere Homemade Film Festival](#) scheduled for October. We hope to circulate production equipment and encourage participants to use the makerspace for editing and technical support.

In Other Library News

Governor Newsom released his draft 2024-2025 budget on January 10, noting a deficit and consequential cuts to climate action efforts, education, and libraries. The California Library Association (CLA) shared this [memo](#) highlighting the proposed library cuts. Details are still vague, but I learned recently that cuts to the [Parks Pass](#) program are being considered, which could impact our patrons. The new grant opportunities noted earlier won't be affected as those are federally funded. The \$175K grant to the MARINet Consortium for network upgrades may have been the last of the broadband activities funded.

Book bans have gained momentum across the States, with increasing book challenges occurring across jurisdictions in California. In June 2023, Illinois became the first state to [“outlaw book bans,”](#) prompting other states to consider similar legislation. In California, two assemblymembers are considering similar actions based on concerns from local constituents. The CLA is working with each office to ensure any proposed bill doesn't negatively impact libraries; the CLA lobbyist expressed safety concerns with this type of legislation in an election year.

MARINet's Purpose

To collaborate in planning, funding, and executing library functions to enhance access, harness efficiencies, and reduce cost.

MARINet's Principles

- **Access:** Make a consistent baseline of services available for all communities. Aspire to equity with targeted focus on the most marginalized communities.
- **Locality:** Give our staff and local communities a voice in shaping the collections, programs, services they enjoy.
- **Strategy:** Make informed decisions together to anticipate and address community needs.
- **Collaboration:** Build connections among staff to share information, solve problems, and provide support.
- **User Experience:** Provide residents with a positive, convenient user experience through shared and coordinated systems and processes.

Adopted by the MARINet Consortium on December 7, 2023

**BELVEDERE TIBURON LIBRARY AGENCY
CONSOLIDATED REVENUES
SIX MONTHS ENDED
December 31, 2023**

	FY 2023-24			FY 2022-23			FY 2018-2019		
	FY24 ANNUAL BUDGET	Dec, 2023 25% OF YEAR TO DATE	% OF BUDGET	FY23 ANNUAL BUDGET	Dec, 2022 OF YEAR TO DATE	% OF BUDGET	FY19 ANNUAL BUDGET	Dec, 2018 OF YEAR TO DATE	% OF BUDGET
GENERAL FUND									
Basic Library Tax (1)	\$ 2,435,052	\$ 896,755	36.8%	\$ 2,300,639	\$ 40,446	1.8%	\$ 1,875,872	\$ 1,043,545	55.6%
Parcel Tax (1)	275,000	119,538	43.5%	275,000	-	0.0%	275,000	151,136	55.0%
ERAF (2)	530,000	-	0.0%	525,000	-	0.0%	346,035	10,110	2.9%
Grants (3)	190,000	3,270	1.7%	145,000	61,170	42.2%	211,653	1,673	0.8%
Desk Revenue Sales & Fines	1,250	659	52.7%	1,500	851	56.7%	22,988	10,527	45.8%
Misc. Other Revenue	7,200	10	0.1%	4,000	35	0.9%	4,422	682	15.4%
Interest Income	50,000	31,913	63.8%	5,547	11,094	200.0%	26,235	18,013	68.7%
TOTAL GENERAL FUND	\$ 3,488,502	\$ 1,052,145	30.2%	\$ 3,256,686	\$ 113,596	3.5%	\$ 2,762,205	\$ 1,235,686	44.7%
ORIGINAL CFD BOND DEBT SERVICE (4)									
Original Bond Principal	(95,000)	(95,000)	100.0%	(90,000)	(90,000)	100.0%	(70,000)	(24,300)	34.7%
Original Bond Interest	(21,750)	(12,300)	56.6%	(27,300)	(15,000)	54.9%	(46,500)	(70,000)	150.5%
Fiscal Agent Fees	(12,500)	(7,916)	63.3%	(12,500)	(7,207)	57.7%	(11,000)	(4,405)	40.0%
TOTAL CFD DEBT SERVICE	\$ (129,250)	\$ (115,216)	89.1%	\$ (129,800)	\$ (112,207)	86.4%	\$ (127,500)	\$ (98,705)	77.4%
TOTAL REVENUE AFTER	\$ 3,359,252	\$ 936,929	27.9%	\$ 3,126,886	\$ 1,389	0.0%	\$ 2,634,705	\$ 1,136,981	43.2%
(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 EXPENDITURES
SIX MONTHS ENDED
DECEMBER 31, 2023**

	FY 2023-24				FY 2022-23				FY 2018-2019		
	FY24 ANNUAL BUDGET	Dec, 2023 OF YEAR TO DATE	25% % OF BUDGE T		FY23 ANNUAL BUDGET	Dec, 2022 OF YEAR TO DATE	% OF BUDGE T		FY19 ANNUAL BUDGET	Dec, 2018 OF YEAR TO DATE	% OF BUDGE T
GENERAL FUND											
Personnel (4)	\$ 2,301,880	\$ 1,026,973	45%		\$ 2,236,509	\$ 913,961	41%		\$ 1,831,488	\$ 859,235	47%
Circulation Materials & Data (5)	295,000	187,887	64%		267,000	178,235	67%		285,528	178,639	63%
Technology Services (6)	121,424	50,934	42%		121,424	118,069	97%		87,582	32,451	37%
Program Services & Supplies (7)	156,834	52,552	34%		132,584	41,888	32%		102,100	44,286	43%
Building Expenses (8)	362,113	223,325	62%		297,177	180,949	61%		164,291	60,435	37%
Agency Administration	117,420	80,323	68%		72,039	29,317	41%		61,882	28,366	46%
TOTAL GENERAL FUND	\$ 3,354,671	\$ 1,621,994	48%		\$ 3,126,733	\$ 1,462,419	47%		\$ 2,532,871	\$ 1,203,412	48%
NET OPERATING REVENUE	\$ 4,581	\$ (685,065)			\$ 153	\$ (1,461,030)			\$ 101,834	\$ (66,431)	
USES OF RESERVES											
Transfer to Bldg Maintenance Res									69,556	69,556	100%
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	1,696,000	214%		160,000	71,618	45%				
Use Operating Reserve Misc.	-	-			15,000		0%				
TOTAL USES OF RESERVES	\$ 792,000	\$ 1,707,048			\$ 265,750	\$ 71,618			\$ 97,556	\$ 69,556	71%
EXPANSION ACTIVITY											
Expansion Grants & Contributions	-	112,153							-	219,733	
Expansion Reserve from Operations	-									-	
Expansion Line of Credit Inflow	-				2,200,000	2,000,000					
Total Expansion Inflows	-	112,153			2,200,000	2,000,000	91%		-	219,733	
Less: Expansion Expenditures	-	29,954			2,200,000	1,337,858	61%		-	309,248	
NET EXPANSION ACTIVITY (9)	\$ -	\$ 82,199			\$ -	\$ 662,142			\$ -	\$ (89,515)	
(4) Personnel	CalPERS Unfunded Accrued Liability Payment is made in July.										
(5) Circulation Materials & Data	Most of the Digital Resource and Platform Support Subscriptions are paid in July.										
(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
SIX MONTHS ENDED
DECEMBER 31, 2023

			FY 2023-24 Dec, 2023				FY 2022-23 Dec, 2022		
		FY24 ANNUAL BUDGET	50% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		FY23 ANNUAL BUDGET	50% OF YEAR TO DATE	% OF BUDGET
GENERAL FUND REVENUE									
Revenue									
Basic Library Tax (1)	5010	\$ 2,435,052	\$ 896,755	37%	\$ 1,538,297		\$ 2,300,639	\$ 40,446	2%
Parcel Tax (1)	5020	275,000	119,538	43%	155,462		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	54,000	43%
Program Grants (3)	5033	15,000	3,270	22%	11,730		20,000	7,170	0%
Book Fines and Reserves	5040	500	2	0%	498		500	2	0%
Book Sales	5050	0	-	-	-		0	729	0%
Reference Desk Income	5065	250	79	32%	171		1,000	35	4%
Copier Fees	5070	500	578	116%	(78)		1,000	120	12%
E-Scrip Revenue	5090	7,200	10	0%	7,190		3,000	0	0%
Interest Income	5099	50,000	31,913	64%	18,087		5,547	11,094	200%
Total Revenue		\$ 3,488,502	\$ 1,052,145	30%	\$ 2,436,357		\$ 3,256,686	\$ 113,596	3%
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)	(\$7,916)	63%	(\$4,584)		(\$12,500)	(\$7,207)	58%
Total Bond Debt Service		(\$129,250)	(\$115,216)	89%	(\$14,034)		(\$129,800)	(\$112,207)	86%
Total Revenue after Bond Service		\$3,359,252	\$936,929	28%	\$2,422,323		\$3,126,886	\$1,389	0%
GENERAL FUND EXPENDITURES									
Personnel (4) (5)									
Salaries & Wages	7010	1,364,051	632,166	46%	731,885		1,382,477	615,720	45%
Medical Reimbursement	7015	21,600	10,013	46%	11,587		24,300	10,706	44%
Part Time Salaries & Wages	7020	344,113	95,317	28%	248,796		285,992	34,643	12%
PERS Retirement Benefits	7100	240,299	149,820	62%	90,479		240,118	152,517	64%
PERS Insurance Benefits	7110	222,540	102,521	46%	120,019		231,790	79,224	34%
PERS OPEB Benefits	7115	34,060	4,710	14%	29,350		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	19,310	42%	26,793		41,924	11,753	28%
Professional Development	7200	15,200	(729)	-5%	15,929		17,000	3,430	20%
Staffing Recruitment	7210	500	656		(156)		0	568	
Total Personnel		\$ 2,301,880	\$ 1,026,973	45%	\$ 1,274,907		\$ 2,236,509	\$ 913,961	41%
Circulation Materials & Data (6)									
Books and other Materials	7601	125,000	41,637	33%	83,363		100,000	54,037	54%
Vendor Processing Costs	7602	7,000	2,070	30%	4,930		7,000	2,961	42%
Supplies for Processing	7603	3,000	1,805	60%	1,195		3,000	217	7%
Digital Resources & Content	7606	60,000	38,420	64%	21,580		57,000	25,800	45%
MARINet	7607	100,000	103,955	104%	(3,955)		100,000	95,220	95%
Total Circulation Materials & Data		\$ 295,000	\$ 187,887	64%	\$ 107,113		\$ 267,000	\$ 178,235	67%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
SIX MONTHS ENDED
DECEMBER 31, 2023

		FY24 ANNUAL BUDGET	Dec, 2023 50% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY23 ANNUAL BUDGET	Dec, 2022 50% OF YEAR TO DATE	% OF BUDGET
Technology Services (7)								
Online Services	8020	10,000	2,909	29%	7,091	10,000	10,177	102%
Computers & Peripherals	8035	5,000	4,080	82%	920	5,000	48,288	966%
Technical Support	8040	66,924	17,781	27%	49,143	66,924	28,738	43%
IT Infrastructure	8070	18,000	24,067	134%	(6,067)	18,000	21,804	121%
Website Maintenance	8071	21,500	2,097	10%	19,403	21,500	9,062	42%
Total Technology Services		\$ 121,424	\$ 50,934	42%	\$ 70,490	\$ 121,424	\$ 118,069	97%
Program Services & Supplies (8)								
Copier Expense	8210	19,284	7,740	40%	11,544	19,284	6,610	34%
Postage Freight	8220	7,000	1,699	24%	5,301	7,000	2,781	40%
Public Relations	8225	30,000	9,225	31%	20,775	25,000	8,199	33%
Office Supplies	8230	10,000	2,372	24%	7,628	10,000	3,572	36%
Library Programs & Materials	8240	17,000	9,730	57%	7,270	12,000	4,006	33%
Children's Program Supplies	8250	19,450	7,231	37%	12,219	16,000	6,087	38%
Young Adult Programs	8251	9,500	2,254	24%	7,246	12,000	3,267	27%
Telephone	8260	14,600	6,768	46%	7,832	12,500	6,833	55%
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000	5,000	0	0%
Maker Space Programs	8280	18,000	4,283	24%	13,717	9,000	173	2%
Technology Training Program	8290	7,000	1,250	18%	5,750	4,800	360	0%
Total Program Services &		\$ 156,834	\$ 52,552	34%	\$ 104,282	\$ 132,584	\$ 41,888	32%
Building Expenses (9)								
Building & Contents Insur.	8410	140,000	112,975	81%	27,025	95,980	84,519	88%
Building Maintenance	8430	24,800	27,724	112%	(2,924)	24,800	20,248	82%
Grounds Maintenance	8440	11,100	1,920	17%	9,180	11,100	3,360	30%
Janitorial Expense	8450	60,000	27,237	45%	32,763	80,000	28,916	36%
Custodial Supplies	8460	9,000	2,333	26%	6,667	11,931	4,562	38%
Trash	8480	4,873	1,672	34%	3,201	4,430	1,750	40%
Electricity & Gas	8490	80,000	33,408	42%	46,592	36,996	18,285	49%
Parking	8491	11,040	5,167	47%	5,873	11,040	6,120	55%
Maintenance Contracts	8492	8,400	5,637	67%	2,763	8,000	4,397	55%
EV Public Charging Stations	8493	3,000	3,045	102%	(45)	3,000	0	0%
Water	8500	9,900	2,207	22%	7,693	9,900	3,205	32%
Small Furniture & Fixtures	8501	0	0		-	0	5,587	0%
Total Building Expenses		\$ 362,113	\$ 223,325	62%	\$ 138,788	\$ 297,177	\$ 180,949	61%
Agency Administration (10)								
Bank Charges	8810	1,000	51	5%	949	1,000	23	2%
Credit Card Fees	8815	2,000	11	1%	1,989	2,000	224	11%
Cash (over/under)	8820	120	(1)	-1%	121	120	(1)	-1%
Accounting	8830	10,300	3,214	31%	7,086	10,300	3,027	29%
Auditing	8835	34,000	21,060	62%	12,940	33,619	7,900	23%
Legal Services	8840	65,000	52,874	81%	12,126	20,000	0	0%
Office Expenses	8850	5,000	3,114	62%	1,886	5,000	1,106	22%
Grand Opening	8870	0	0		-	0	17,038	
Total Agency Administration		\$ 117,420	\$ 80,323	68%	\$ 37,097	\$ 72,039	\$ 29,317	41%
Total GENERAL FUND		\$ 3,354,671	\$ 1,621,994	48%	\$ 1,732,677	\$ 3,126,733	\$ 1,462,419	47%
NET OPERATING REVENUE/(LOSS)		\$ 4,581	\$ (685,065)		\$ (689,646)	\$ 153	\$ (1,461,030)	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
SIX MONTHS ENDED
DECEMBER 31, 2023

		FY24 ANNUAL BUDGET	Dec, 2023 50% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY23 ANNUAL BUDGET	Dec, 2022 50% 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	\$ (685,065)		\$ (689,646)			
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)	(62,288)	32%	129,712			
Expansion Line of Credit Principal	8935/2460	(600,000)	(1,633,712)	272%	(1,033,712)			
Operating Reserve		0	0		-			
Total USES OF RESERVES		\$ (792,000)	\$ (1,707,048)		\$ (915,048)			
EXPANSION ACTIVITY								
Expansion Grants from Foundation	200-5978	0	112,153		112,153			
Expansion Line of Credit Borrowing		0			-			
Expansion Expenditures	9041-9051	0	(29,954)		(29,954)			
Total EXPANSION ACTIVITY		\$ -	\$ 82,199		\$ 82,199			
BALANCE SHEET ACTIVITY		\$ (70,000)	\$ 439,208		\$ 509,208			
DESIGNATED FUND ACTIVITY								
Designated Fund Receipts		10,000	2,962	30%	(7,038)			
Designated Fund Expenditures		(20,000)	(3,111)	16%	16,889			
Net DESIGNATED FUND ACTIVITY		\$ (10,000)	\$ (149)		\$ 9,851			
ENDING CASH - ALL FUNDS	12/31/2023	\$ 3,562,658	\$ 2,894,206		\$ (668,452)			
CASH BY FUND			0					
Insurance and Building Reserves			553,878					
Expansion Funds - Restricted for Project Costs			332,660					
Cash with Fiscal Agent - Restricted for Bond Service			2,755					
Funds Restricted by Source			23,241					
Operating Reserve			1,981,672 (1)					
TOTAL ENDING CASH - ALL FUNDS	12/31/2023		\$ 2,894,206 (2)					
(1) Fiscal Year 2024 low point for Operating Reserve was \$331,609 in November 2023.								
(2) Fiscal Year 2024 low point for Total Cash was \$1,247,437 in November 2023.								
CASH BY BANK ACCOUNT								
Mechanics Operating Checking Plus Petty Cash			176,513					
Mechanics Expansion Checking			303,660					
Mechanics Money Market			1,207,915					
US Bank Fiscal Agent for CFD-1995-1 Bonds			2,755					
LAIF			703,363					
Mechanics Wealth Management			500,000					
ACCOUNTS	12/31/2023		\$ 2,894,206					
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			1,668,965					
EXPANSION LINE OF CREDIT PRINCIPAL BALANCE	12/31/2023		\$ 1,331,035					
Interest Payments this Fiscal Year	12/31/2023		62,288					
Prior Years' Interest Payments	6/30/2023		133,115					
Total Interest Payments to Date			\$ 195,403					

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

Page 5-3 | 50% of Budget Year

- (1) **5010, 5020, 5025**, the majority of Tax Revenue is normally received in December and April. \$1 million, received, additional \$800,000 due for December

		<u>January/February</u>		
<u>Rec'd Jan</u>	<u>Receivable</u>	<u>Total 12/31</u>	<u>Expected</u>	
<u>Belvedere</u>	<u>Tiburon</u>	<u>Receivable</u>	<u>YTD Total</u>	
\$ 422,557.00	\$ 50,552.00	\$ 473,109.00	\$ 1,369,864.00	56%
\$ 31,703.00		\$ 31,703.00	\$ 151,241.00	55%
\$ 92,638.00	\$ 204,000.00	\$ 296,638.00	\$ 296,638.00	56%
\$ 546,898.00	\$ 254,552.00	\$ 801,450.00	\$ 1,817,743.00	

Additional Tiburon
Plus \$ 51,086 FY 2023

- (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** slightly below budget
- (5) **7100, 7115 Benefits** CalPERS UAL retirement payment front-loaded, benefits 12% Jan cost increase
- (6) **7600's Circulation Materials** magazine and digital subscriptions front loaded

Page 5-4 | 50% of Budget Year

- (7) **8000's Technology** Online Services, Computers, and IT Infrastructure partially front-loaded
 More spending expected to reach budget
- (8) **8200's Program Services** on par with budget
 More spending expected to reach budget
- (9) **8400-8500's Building** Insurance front-loaded
- (10) **8800's Administration** high due to legal/consulting services and most of audit paid
 Strategic Plan and Ben/Comp study

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

Page 5-5 **50% of Budget Year**

010/9020 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:

\$303,660	Mechanics Expansion Checking
\$29,000	LAIF

TOTAL Cash: OPER Reserve:

\$4.77 million	\$3.42 million	at June 30, 2023
\$2.89 million	\$1.98 million	at December 31, 2023
\$1.25 million	\$0.33 million	Low Point November 30, 2023

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

Expansion LOC Balance and Funding:

Total Borrowed

Interest Paid

Principal Paid

Total Paid

<u>Prior Years</u>	<u>Current Year</u>	<u>Total To Date</u>
\$ 3,000,000	\$ -	\$ 3,000,000
\$ 133,115	\$ 62,288	\$ 195,403
\$ 35,253	\$ 1,633,712	\$ 1,668,965
\$ 168,368	\$ 1,696,000	\$ 1,864,368

12/31/223

Principal Balance

\$ 1,331,035

Required Monthly Payment of Principal & Interest

\$ 16,000

DRAFT FOR AGENCY REVIEW

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

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

Members Absent: Emily Poplawski

Also Present: Crystal Duran, Kristin Johnson, Jane Cooper

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 reported that the Strategic Planning process is moving along with very successful community participation in the online survey. Of those taking the survey, 97.1% expressed satisfaction with the Library overall. In the Tiburon Parks & Recreation Survey, the Library was rated the Number One public space. There were 400 participants in the survey.

Chair Richards expressed appreciation for the work of the Library Foundation in promoting community involvement with the popular Art shows and Popup 94920 events.

Director Duran and Library Staff are now focusing on Adult programming. A fall Author series was very successful with 3 recent programs which drew 245 attendees, featuring best-seller Alka Joshi, Jasmin Darznik and Camper English.

Chair Richards and Director Duran are planning a Holiday greeting e-blast and publication in the Ark Newspaper.

The Executive Committee is working on Director Duran's annual evaluation.

2. Library Director's Report

Director Duran reported that Library Staff are working on spring programming, including a local authors fair, and a continuation of the speaker series for adults.

DRAFT FOR AGENCY REVIEW

The Library sponsored a trick or treat for young patrons, including a spooky hallway for Halloween. The event was well attended by the tots and their families.

The Library's EV Chargers have been up and running for 6 full months, in which they have generated \$5,900 in revenue. The 3 stations are in constant use. The setup included a one-time cost of \$7,100 for the equipment, plus about \$9,000 in installation costs. Part of this initial cost has been covered by an MCEv rebate of \$9,000. Revenue from the chargers is expected to begin to exceed annual operating (PG&E) costs within the year. The chargers have been well received in community, and are in high demand. The rate of charging could be a bit faster.

Vice Chair Hooker asked about the maintenance process for the EV chargers. Director Duran said that monitoring is included in the service subscription. The Library will receive notice of malfunction via this maintenance warranty monitoring. In addition, extra service calls are allowed for.

Trustee Amir asked whether the stations can be reserved in advance. Director Duran said that no reservations are available, but the stations can be used for up to 4 hours.

Treasurer Slavitz asked about a Library newsletter for events. Director Duran said that an adult newsletter is prepared monthly. Library Staff also send out reminder blasts for each event.

A Staff development report will be included in the Director's report going forward. Director Duran recently attended an annual Library Director's summit. Chair Richards commended Director Duran for attending and presenting at the summit.

Trustee Weil applauded investment in staff development and asked about the upcoming Compensation study. Director Duran said that a response from RGS, the consultants performing the study, has been delayed. Counsel for both the Library and RGS are reviewing a contract draft. Director Duran hopes that the study will begin in January and take 4-to-5 months. She is hoping to have results lined up with 2024 budget development. The Executive Committee will advise on starting points and initial review of the study.

Trustee Weil asked about the January 26 Library closure date for staff development. He suggested that closing the Library for a full day defeats the purpose of community service. He asked if there was a way the staff development day could be broken up into 2 parts to keep the Library open for part of the day. Director Duran countered that staff should be given the time and space to be together at least one day a year, and added that it's common for libraries, including Mill Valley, San Rafael and the County, to close for staff development.

DRAFT FOR AGENCY REVIEW

Trustee Weil asked how often the Library staff meets. Director Duran said that the hope is once per month, with less time available now that the Library opens at 9am. It is challenging to find a good time when all staff, including part-timers who also work elsewhere, to come together at the same time.

3. Expansion Update

Clerk Johnson reported on behalf of Project Manager Glenn Isaacson that all work is completed with the exception of several warranty items. The final signoff documentation from the Town of Tiburon is proceeding well, with more than half of the items approved by the Town at this point. Architect Chris Ford is diligently pursuing the remaining items.

4. Belvedere Tiburon Library Foundation Report

Director Duran reported on behalf of outgoing Foundation President Suzannah Scully that:

The Gently Used Art Auction was a success - we had over 100 people attend opening night and sold over 300 pieces of artwork.

The Annual Fund is off to a great start - we sent the request out via mail in mid-October and an email went out this week for donors to support our programs and services. We are already seeing a great response and will report back with final numbers at the January meeting.

There will be a shift in leadership beginning in January 2024 as Foundation board members term off and a new team begins.

Terming off will be: Suzannah Scully, Rachael Ong, Pamela Goldman and Whitney Lee

The new Executive Team will be President – Lucy Churton, Vice President – Mickey Hubbell, Treasurer – Toni Lee, Secretary – Michelle Thomsen

A note from Suzannah: Dear Trustees, I am so sorry that I cannot be there with you tonight as I am out of town. But thank you for being such a wonderful partner to the Foundation. I have truly enjoyed working with each of you on our shared passion for our local Library. You will be in extremely capable hands with our new leadership team and it is a very exciting time as the Foundation completes their Capital Campaign donor recognition and moves forward with the new ideas from the strategic planning committee. I'm grateful for each of you and wish you all a very Happy Thanksgiving!

5. Financial Statements, October 31, 2023

Clerk Johnson reported that, with 33% of the budget year passed, Revenues are at 1%, normal for this time of year, and comparable to prior years. About 55% of annual

DRAFT FOR AGENCY REVIEW

revenue is expected for January, 2024. Bond payment is proceeding as scheduled. Expenditures are on par with budget and comparable to prior years.

Operating Reserves stand at \$2.4 million, with a low for the year projected at \$1.8 million.

Line of Credit Principal stands at \$2.3 million.

Item 9 in tonight's Agenda will determine whether \$1 million of the Operating Reserve shall be used to reduce the Line of Credit Principal to \$1.3 million.

6. Committee Reports

Chair Richards reported that the Long-Term Planning Committee members attended the November 15th meeting with the Ivy Group. Foundation members and a representative from the Ark Newspaper were also present. The group identified basic themes for the Long-Term Planning process. Library Staff met with the Ivy group in the afternoon. There will be a follow-up meeting via Zoom in early December. A final report will be presented at the January Agency meeting.

CONSENT CALENDAR

7/8. Motion to approve the Minutes October 16, 2023 the warrants for the Month of October 2023 made by Vice Chair Hooker, Seconded by Trustee Amir.

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

Absent: Emily Poplawski

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of RESOLUTION No. 296-2023 Authorizing the use of Operating Reserve Funds for a payment of \$1,000,000 toward the Mechanics Bank Expansion Line of Credit.

Motion to approve RESOLUTION No. 296-2023 made by Treasurer Slavitz, Seconded by Trustee Weil.

Roll Call Vote:

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

Absent: Emily Poplawski

Noes: None.

All in Favor. Motion Passed.

10. Presentation on State Annual Report for FY22-23

The Annual report to the California State Library has been submitted on November 7. This report is required by the CSL for consideration for grant funding each year. Submitted November 7.

Per the statistics reported on Page 10-1 of the packet, there are 8,419 Bel-Tib cardholders, an increase from about 7,900 in the prior year.

With respect to visitors, as the Library moves forward from last year's Grand Opening, comparative statistics to prior year will be provided. In addition, a people counter will be added to all Library entrances.

With a total of 131,691 checkouts, 46,695 being electronic, print materials are still circulating at twice the level of electronic materials.

Library Staff organized and offered nearly 500 programs, with nearly 9,000 attendees in total.

11. Schedule of 2023-2024 meeting Dates

The next Regular BTLA meeting is scheduled for January 22, 2024. If a December meeting is necessary, it would be held on December 18, 2023.

In closing, Trustee Drew again expressed concern about the safety of the Mar West/Tiburon Boulevard intersection and suggested that a representative from the Library participate in assuring a safe intersection.

Chair Richards adjourned the meeting at 7:25 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY

OPERATING WARRANTS

November 15, 2023

Check Date	Check	Payee	Fund	GL Code	GL Title	Expenses	Check Total
OPERATING ACCOUNTS PAYABLE BATCH							
11/15/2023	102050	A&PMOVINGCOMPANY	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
11/15/2023	102051	AMELIASTRADER	100	8250	Books and other Materials	\$ 415.00	\$ 415.00
11/15/2023	102052	ARAMARK	100	8492	Maintenance Contracts	\$ 64.45	\$ -
		ARAMARK	100	8492	Maintenance Contracts	\$ 64.45	\$ 128.90
11/15/2023	102053	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 200.00	\$ -
		BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 40.00	\$ 240.00
11/15/2023	102054	BRODARTCO	100	7601	Books and other Materials	\$ 871.28	\$ -
		BRODARTCO	100	7602	Vendor Processing Costs	\$ 20.61	\$ 891.89
11/15/2023	102055	DEMCOINC	100	7603	Supplies for Processing	\$ 192.36	\$ 192.36
11/15/2023	102056	DIANAMARIEETSEY	100	8240	Library Services Materials	\$ 300.00	\$ 300.00
11/15/2023	102057	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 6,986.82	\$ -
		INGRAMLIBRARYSERVICES	100	7602	Vendor Processing Costs	\$ 482.60	\$ 7,469.42
11/15/2023	102058	JASMINDARZNIK	100	8240	Library Services Materials	\$ 1,000.00	\$ 1,000.00
11/15/2023	102059	LIBRARYIDEASLLC	100	7606	Digital Resources & Content	\$ 13.50	\$ 13.50
11/15/2023	102060	MARINITINC	100	8070	IT Infrastructure	\$ 400.00	\$ -
		MARINITINC	100	8040	Technical Support	\$ 2,513.50	\$ -
		MARINITINC	100	8070	IT Infrastructure	\$ 770.00	\$ 3,683.50
11/15/2023	102061	MEGANSCHOENBOHM	100	8250	Children's Program Supplies	\$ 200.00	\$ 200.00
11/15/2023	102062	MILL VALLY REFUSE	100	8480	Trash	\$ 285.07	\$ 285.07
	102063	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 1,976.38	\$ 1,976.38
11/15/2023	102064	OVERDRIVEINC	100	7601	Digital Resources & Content	\$ 903.29	\$ -
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 271.89	\$ 1,175.18
11/15/2023	102065	REBECCAJUNG	100	8251	Young Adult Programs	\$ 39.30	\$ 39.30
11/15/2023	102066	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 532.67	\$ -
		REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00	\$ 4,969.67
11/15/2023	102067	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 687.41	\$ -
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 659.70	\$ 1,347.11
11/15/2023	102068	THEPUPPETCOMPANY	100	8250	Children's Program Supplies	\$ 425.00	\$ 425.00
11/15/2023	102069	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,150.36	\$ 1,150.36
11/15/2023	102070	VANGUARDIDSYSTEMS	100	7603	Supplies for Processing	\$ 353.24	\$ 353.24
11/15/2023						\$ -	\$ -
				11/15/2023	TOTAL WARRANTS	\$ 26,355.88	\$ 26,355.88

BELVEDERE TIBURON LIBRARY AGENCY

OPERATING WARRANTS

November 30, 2023

Check Date	Check	Payee	Fund	GL Code	GL Title	Expenses	Check Total
OPERATING ACCOUNTS PAYABLE BATCH							
11/30/2023	102071	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 40.00	
		BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 120.00	\$ 160.00
11/30/2023	102072	DELTADENTALOFCALIFORNI	100	7110	PERS Insurance Benefits	\$ 1,346.56	\$ 1,346.56
11/30/2023	102073	DEMCOINC	100	7603	Supplies for Processing	\$ 91.02	\$ 91.02
11/30/2023	102074	DIEGOSGARDENS	100	8440	Grounds Maintenance	\$ 660.00	\$ 660.00
11/30/2023	102075	GINAVAZIRI	100	7200	Professional Development	\$ 123.00	\$ 123.00
11/30/2023	102076	LIBRARYIDEASLLC	100	7606	Digital Resources & Content	\$ 20.00	\$ 20.00
11/30/2023	102077	MARINITINC	100	8070	IT Infrastructure	\$ 297.50	\$ -
		MARINITINC	100	8040	Technical Support	\$ 2,513.50	\$ -
		MARINITINC	100	8070	IT Infrastructure	\$ 797.50	\$ 3,608.50
11/30/2023	102078	MILLVALLEYMUSIC	100	7601	Books and other Materials	\$ 253.95	\$ 253.95
11/30/2023	102079	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 1,976.38	\$ 1,976.38
11/30/2023	102080	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 180.00	\$ 180.00
11/30/2023	102081	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 659.70	
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 659.70	\$ 1,319.40
11/30/2023	102082	RWGLAW	100	8840	Legal Services	\$ 1,087.00	\$ 1,087.00
11/30/2023	102083	SHOWCASES	100	7603	Supplies for Processing	\$ 574.56	\$ 574.56
11/30/2023	102084	THEARKNEWSPAPER	100	8225	Public Relations	\$ 313.00	\$ -
		THEARKNEWSPAPER	100	8225	Public Relations	\$ 313.00	\$ -
		THEARKNEWSPAPER	100	8225	Public Relations	\$ 313.00	\$ 1,252.00
11/30/2023	102085	TOWNOFTIBURON	100	8225	Public Relations	\$ 75.00	\$ 75.00
11/30/2023	102086	USBANK	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
11/30/2023						\$ -	\$ -
				1/0/1900	TOTAL WARRANTS	\$ 13,936.56	\$ 13,936.56

BELVEDERE TIBURON LIBRARY AGENCY

OPERATING WARRANTS

December 15, 2023

Check Date	Check	Payee	Fund	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
12/5/2023	000569	Diana Marie Estey	100	8240	Library Services Materials	\$ 300.00	\$ 300.00
12/5/2023	000570	Kristin Johnson	100	8251	Young Adult Programs	\$ (0.73)	\$ -
			100	8220	Postage Freight	\$ 24.26	
			100	8430	Building Maintenance	\$ 17.36	
			100	8240	Library Services Materials	\$ 50.00	\$ 90.89
12/5/2023	000571	Pacific Gas & Electric	100	8493	EV Public Charging Stations	\$ 486.81	\$ 486.81
					TOTAL HAND CHECKS	\$ 390.89	\$ 390.89
OPERATING ACCOUNTS PAYABLE BATCH							
12/15/2023	102087	A&PMOVINGCOMPANY	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
12/15/2023	102088	ACVARGOTIBURON	100	8491	Parking	\$ 1,560.00	\$ 1,560.00
12/15/2023	102089	DEMCOINC	100	8230	Office Supplies	\$ 262.93	\$ 262.93
12/15/2023	102090	ENVISIONWAREINC	100	8070	IT Infrastructure	\$ 725.00	\$ -
		ENVISIONWAREINC	100	8070	IT Infrastructure	\$ 656.25	\$ 1,381.25
12/15/2023	102091	KYOCERA	100	8210	Copier Expense	\$ 326.33	\$ 326.33
12/15/2023	102092	MARINITINC	100	8070	IT Infrastructure	\$ 400.00	\$ 400.00
12/15/2023	102093	MAZEASSOCIATES	100	8835	Auditing	\$ 2,090.00	\$ 2,090.00
12/15/2023	102094	MILL VALLY REFUSE	100	8480	Trash	\$ 276.07	\$ 276.07
12/15/2023	102095	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 1,976.38	\$ 1,976.38
12/15/2023	102096	OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 801.44	\$ -
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 1,109.66	\$ -
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 114.98	\$ -
		OVERDRIVEINC	100	7606	Digital Resources & Content	\$ 192.49	\$ 2,218.57
12/15/2023	102097	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 452.71	\$ -
		REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 4,437.00	\$ -
		REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 520.00	\$ -
		REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 251.32	\$ 5,661.03
12/15/2023	102098	REDWOODSECURITYSYSTEMS	100	8492	Maintenance Contracts	\$ 318.00	\$ 318.00
12/15/2023	102099	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 659.70	\$ -
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 659.70	\$ 1,319.40
12/15/2023	102100	RWGLAW	100	8840	Legal Services	\$ 2,121.04	\$ 2,121.04
12/15/2023	102101	SSUTINGYU	100	8290	Technology Training Program	\$ 350.00	\$ 350.00
12/15/2023	102102	THEARKNEWSPAPER	100	8225	Public Relations	\$ 565.00	\$ 565.00
12/15/2023	102103	THEIVYGROUP	100	8840	Legal Services	\$ 11,935.00	\$ 11,935.00
12/15/2023	102104	TINAWOLK	100	8250	Children's Program Supplies	\$ 173.76	\$ 173.76
12/15/2023	102105	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,132.95	\$ 1,132.95
					TOTAL ACCOUNTS PAYABLE BATCH	\$ 34,167.71	\$ 34,167.71
					TOTAL WARRANTS	\$ 34,558.60	\$ 34,558.60

BELVEDERE TIBURON LIBRARY AGENCY

OPERATING WARRANTS

December 31, 2023

Check Date	Check	Payee	Fund	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
12/28/2023	000572	MARIN IT	100	8070	IT Infrastructure	\$ 797.50	
		MARIN IT	100	8040	Technical Support	\$ 2,513.50	\$ 3,311.00
12/28/2023	000573	RICHARDS, WATSON, GERSHON	100	8840	Legal Services	\$ 873.50	\$ 873.50
					TOTAL HAND CHECKS	\$ 4,184.50	\$ 4,184.50
OPERATING ACCOUNTS PAYABLE BATCH							
12/31/2023	102106	ARAMARK	100	8492	Maintenance Contracts	\$ 64.45	\$ 64.45
12/31/2023	102107	MARINWATER	100	8500	Water	\$ 49.29	\$ -
		MARINWATER	100	8500	Water	\$ 779.04	\$ 828.33
12/31/2023	102108	MARINITINC	100	8070	IT Infrastructure	\$ 297.50	\$ 297.50
12/31/2023	102109	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 1,900.00	\$ 1,900.00
12/31/2023	102110	NBS	310	8920	Bond Fiscal Agent Fees	\$ 2,675.83	\$ 2,675.83
12/31/2023	102111	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 180.00	\$ 180.00
12/31/2023	102112	PURCHASEPOWER	100	8220	Postage Freight	\$ 201.00	\$ 201.00
12/31/2023	102113	ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 176.14	\$ -
		ROBERTHALF	100	7020	Part Time Salaries & Wages	\$ 659.70	\$ 835.84
12/31/2023	102114	TERMINIXPROCESSINGCENTE	100	8492	Maintenance Contracts	\$ 110.00	\$ 110.00
12/31/2023	102115	TRAHANMECHANICALINC	100	8430	Building Maintenance	\$ 8,341.00	\$ 8,341.00
12/31/2023	102116	USBANKEQUIPFIN	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
					TOTAL ACCOUNTS PAYABLE BATCH	\$ 16,643.14	\$ 16,643.14
				#REF!	TOTAL WARRANTS	\$ 20,827.64	\$ 20,827.64

BELVEDERE TIBURON LIBRARY AGENCY
EXPANSION WARRANTS
NOVEMBER, 2023

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
11/5/2023	000415	Cori Van Allen	200	9048	Project Management	422.50	422.50
11/6/2023	000416	McGuinness McCann Group	200	9045	Site Work	25,961.47	25,961.47
					TOTAL	\$ 26,383.97	\$ 26,383.97



DATE: January 22, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: 2024-2026 Draft Strategic Plan

The Long-Range Planning Committee worked closely with The Ivy Group to prepare the 2024-2026 Strategic Plan draft for BTLA review. After discussion and adoption, a subsequent 1-2 page summary will be developed and distributed, with the complete plan accessible from the library's website. The Ivy Group will continue to work with staff and the Long-Range Planning Committee to develop an internal-facing implementation plan with more detailed tactics, measurable indicators, and a timeline.

DRAFT

BELVEDERE TIBURON LIBRARY AGENCY STRATEGIC PLAN 2024-2026



Belvedere
Tiburon
Library

LET'S CONNECT

LETTER FROM THE AGENCY

Dear Library Friend,

New spaces, faces, and a renewed commitment to our community's aspirations mark the Belvedere Tiburon Library's ongoing transformation. Through the collaborative efforts of our community members and staff and invaluable guidance from strategic consultants, The Ivy Group, we have positioned the Library to play an even greater role in your daily life.

The theme of "Let's Connect" will guide the Library as we embark on this next chapter. This theme emerged organically through a highly participated community survey, focus groups, community meetings, Library Agency and Foundation leadership, and staff input. The 2024-2026 Strategic Plan is essential for the work ahead, and we'll use the plan to inform our fiscal decisions and program and service priorities for the coming years.

We invite you to be an integral part of and benefit from the Library's efforts:

- To be a warm, welcoming space for neighbors to connect
- To deliver responsive services to the community
- To partner with organizations to leverage resources
- To connect community members to resources, expertise, and opportunities

Our growth and success is due to all those who care about our community and the Library. Whether you visit the Library, utilize our online services, volunteer your time and talent, or support and advocate for the Library, we sincerely thank you. We extend special appreciation to our dedicated staff, whose passion for the Library's role in society and commitment to serving the public make it all possible. We are here because of you—and for you.

OUR VISION

A community where every person feels included and inspired

OUR MISSION

To nurture curiosity, spark connections, and foster lifelong learning

Thank you on behalf of the
Belvedere Tiburon Library Agency,

Crystal Duran, Library Director

Roxanne Richards, '23-'24 Agency Chair

DRAFT

EXECUTIVE SUMMARY

The Library's reopening in its renovated space in September 2022 has provided an opportunity for the community to consider the public library's role in Belvedere-Tiburon. While the collaborative process invited a long-term vision for the Library, the following plan will guide the Library from 2024 through 2026.

Primary themes emerging over the course of the 4-month process include:

- A community desire for connection and stakeholder collaboration
- The Library's principle role as a source of books and other media
- The Library's potential to be a warm, welcoming space, available to everyone in the community
- Satisfaction with the new building and a desire for more engagement opportunities

For more information, see Appendix A: Methodology.

Community participants and BTLA leadership distilled the strategic direction of the Belvedere Tiburon Library into four cornerstones of connection.

Connect with:

- Each Other
- Your Library
- Community
- Culture

These four areas of focus provide the Library's leadership team and staff members the roadmap for the coming years.

For more information, see Appendix B: Research Highlights.

THE PLAN

THESE FOUR CORNERSTONES FOR 2024-2026 WILL ALLOW THE LIBRARY TO CONNECT WITH:

Each Other

Impact: The Library is a warm, welcoming space for neighbors to connect

Cultivate a comfortable atmosphere

- Promote patron conduct policies to accommodate refreshments and noise levels
- Invite patrons to linger with cozy furnishings, soft seating, and convenience items for borrowing such as charging cords, headphones, and seat cushions
- Improve usability and wayfinding throughout the building
- Raise visibility of staff in public spaces
- Establish task-specific zones with appropriate, flexible seating, lighting, signage, and technology

- Create more welcoming and inviting entryways and service points

Bring the community together

- Expand the breadth, depth, and diversity of programs for all ages
 - Work with partners to leverage resources and create large-scale community events
 - Create and promote skill and leadership development opportunities for teens
- ### Establish the Library as a destination gathering space
- Provide more opportunities for exploration and play in indoor and outdoor children's spaces
 - Host performances and activities on the Library's plaza
 - Develop policies to increase public access to meeting and event spaces such as the Founders Room

Your Library

Impact: The Library delivers responsive services to the community

Deliver one-on-one services

- Brand and promote high-touch services such as reading recommendations, research assistance, and technical troubleshooting
- Increase digital literacy opportunities to empower patrons to be tech-savvy and up to date on current and emerging technologies
- Promote one-on-one assistance for information and library tech needs

Implement responsive programming and services

- Explore delivery options to those unable to visit the Library

THE PLAN: **Four Cornerstones**

- Leverage evaluation tools to create responsive, quality programs based on ongoing community feedback
- Host workshops and discussion groups facilitated by Library staff and vetted presenters
- Partner with various organizations to host activities outside the Library including storywalks and pop-up libraries
- Conduct outreach efforts in conjunction with community events
- Partner with local elementary schools to launch a student success card initiative

Transform perceptions of public library service

- Raise the Library's profile with a brand awareness campaign
- Create an integrated marketing plan with a defined promotional budget
- Coordinate communications efforts between all Library entities (staff, BTLA, Foundation, Corner Books, etc.)
- Refine the Library's press kit and

communicate process to internal stakeholders

- Investigate tools that enable custom communications targeted to patrons' personal preferences and interests
- Regularly share Library successes through multiple channels to build community awareness
- Explore the feasibility of permanent, prominent signage on the Library's plaza
- Capitalize on the reach of The Ark through earned and paid placements

Ensure the health of the organizations that support library service

- Convene regular working meetings between the Agency and the Foundation
- Engage volunteers to build support and increase the use of the Library among their personal and professional networks
- Support Agency and Foundation members with an onboarding process, continuing education goals, and regular presentations from staff

- Revise staff onboarding process and employee handbook and annually review contents with staff
- Improve efficiency among staff, administration, and the Agency through a user-friendly portal with current information on policies, procedures, communications, and meeting minutes
- Establish departmental goals that align with the Strategic Plan
- Formalize staff professional development goals and procedures

Community

Impact: The Library partners with organizations to leverage resources

Bring community organizations together for collective impact

- Facilitate relationship-building between organizations by hosting collaborative sessions on local issues
- Prioritize partnerships with organizations that complement the

THE PLAN: **Four Cornerstones**

Library's mission and cross-promote initiatives

- Work with partners to develop a more age-friendly community

Create a local information and resources hub

- Empower staff to represent BTLA on local and regional boards to connect the Library to wider initiatives serving Belvedere and Tiburon

- Consolidate welcome packages to orient newcomers to the local landscape

Become a node of emergency preparedness and response

- Partner with first responders and other agencies to host preparedness events at the Library and to distribute supplies
- Make the Library building available for emergency and disaster relief services
- Promote the Library as a heating and cooling center and seek grant funding to support this role

Drive sustainability goals

- Explore the feasibility of adding solar panels to the Library building
- Involve the public in the Library's green initiatives
- Provide infrastructure for additional modes of travel to the Library
- Identify additional opportunities to support local climate action-plans and goals
- Attain Sustainable Library Certification and promote community impact

Culture

Impact: The Library connects community members to resources, expertise, and opportunities

Curate offerings that reflect and inspire the community

- Spotlight local talent through programs and exhibits

- Increase the Library's world language holdings

- Meet the demand for high-circulating digital titles

- Explore experimental uses of the art gallery

- Improve discoverability of the collection through themed lists, displays, personalized recommendations, and training on the online catalog interface

Increase the capacity of the popular Makerspace

- Foster innovation through access to prototyping and experimentation in the Makerspace, podcast suite, and digiLab
- Capitalize on intergenerational storytelling in the Makerspace
- Coordinate Makerspace offerings with those available at local schools
- Continuously advance staffing, training, and equipment to remain cutting-edge

ACKNOWLEDGMENTS

We sincerely appreciate everyone who has contributed to developing the 2024-2026 Strategic Plan, including in focus groups, community meetings, leader luncheons, interviews, and community surveys.

LONG-RANGE PLANNING COMMITTEE

Roxanne Richards
Anthony Hooker
Lawrence Drew
Lucy Churton
Joey Della Santina
Crystal Duran

THE IVY GROUP, STRATEGIC PLAN CONSULTANT

Julia Prince, *Managing Director*
Sarah Hamfeldt, *Library Specialist*



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Appendix A: Methodology

The strategic planning team deeply engaged with internal stakeholders, community leaders, and those who live and work in Belvedere and Tiburon to understand how best the Library can serve them.

Through conversations, exercises, data, and survey responses, they were able to gain a thorough understanding of the shape of relevant library service in both the short and long term.

Data Analysis

Quantitative methodologies offer a reliable snapshot of current conditions. They allow measurements to be precisely compared, transforming numbers into insights.

Environmental Analysis

The consulting team used a modified PESTLE (political, economic, social, technological, legal, and environmental) framework to create an environmental analysis of Belvedere and Tiburon. In addition to Census Bureau demographic data, Belvedere and Tiburon's comprehensive plans, sustainability documents, health dashboards, environmental data, education, and library benchmarking were added for their relevance to library services.

Market Segmentation Study

Claritas' MyBestSegments lifestyle systems define every household in the U.S. by distinct types, called "segments," to provide a comprehensive picture of the households in Belvedere and Tiburon. The study identified key demographics,

lifestyle characteristics, consumer behavior, and media preferences of library users and non-users.

Stakeholder Engagement

Those closest to an organization offer unique insight in their assessment of its strengths and opportunities. Consultants met with leadership from the Belvedere Tiburon Library Agency and Foundation, Library administration, and staff for facilitated discussions.

Stakeholder Forum

On Tuesday, September 26, 2023, Ivy Group met with Library 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 services and offerings through a SOAR exercise, and generated ideas for the Library's mission and vision statements.

Appendix A: **Methodology**

DRAFT

Staff Forum

On September 26, 2023, consultants met with seven Library staff members to prioritize community assets and complete a SOAR assessment.

Leader Luncheon

The Library invited 23 local movers and shakers to a working lunch on Wednesday, September 27, 2023, including elected officials, representatives from both police departments, area public and private schools, and business owners and managers. Consultants facilitated small group discussions, a community asset exercise, and a room-wide conversation.

Community Leader Interviews

The Library's internal strategic planning team conducted interviews with additional community leaders. Notes were provided to the consultants for inclusion in the report.

Community Engagement

To create an inclusive and transparent process that centers the community's needs and aspirations, consultants sought the perspectives of a variety of people who live and work in Belvedere and Tiburon. When viewed alongside the hard data, this qualitative information explains the "why" behind correlations and uplifts hidden voices.

Focus Groups

Focus groups are effective for obtaining useful anecdotal information, engaging community groups in talking about what's important to them, and informing the Library about perceptions of new services. Consultants conducted two in-person focus groups at the Library and Hilarita apartments on September 27 and one virtual session on October 3, 2023. The composition of each session was designed in close consultation with the Library and was intended to represent multiple voices: Library advo-

cates, Hilarita residents, and parents of young children.

Community Meeting

The community meetings publicized the planning process and signaled that it was open to all. Consultants met with over 30 Library users and non-users at the Library on the evening of September 27. Participants included older adults, parents, and working adults.

Online Community Survey

An online survey is an effective way to engage the public in an inclusive, transparent manner. 386 people participated in the survey that was offered via an online survey platform from October 16 through November 5, 2023. The survey identified the preferences of the community with respect to public library use, probed reasons why households do not currently use the Library, and gathered suggestions on how the Library can better meet their needs.

An online survey is an effective way to engage the public in an inclusive, transparent manner.

Appendix B: **Research Highlights**

Each Other

- Focus group participants noted the lack of a community hub open to all and saw the potential for the Library to fill the gap
- Survey respondents were most dissatisfied (22%) with comfortable places to sit and gather in the building
- Residents at the community meeting and the focus groups expect the Library to be comfortable and requested a café-style atmosphere
- 64% of survey respondents were interested or very interested in a café atmosphere at the Library
- Focus group participants requested clarification on policies regarding food and noise in specific zones of the building
- The largest market segments prefer high-touch concierge services and retail experiences

- According to the survey, patrons primarily use the Library for in-person enrichment (check out materials, attend programs for adults, visit Corner Books, hobbies and entertainment, and visit the art gallery)
- Program offerings for adults received the lowest “very satisfied” response (34%) from survey-takers
- 94% of survey respondents were interested or very interested in an engaging variety of programs in the future
- Library users thought it was important or very important to expand programs and services for adults (87%), children (76%), and teens (75%)
- Focus group participants and survey respondents identified the need for programs for specific audiences, such as tech help for seniors and after-school events for tweens and teens

Your Library

- Only 34% of survey respondents were very satisfied with the Library’s marketing
- The primary reason survey respondents don’t use the Library (“It doesn’t occur to me to go there”) indicates a lack of awareness of the breadth of offerings
- Focus group and community meeting participants preferred communications from the Library that are specific to their interests
- Stakeholders at the internal forums and Leaders Luncheon identified the opportunity for increased Library participation in community events and school partnerships
- Email (91%), the Library website (50%), and The Ark and other local publications (38%) are the best ways for the Library to communicate with residents according to survey respondents

Appendix B: **Research Highlights**

- Representatives of the Library Agency and Foundation identified a closer working relationship as an aspiration during the stakeholder forum
- Participants in the staff forum identified the need for clear goals, policies, and procedures, with regular feedback from administration and the Agency
- Focus group and community meeting attendees were highly motivated to resume volunteering at the Library

Community

- Attendees of the Leaders Luncheon requested more opportunities to convene and collaborate at the Library and for the opportunity to use the Founders Room for their own meetings
- Focus group participants reported that while there are many local communication channels, they tend to be siloed and members-only
- 66% of survey respondents identified emergency preparedness as an important community issue

- First responders at the Leaders Luncheon identified the Library as a prime location for a shelter or collection point during an emergency and as a host of preparedness workshops
- Both communities participate in community preparedness efforts such as NOAA TsunamiReady, BayWave, and the Marin County Community Wildlife Protection Plan
- 73% of survey respondents were interested or very interested in future green initiatives at the Library
- A majority (55%) of survey respondents identified the environment and sustainability as a very important issue for the community
- Focus group and survey respondents support adding solar panels to the Library building

- Both Belvedere and Tiburon Climate Action Plans set local emission reduction strategies
- Both Belvedere and Tiburon General Plans share a vision to preserve open space, sustainably protect the environment, and to provide recreational opportunities

Culture

- 86% of survey respondents were interested or very interested in cultural and musical events on the Library's front plaza
- Participants in the focus groups, Leaders Luncheon, and community meeting identified live arts performances on the plaza as a means to bring more cultural events downtown and to raise the Library's profile
- Focus group participants requested more material in world languages
- The art gallery was praised by volunteers and library users in focus groups
- 68% of survey respondents identified the Makerspace as very important or important to expand
- 83% of survey respondents were interested or very interested in the opportunity to explore and use innovative technology
- Focus group participants believed that Makerspace activities will draw in new teen patrons



Belvedere
Tiburon
Library

RESOLUTION NO. 297-2024

**A RESOLUTION OF THE BELVEDERE-TIBURON LIBRARY AGENCY
AUTHORIZING THE USE OF OPERATING RESERVE FUNDS FOR A PAYMENT OF
\$ _____ TOWARD THE MECHANICS BANK EXPANSION LINE OF CREDIT**

WHEREAS, The Belvedere-Tiburon Library Agency borrowed a total of \$3,000,000 on the Mechanics Bank Expansion Line of Credit as of August 2022 to complete the Library Expansion Project.

WHEREAS, The Library Expansion Project has been substantially completed, and has adequate funds on hand for minimal expected additional costs.

WHEREAS, The Library Operating Reserve Cash on Hand as of December 31, 2023 is \$1,981,672.

WHEREAS, The Line of Credit Principal Balance as of December 31, 2023 is \$1,331,035.

WHEREAS The Operating Reserve Funds are earning 4% in interest compared to a Line of Credit interest cost of 5%.

WHEREAS, The Belvedere-Tiburon Library Agency has determined that it would be prudent and financially beneficial to use \$ _____ of the Operating Reserve Funds, to reduce the Mechanics Bank Expansion Line of Credit Principal Balance.

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

1. That the Library Director is hereby authorized to transfer \$ _____ of the Operating Reserve Funds for payment toward reduction of the Mechanics Bank Expansion Line of Credit Principal Balance.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 22nd day of January, 2024.

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

Roxanne Richards, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board

January 22, 2024



DATE: January 22, 2023

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: **First Review of Fiscal Year 2022-2023 Audit Report**

The draft 2022-2023 Audit Report is included for your review. Representatives from the auditing agency will present the report at the February BTLA meeting and can answer any questions in detail then.

BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency
of the Town of Tiburon and the City of Belvedere and
A California Community Facilities District)
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023

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FINAL DRAFT

**BELVEDERE-TIBURON LIBRARY AGENCY
BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

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FINAL DRAFT



INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Belvedere-Tiburon Library Agency
Tiburon, California

Opinions

We have audited the accompanying financial statements of the governmental activities and General Fund of the Belvedere-Tiburon Library Agency (Agency) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and General Fund of the Agency as of June 30, 2023, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Emphasis of Matter – Restatement

As discussed in Note 2M, the Agency restated and reduced the beginning net position of governmental activities and capital assets at July 1, 2022 by \$343,852. The emphasis of this matter does not constitute a modification to our opinions.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Pleasant Hill, California
DATE

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
FINANCIAL HIGHLIGHTS

From the Statement of Net Position on Pages 6 and 12

The Government-Wide Statement of Net Position shows the Agency's assets of \$25,038,270; Deferred Outflows of \$988,523; Liabilities of \$5,551,888; Deferred Inflows of \$338,166; and a Net Position of \$20,136,739 as of June 30, 2023. Capital Assets of \$19,728,196 account for 97% of the Agency's Net Position.

The Agency's Cash, Cash Equivalents, and Investments totaled \$4,765,062 and Net Capital Assets totaled \$19,728,196 at June 30, 2023, representing 19% and 78%, respectively, of the Agency's Total Assets of \$25,038,720.

The Agency's liabilities totaled \$5,551,888 as of June 30, 2023 and consist primarily of \$2,964,747 expansion line of credit borrowing, net pension liability, accrued bonds and capital lease, compensated absences, accounts payable, and post-employment benefit (OPEB) liability. On July 7, 2023, an additional \$600,000 payment, and on November 29, 2023, another additional \$1,000,000 payment were made toward expansion line of credit principal.

From the Statement of Activities on Pages 7 and 13

Total Revenues were \$3,736,217 (\$3,427,217 Operating Revenue and \$309,000 Capital Grants). Total Operating Expenses were \$4,018,550, including Depreciation on Capitalized Assets of \$921,446.

Operating Revenues totaled \$3,427,217 (General Revenues \$3,296,627, Program Revenues \$3,213, and Operating Designated Grants of \$127,377). Operating Expenses were \$4,018,550, including Depreciation on Capitalized Assets of \$921,466. Net Operating Activity before Depreciation on Capitalized Assets was \$330,113. Net Operating Activity after Depreciation on Capitalized Assets was \$(591,333).

Capital grant revenue totaled \$309,000, and, combined with the Net Operating Activity after Depreciation of \$(591,333), provided a Decrease in Net Position of \$282,333.

From the Governmental Funds Statements on Pages 14 and 16 and the Budget Analysis on Page 42

General fund balances increased by \$860,571, a variance of \$1,130,132 over budget, due to operating revenues over budget by \$144,217 expansion grants over budget by \$309,000, operating expenditures under budget by \$352,924, and expansion expenditures under budget by \$531,609. Expansion Line of Credit Borrowing was also under budget by \$200,000. **Operations:** Library Operating activity resulted in a Net Income of \$493,330, which was \$497,141 over budget. **Expansion:** Expansion net activity, including Line of Credit Financing, was \$543,304, which was \$543,304 over budget.

Grants from the Belvedere Tiburon Library Foundation totaled \$354,000, \$54,000 for Operations, and \$300,000 for Expansion funding. Operating Program Grants of \$63,883, mostly from the CA State Library, and Miscellaneous Donations of \$9,494 were also received. Additional Expansion Contributions received were \$9,000 from Marin Clean Energy (an EV Charger installation cost rebate). Inception to date grant details are found in Note 10 to the financial statements on page 39.

BELVEDERE TIBURON LIBRARY AGENCY

**(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
OVERVIEW OF FINANCIAL STATEMENTS**

The Agency's basic financial statements are comprised of four components: government-wide financial statements, governmental funds financial statements, notes to the financial statements, and supplementary information.

Government-wide financial statements are found on pages 6-7 and 12-13 The Government-wide financial statements are designed to provide readers with a broad overview of the Agency's finances in a manner similar to a private-sector business. There are two government-wide financial statements: The Statement of Net Position and the Statement of Activities and Changes in Net Position. These statements include Capital Asset and Long-Term Liability activities.

The Statement of Net Position presents information on all of the Agency's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between them reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating. **(See Pages 6 and 12)**

The Statement of Activities presents information showing how the Agency's net position changed during the fiscal year. Revenue and Expense are accrued in the period incurred, regardless of when cash is received or paid. As in a private-sector business, capital assets are depreciated, principal payments on debt are not an expense, and compensated absences and other post-employment benefits are expensed in the period earned. **(See Pages 7 and 13)**

Governmental Funds (General Fund) Statements are found on pages 8-9 and 14 and 16. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities. The governmental funds statements do not include Capital Assets and Long-Term Liabilities and thus are designed to illustrate the Agency's basic Operating Activities and Position.

Reconciliations between the two types of financial statements are found on pages 15 and 17. The major differences between fund financial statements and government-wide financial statements are the inclusion (Government-Wide) or exclusion (General Fund) of Long-Term Assets and Liabilities, including Capital Outlay, Debt Service, Bond issuance Costs, Compensated Absences, Retirement Costs, and OPEB (Other Post-Employment Benefits).

Notes to the basic financial statements are found on pages 19-40 The notes provide additional information and detail that is essential to a full understanding of the data provided in the financial statements.

Required supplementary information is found on pages 42-45 In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information: A Budget-to-Actual Results Comparison, CalPERS Pension Plan Information, and CalPERS Post-Employment Health Plan Information.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
FINANCIAL HIGHLIGHTS

Personnel costs include Staffing, Retirement and Health Benefits, Payroll Tax Expense, Insurance, and Professional Development Costs. The total Personnel costs were \$1,916,297 in 2023 and \$2,144,991 in 2022, an 11% decrease from the prior year mostly due to prior year vacation payout for the previous Library Director's Retirement.

Services and Supplies include circulation materials and data, except for book acquisitions which are capitalized, i.e., included in capital assets on the statement of net position rather than in expenditures. The capitalized collection is depreciated over 7 years.

Total Resource Expenditures before this capitalization of books were \$368,852 in 2023 and \$380,695 in 2022, a 3% decrease.

Capitalized Resource Costs (books) totaled \$111,256 in 2023 and \$113,817 in 2022, a 2% decrease.

Expensed Resource Collection Costs including print subscriptions, digital content, and database costs were \$257,596 in 2023 and \$266,878 in 2022, a 3.5% decrease.

The Services and Supplies category also includes Programs, Facilities, and non-capitalized Technology and Equipment and Maintenance costs.

Services and Supplies totaled \$887,865 in 2023 and \$766,746 in 2022, a 10% increase from the prior year due to increase in in-Library public programs offered after the September 2022 Grand Opening.

Debt Service Cost

Bond Service Cost for the CFD1995-1 Limited Obligation Bonds was for \$90,000 for Principal and \$27,300 for Interest, plus \$12,605 in Fiscal Agent Fees in accordance with the Bond Issue Agreement. Bond Service Cost is funded through the annual Parcel Tax. **Expansion Line of Credit Debt Service Cost** was \$35,253 for principal and \$132,265 for interest.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
GOVERNMENT-WIDE FINANCIAL
ANALYSIS
Analysis of Net Position
From the Statement of Net Position on Page 12

	<u>Governmental Funds Analysis</u>		<u>\$</u>	<u>%</u>
	<u>2023</u>	<u>2022</u>	<u>Change</u>	<u>Change</u>
Cash, cash equivalents and investments	4,765,062	4,518,696	246,366	5%
Capital assets, net	19,728,196	19,314,543	413,653	2%
Other assets	545,012	180,771	364,241	201%
Total assets	25,038,270	24,014,010	1,024,260	4%
Deferred outflows (Pension & OPEB)	988,523	407,117	581,406	143%
Total deferred outflows	988,523	407,117	581,406	143%
Series 1996 bonds & capital lease	410,000	500,000	(90,000)	-18%
Expansion Line of Credit	2,964,747	1,000,000	1,964,747	-100%
Net Pension liability	1,636,951	578,652	1,058,299	183%
Net Postemployment benefit (OPEB)	357,355	400,078	(42,723)	-11%
Other liabilities	182,835	484,663	(301,828)	-62%
Total liabilities	5,551,888	2,963,393	2,588,495	87%
Deferred inflows (Pension & OPEB)	338,166	694,810	(356,644)	-51%
Total deferred outflows	338,166	694,810	(356,644)	-51%
Net investment in capital assets	16,353,449	17,814,543	(1,461,094)	-8%
Restricted and Unrestricted	3,783,290	2,948,381	834,909	28%
Net position	20,136,739	20,762,924	(626,185)	-3%

Net Position serves over time as a useful indicator of the Agency's financial position: Assets exceeded Liabilities by \$20,136,739 as of June 30, 2023, a decrease of \$626,185 from the prior year. Net Investment in Capital Assets consists of Capital Assets Less and related outstanding Debt. Unrestricted Assets are those used to finance Operations and Debt Service.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
GOVERNMENT-WIDE FINANCIAL
ANALYSIS

Analysis of Changes in Net Position
From the Statement of Activities on Page 13

	Governmental Activities		\$	%
	2023	2022	Change	Change
PROGRAM EXPENSES:				
Library Services				
Personnel Cost	\$1,941,959	\$2,144,990	(\$203,031)	-9%
Pension and OPEB Adjustments		-328,441	328,441	-100%
Total Personnel Services	1,941,959	1,816,549	125,410	7%
Materials and Programs	982,875	652,929	329,946	51%
Depreciation and Amortization	921,446	221,693	699,753	316%
Bond Interest & Fiscal Agent Fees	39,905	41,329	-1,424	-3%
LOC Interest	132,365	0	132,365	
Total Program Expenses	4,018,550	2,732,500	1,286,050	47%
PROGRAM REVENUES:				
Charges for Services	3,213	1,294	1,919	148%
Grants and Contributions	436,377	2,533,783	-2,097,406	-83%
Total Program Revenues	439,590	2,535,077	-2,095,487	-83%
GENERAL REVENUES:				
Property Taxes	3,217,788	3,111,722	106,066	3%
Investment Earnings	78,839	12,700	66,139	521%
Total General Revenues	3,296,627	3,124,422	172,205	6%
Increase in Net Position	-282,333	2,926,999	-3,209,332	-110%
Net Position - Beginning of Year	20,762,924	17,835,925	2,926,999	16%
Adjustment to Prior Year Net Position	-343,852		-343,852	
Restated Net Position - Beginning of Year	20,419,072	17,835,925	2,583,147	14%
Net Position - End of Year	\$20,136,739	\$20,762,924	(\$626,185)	-3%

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
GOVERNMENTAL FUND – GENERAL FUND BALANCE SHEET ANALYSIS
From the Balance Sheet Governmental Fund – General Fund on Page 14

	Governmental Funds - General Fund Analysis		\$	%
ASSETS	2023	2022	Change	Change
Cash, cash equivalents and investments	4,765,062	4,518,696	246,366	5%
Accounts and Interest receivable	391,831	150,071	241,760	161%
Prepays	140,115	20,189	119,926	594%
Deposits	13,066	10,511	2,555	24%
Total Assets	5,310,074	4,699,467	610,607	13%
LIABILITIES AND FUND BALANCES				
Accounts payable and accrued liabilities	91,127	341,091	(249,964)	-73%
Total Liabilities	91,127	341,091	(249,964)	-73%
FUND BALANCES				
Nonspendable for prepaids and deposits	153,181	30,700	122,481	399%
Restricted for:				
Debt Service	88,050	90,250	(2,200)	-2%
Committed for:				
Operations	4,410,922	3,670,632	740,290	20%
Insurance	250,000	250,000	-	0%
Building Maintenance	316,794	316,794	-	0%
Total Fund Balances	5,218,947	4,358,376	860,571	20%
Total Liabilities and Fund Balances	\$ 5,310,074	\$ 4,699,467	\$ 610,607	13%

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
GOVERNMENTAL FUNDS CHANGES ANALYSIS
From the Statement of Revenues, Expenditures, and Changes in
Fund Balances on Page 16

The following schedule presents a comparison of general fund revenues and expenditures for the fiscal year ended June 30, 2023 to the prior fiscal year.

	Governmental Funds Analysis		\$	%
	2023	2022	Change	Change
Basic Library Tax	\$2,365,064	\$2,213,304	\$151,760	7%
Parcel Tax	278,024	277,599	\$425	0%
ERAF	574,700	620,819	(\$46,119)	-7%
Total intergovernmental	3,217,788	3,111,722	106,066	3%
Private Grants & Contributions:				
Belvedere Tiburon Library Foundation				
Operations	54,000	0	54,000	
Expansion	300,000	2,225,000	-1,925,000	-87%
TOT & COB - Expansion	0	300,000	-300,000	-100%
Marin Clean Energy - Expansion	9,000	0	9,000	
Program Grants	63,883	0	63,883	
Miscellaneous Grants & Contributions	9,494	8,783	711	8%
Charges for Services	3,213	1,294	1,919	148%
Investment Earnings	78,839	12,700	66,139	521%
Total Revenues	3,736,217	5,659,499	-1,923,282	-34%
Salaries and Benefits	1,916,297	2,144,991	-228,694	-11%
Services and Supplies	887,685	766,746	120,939	16%
Bond and LOC Principal	125,253	88,839	36,414	41%
Bond and LOC Interest and Fiscal Agent Fees	172,270	41,329	130,941	317%
Capital Outlay	1,774,141	4,440,630	-2,666,489	-60%
Total Expenditures	4,875,646	7,482,535	-2,606,889	-35%
Excess of Revenues over Expenditures	-1,139,429	-1,823,036	683,607	-37%
Proceeds from Line of Credit	2,000,000	1,000,000	1,000,000	100%
Net Change in Fund Balance	860,571	-823,036	1,683,607	-205%
Fund Balances, Beginning of Year	4,358,376	5,181,412	-823,036	-16%
Fund Balances, End of Year	\$5,218,947	\$4,358,376	\$860,571	20%

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023
GOVERNMENTAL FUNDS SUMMARY
From the Balance Sheet on Page 14

	<u>30-Jun-22</u>	<u>Increase/ (Decrease)</u>	<u>30-Jun-23</u>
Nonspendable Prepaids and Deposits	\$ 30,700	\$ 122,481	\$ 153,181
Restricted for Debt Service	\$ 90,250	\$ (2,200)	\$ 88,050
Committed for Operations	\$3,670,632	\$ 740,290	\$4,410,922
Committed for Insurance	\$ 250,000	\$ -	\$ 250,000
Committed for Building Maintenance	\$ 316,794	\$ -	\$ 316,794
	<u>\$4,358,376</u>	<u>\$860,571</u>	<u>\$5,218,947</u>

**HISTORY AND ECONOMIC
FACTORS**

The history of the Agency organization is described in Note 1 to the financial statements. The main source of revenue for the Agency is property taxes as described in Note 1 to the financial statements. The return of excess ERAF is not assured on an annual basis into the future. The Agency also relies on annual grants from the Belvedere Tiburon Library Foundation, which may vary from year to year.

Building reserves are normally being funded on a yearly basis to pay for building upgrades and maintenance, including roofing, carpeting, or other important facility items. Insurance Reserves are meant to cover the costs of plan deductibles. Operating Reserves represent Foundation fundraising over many years, which supplemented the Library's Operation Budget, and may be used for Debt Service at the Agency's discretion.

Expansion Activity Note:

The Library Expansion was substantially completed in January, 2024, after a Grand Opening in September, 2023.

The Budget for the Expansion was \$18,300,000. As of June 20, 2023, the project had been funded through Library Foundation Community Fundraising/Local Donors \$14,000,000 (76%), Library Reserves from prior years' Library Foundation Fundraising \$1,000,000 (5%), Contributions from the Town of Tiburon and the City of Belvedere \$750,000 (3%) and Line of Credit Borrowing \$3,000,000 (16%).

As of November 30, 2023, subsequent Payment of Line of Credit Principal of \$1,600,000 via use of additional Library Reserves from prior years' Foundation Fundraising reduced Line of Credit Borrowing to \$1,400,000 (7%) and Library Reserve Contribution to \$2,600,000 (14%). Since Library Reserves are attributable to past years' Library Foundation Fundraising, Donor contributions made through the Foundation now comprise a total of \$16,600,000 (90%) of funding for Expansion Project Costs.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2023

This financial report is designed to provide a general overview of the Agency's finances for all those with an interest in the Agency's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Library Director
Belvedere Tiburon Library Agency
1501 Tiburon Blvd
Tiburon, CA 94920.

FINAL DRAFT

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

STATEMENT OF NET POSITION
JUNE 30, 2023

	Governmental Activities
ASSETS	
Current assets:	
Cash, cash equivalents and investments (Note 3)	\$4,765,062
Accounts and interest receivable (Note 4)	391,831
Prepays	140,115
Security deposit	13,066
Total current assets	<u>5,310,074</u>
Noncurrent assets:	
Nondepreciable capital assets (Note 5)	1,623,551
Depreciable capital assets, net (Note 5)	18,104,645
Total capital assets, net of accumulated depreciation	<u>19,728,196</u>
Total Assets	<u>25,038,270</u>
DEFERRED OUTFLOWS OF RESOURCES	
Related to pension (Note 8)	884,904
Related to OPEB (Note 9)	103,619
Total Deferred Outflows of Resources	<u>988,523</u>
LIABILITIES	
Current liabilities:	
Accounts payable and accrued liabilities	91,127
Long-term debt - due within one year (Note 6)	1,767,516
Total current liabilities	<u>1,858,643</u>
Non-current liabilities:	
Compensated absences - due in more than one year (Note 2F)	91,708
Long-term debt - due in more than one year (Note 6)	1,607,231
Collective net pension liability (Note 8)	1,636,951
Net OPEB liability (Note 9)	357,355
Total Liabilities	<u>5,551,888</u>
DEFERRED INFLOWS OF RESOURCES	
Related to pension (Note 8)	209,221
Related to OPEB (Note 9)	128,945
Total Deferred Inflows of Resources	<u>338,166</u>
NET POSITION (Note 7A)	
Net investments in capital assets	16,353,449
Restricted	88,050
Unrestricted	3,695,240
Total Net Position	<u><u>\$20,136,739</u></u>

See accompanying notes to financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

**STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

	<u>Governmental Activities</u>
PROGRAM EXPENSES:	
Library services:	
Personnel services	\$1,941,959
Materials and services	982,875
Depreciation and amortization	921,446
Interest	172,270
Total Program Expenses	<u><u>4,018,550</u></u>
PROGRAM REVENUES:	
Charges for services	3,213
Operating grants and contributions	127,377
Capital grants and contributions	309,000
Total Program Revenues	<u><u>439,590</u></u>
Net Program Income (Loss)	<u><u>(3,578,960)</u></u>
GENERAL REVENUES:	
Property taxes	3,217,788
Investment earnings	78,839
Total General Revenues	<u><u>3,296,627</u></u>
Increase (Decrease) in Net Position	(282,333)
Net position - beginning of year, as restated (Note 2M)	<u><u>20,419,072</u></u>
Net position - end of the year	<u><u>\$20,136,739</u></u>

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

BALANCE SHEET
GOVERNMENTAL FUND - GENERAL FUND
JUNE 30, 2023

ASSETS

Cash, cash equivalents and investments (Note 3)	\$4,765,062
Accounts and interest receivable (Note 4)	391,831
Prepays	140,115
Deposits	13,066
	<hr/>
Total Assets	\$5,310,074
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LIABILITIES AND FUND BALANCES**Liabilities:**

Accounts payable and accrued liabilities	\$91,127
	<hr/>
Total Liabilities	91,127
	<hr/>

Fund Balances (Note 7B):

Nonspendable for prepaids and deposits	153,181
Restricted for:	
Debt service	88,050
Committed for:	
Operations	4,410,922
Insurance	250,000
Building maintenance	316,794
	<hr/>
Total Fund Balances	5,218,947
	<hr/>
Total Liabilities and Fund Balances	\$5,310,074
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See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

**Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
June 30, 2023**

Total Fund Balances - Governmental Funds **\$5,218,947**

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources. Therefore, they are not reported in the Governmental Funds Balance Sheet.

Capital assets	\$25,805,643	
Less: Accumulated depreciation	(6,077,447)	19,728,196

Deferred outflows of resources related to pension		884,904
Deferred outflows of resources related to OPEB		103,619

Long-term liabilities and deferred inflows of resources are not due and payable in the current period and therefore are not reported in the Governmental Funds Balance Sheet.

Long-term debt	(3,374,747)	
Compensated absences	(91,708)	
Net Pension Liability	(1,636,951)	
Net OPEB Liability	(357,355)	
Deferred inflows of resources related to pension	(209,221)	
Deferred inflows of resources related to OPEB	(128,945)	(5,798,927)

Net Position - Governmental Activities **\$20,136,739**

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

**STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

REVENUES

Intergovernmental:	
Basic library tax	\$2,365,064
Parcel tax	278,024
ERAF	574,700
Total Intergovernmental	<u>3,217,788</u>
Grants and contributions (Note 10):	
Belvedere-Tiburon Library Foundation	354,000
Marin Clean Energy - expansion	9,000
Various Local and State Library Grants for Library programs	63,883
Miscellaneous gifts and donations	9,494
Charges for services	3,213
Investment earnings	78,839
Total Revenues	<u>3,736,217</u>

EXPENDITURES

Current - Library Services:	
Personnel costs	1,916,297
Services and supplies	887,685
Capital outlay	1,774,141
Debt service:	
Principal	125,253
Interest	172,270
Total Expenditures	<u>4,875,646</u>

Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources (Uses)	(1,139,429)
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OTHER FINANCING SOURCES (USES)

Proceeds from Line of Credit	<u>2,000,000</u>
Total Other Financing Sources (Uses)	2,000,000
Net Change in Fund Balance	860,571
Fund Balances, Beginning of Year	<u>4,358,376</u>
Fund Balances, End of Year	<u><u>\$5,218,947</u></u>

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

**Reconciliation of the Governmental Funds – Statement of Revenues,
Expenditures and Changes in Fund Balances to the
Government-Wide Statement of Activities and Changes in Net Position
For the Fiscal Year Ended June 30, 2023**

Net Changes in Fund Balances - Governmental Funds **\$860,571**

Amounts reported for governmental activities in the Statement of Activities and Changes in Net Position are different because:

Governmental funds report capital outlays as expenditures.

However, in the Statement of Activities and Change in Net Position the cost of these assets is allocated over their estimated useful lives and recorded as depreciation expense.

Capital outlay	\$1,774,141	
Services and supplies (Books)	102,017	
Retirement of capital assets	(197,207)	
Depreciation and amortization expense	<u>(921,446)</u>	757,505

Some expenses reported in the Statement of Activities and Changes in Net Position do not require the use of financial resources and therefore are not reported as expenditures in governmental funds.

Change in compensated absences	51,864
Change in pension liabilities	(48,026)
Change in OPEB liabilities	(29,500)

Series 1996 bond and capital lease proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.

Proceeds from line of credit are deducted from fund balance	(2,000,000)
Principal repayment on Line of Credit	35,253
Principal repayments on Series 1996 Bonds and expansion line of credit	<u>90,000</u>

Changes in Net Position - Governmental Activities **(\$282,333)**

See accompanying notes to basic financial statements.

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**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 1 – ORGANIZATION

The Belvedere-Tiburon Library Agency (the “Agency”), and Community Facilities District No. 1995-1 (“CFD”), were organized in 1995 by a joint power agreement between the Town of Tiburon and the City of Belvedere. The Agency was created to construct and operate a library facility which was completed April 13, 1997. Financing for the construction of the facility was primarily through a grant from the Belvedere-Tiburon Library Foundation and the issuance of limited obligation bonds. The Agency is governed by a Board of Trustees, which adopted a resolution authorized by a registered-voter election to levy a special tax against parcels of land within the CFD. This tax and other property taxes will provide for repayment of the bonds and provide operational funding for the Agency which receives payments from the County of Marin Tax Collector through the Town of Tiburon and the City of Belvedere. The Agency is subject to the laws, regulations and guidelines that are set forth by the California State Controller’s Office.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. The Governmental Accounting Standards Boards (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting principles are described below.

A. *Government-Wide Financial Statements*

The government-wide financial statements include all of the activities of the Agency. The Agency has no component units (other governments under the Agency’s oversight or control). The statement of net position and the statement of activities display information about the reporting government as a whole. They display the Agency’s activities on a full accrual accounting basis and economic resource measurement focus.

The statement of net position includes long-term assets as well as long-term debt and other obligations. The Agency’s net position is reported in two parts: (1) net investment in capital assets and (2) unrestricted net position.

The activities of the Agency are supported primarily by general government revenues (property taxes and intergovernmental revenues). The statement of activities presents gross program expenses (including depreciation) and deducts related program revenues, operating and capital grants to indicate the net cost of operations. Program revenues include (a) fees and charges paid by recipients for services and (b) operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants reflect capital- specific grants.

The government-wide focus is more on the sustainability of the Agency as an entity and the change in the Agency’s net position resulting from the current year’s activities.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Fund Financial Statements

The financial transactions of the government are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues and expenditures. The Agency only reports one fund as follows:

General Fund is the general operating fund of the Agency. It is used to account for all financial resources and activities of the Agency.

C. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

Accrual

The governmental activities in the government-wide financial statements are presented on the full accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

D. Budget Process and Expenditures in Excess of Appropriations

The Library Director, with the assistance of the Agency Treasurer and the Administrative Assistant to the Library Director, annually prepare a preliminary budget for review by the Board of Directors and the Library Foundation. The final budget is voted on by the full Board at the June board meeting, prior to the beginning of the new fiscal year on July 1st of every year.

E. Cash and Cash Equivalents

The Agency has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with maturity dates within three months of the acquisition date.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Compensated Absences

Earned vacation payable upon termination or retirement are accrued as a compensated absences liability. Regular employees earn vacation hours based on years of continuous service and scheduled weekly hours worked. Also, regular employees are given credit for seven- and one-half hours of sick leave each month of employment with a maximum pro-rated accumulation of 90 days.

At the close of each fiscal year, a liability is recorded based on the accumulated time for employees at their current salary. The General Fund has been used to liquidate compensated absences. The balance of accrued compensated absences as of June 30, 2023 was \$91,708.

G. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and governmental funds balance sheet sometimes reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position and governmental funds balance sheet report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

H. Leases

A lease is defined as a contract that conveys control for the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles and equipment. The Agency will record significant leases.

I. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

J. Property taxes

Operation of the library facility is funded by that portion of County ad valorem real estate taxes which previously was funding County of Marin library services. The 1996 Special Tax Bonds (discussed in Note 6) are to be repaid through the collection of a special library tax which is \$66 per parcel per annum in the City of Belvedere and the Town of Tiburon. Any portion of the special parcel tax which is not needed to service the bonds is used for operations.

The County of Marin, which collects all taxes paid to the Agency, levies property taxes each November 1 on the assessed value of real property as of prior March 1. Taxes are due in two equal installments on December 10 and April 10 following the levy date. The County operates under the permission of Section 4701-4717 of the California Revenue and Taxation Code (the “Teeter Plan”). In accordance with the Teeter Plan, all subdivisions of the County for which the County collects tax revenues are credited with 100% of their respective treasuries’ cash positions and are additionally protected by a special fund into which all County-wide delinquent penalties are deposited.

K. Use of Estimates

The basic financial statements have been prepared in conformity to generally accepted accounting principles and therefore include amounts based on informed estimates and judgments of management. Actual results could differ from those estimates.

L. Subscription-Based Information Technology Arrangements

A subscription is defined as a contract that conveys control for the right to use another entity’s subscription-based information technology software as specified in the contract for a period of time in an exchange or exchange-like transaction. The Agency will record significant subscription liabilities and intangible right-to-use subscription assets with a net present value exceeding \$150,000.

M. Restatement

During fiscal year 2022-23, the Agency determined that there were prior year capital campaign costs that were previously capitalized as construction in process that should have been expensed. As a result, the Agency reduced the beginning net position of the governmental activities, and governmental activities capital assets in the amount of \$343,852. See Note 5.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS

A. Policies

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Agency's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Agency's name and places the Agency ahead of general creditors of the institution.

The Agency's investments are carried at fair value, as required by generally accepted accounting principles. The Agency adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

Cash, cash equivalents and investments consist of the following at June 30, 2023:

<i>Held by Agency:</i>	
Petty cash and change fund	\$200
Deposits with financial institutions	509,488
Local Agency Investments Fund	4,146,631
<i>Held by Fiscal Agent:</i>	
Money Market Mutual Fund	<u>108,743</u>
Total Cash, Cash Equivalents and Investments	<u><u>\$4,765,062</u></u>

B. Investments Authorized by the California Government Code and the District's Investment Policy

The Agency's Investment Policy and the California Government Code allow the Agency to invest in the following, provided the credit ratings of the issuers are acceptable to the Agency, and approved percentages and maturities are not exceeded. The table below also identifies certain provisions of the California Government Code, or the Agency's Investment Policy where the Agency's Investment Policy is more restrictive.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	5 years	N/A	100%	None
Certificates of Deposit	2 years	N/A	50%	None
State Local Agency Investment Fund	None	N/A	100%	None

C. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity is of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Agency generally manages its interest rate risk by holding investments to maturity.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS Continued)

All of the Agency's investments mature in less than twelve months. The Agency is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Agency reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are maintained on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2023, these investments matured in an average of 260 days.

D. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. None of the Agency's investments are subject to credit ratings.

E. Custodial Credit Risk

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the Agency would not be able to recover the value of the investment or collateral securities that are in the possession of an outside party. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the Agency's name, and held by the counterparty. The Agency's investment securities are not exposed to custodial credit risk because all securities are held by the Agency's custodial bank in the Agency's name.

F. Fair Value Hierarchy

The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The California Local Agency Investment Fund is exempt from the fair value hierarchy and is valued based on the fair value factor provided by the Treasurer of the State of California, which is calculated as the fair value divided by the amortized cost of the investment pool.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 4 – ACCOUNTS AND INTEREST RECEIVABLE

Accounts and interest receivable consist of the following at June 30, 2023:

Parcel Tax	\$14,272
Basic Tax	122,677
ERAF	212,882
LAIF Interest	30,956
Library Operation	9,000
Other Receivables	2,044
	<hr/>
	\$391,831

It is the practice of the Agency to expense uncollectibles only after exhausting all efforts to collect the amounts due. No allowance for doubtful accounts is used and management believes all amounts will be collected in full.

NOTE 5 – CAPITAL ASSETS

Governmental activity capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated.

Depreciation of capital assets is charged as an expense against operations each year and the total amount of depreciation taken over the years, accumulated depreciation, is reported on the Statement of Net Position as a reduction in the book value of capital assets.

Depreciation of capital assets in service is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years, and the result is charged to expense each year until the asset is fully depreciated. The Agency has assigned the useful lives listed below to capital assets:

Books	7 years
Building and improvements	30 years
Computers and equipment	3-5 years
Furniture and fixtures	7 years
Website	7 years

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023

NOTE 5 – CAPITAL ASSETS (Continued)

Capital asset activity for the year ended June 30, 2023, was as follows:

	Balance June 30, 2022 (as restated)	Additions	Retirements	Transfers	Balance June 30, 2023
Non-depreciable assets:					
Land	\$1,606,560				\$1,606,560
Land development				\$16,991	16,991
Construction-in-progress	16,540,058	\$1,375,830		(17,915,888)	
Total non-depreciable assets	18,146,618	1,375,830		(17,898,897)	1,623,551
Depreciable assets:					
Books	2,981,988	111,526	(\$75,106)		3,018,408
Buildings and improvements	2,351,952			17,468,912	19,820,864
Computers and equipment	173,656	86,952			260,608
Furniture and fixtures	316,370	301,850	(122,101)	429,985	926,104
Website	156,108				156,108
Sub-total	5,980,074	500,328	(197,207)	17,898,897	24,182,092
Accumulated depreciation:					
Books	(2,624,243)	(111,375)			(2,735,618)
Buildings and improvements	(1,959,951)	(660,695)			(2,620,646)
Computers and equipment	(163,431)	(37,241)			(200,672)
Furniture and fixtures	(299,112)	(89,834)			(388,946)
Website	(109,264)	(22,301)			(131,565)
Sub-total	(5,156,001)	(921,446)			(6,077,447)
Total depreciable assets, net	824,073	(421,118)	(197,207)	17,898,897	18,104,645
Capital assets, net	\$18,970,691	\$954,712	(\$197,207)		\$19,728,196

Previously recorded construction in progress costs included planning, pre development, construction, and furniture costs related to the expansion of the library facility. The library expansion was substantially completed in January of 2023. Costs-to-date have been capitalized and depreciated. As of June 30, 2023, approximately \$150,000 in additional costs are expected.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023

NOTE 6 – LONG-TERM DEBT

The following is a summary of long-term debt transactions of the governmental activities for the year ended June 30, 2023:

	Balance June 30, 2022	Additions	Payments	Balance June 30, 2023	Due within one year
<i>Governmental Activities:</i>					
Series 1996 Special Tax Bonds	\$500,000		\$90,000	\$410,000	\$95,000
Expansion Line of Credit	1,000,000	2,000,000	35,253	2,964,747	1,672,516
	<u>\$1,500,000</u>	<u>\$2,000,000</u>	<u>\$125,253</u>	<u>\$3,374,747</u>	<u>\$1,767,516</u>

1996 Special Tax Bonds

In April 1996, the Agency issued \$1.6 million in limited obligation bonds. The bond agreement calls for an interest rate ranging from 4 to 6% per annum, with interest payable semi-annually on March 1 and September 1, beginning March 1, 1998. The bonds mature on varying dates and in varying amounts from September 1, 1999 through September 1, 2026, and are repayable from ad valorem property taxes.

Scheduled payments on the bonds for the remaining years are as follows:

Fiscal Year	Principal	Interest	Total
2024	\$95,000	\$21,750	\$116,750
2025	100,000	15,900	115,900
2026	105,000	9,750	114,750
2027	110,000	3,300	113,300
Total	<u>\$410,000</u>	<u>\$50,700</u>	<u>\$460,700</u>

Mechanics Bank Line of Credit – Direct Borrowing

In February 2018, the Agency was approved for a line of credit (LOC) in an amount not to exceed \$4,000,000, for the purpose of bridging fundraising efforts of the capital campaign for the library expansion. The LOC bears interest of 5%. As of June 30, 2023, the Agency drew down \$3,000,000 on the LOC, and paid \$35,253 in principal and \$132,365 in interest during the fiscal year. The Agency makes monthly payments of \$16,000 on the LOC which includes both principal and interest. The Agency made additional principal payments of \$600,000 on July 6, 2023 and \$1,000,000 on November 28, 2023. On February 7, 2026, the Agency will pay the balance owed on the LOC.

Scheduled payments on the LOC for the remaining years are as follows:

Fiscal Year	Principal	Interest	Total
2024	\$1,672,516	\$89,950	\$1,762,466
2025	79,187	60,140	139,327
2026	1,213,044	31,998	1,245,042
Total	<u>\$2,964,747</u>	<u>\$182,088</u>	<u>\$3,146,835</u>

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 7 – NET POSITION AND FUND BALANCE

A. Net Position

Net Position is the excess of all the Agency's assets and deferred outflows over all its liabilities, deferred inflows, regardless of fund. Net Position is divided into two captions. These captions apply only to Net Position, which is determined only at the Agency-wide level, and are described below:

Net Investment in Capital Assets describes the portion of Net Position which is represented by the current net book value of the Agency's capital assets.

Restricted describes the portion of the Net Position which is restricted by external creditors, grantors, contributors or laws or regulations of other governments.

Unrestricted describes the portion of Net Position which is not restricted to use.

B. Fund Balance

The Agency's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the Agency to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the Agency prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendables represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, notes receivable, and land held for redevelopment are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose.

Committed fund balances have constraints imposed by formal action of the Board of Trustees which may be altered only by formal action of the Board of Trustees.

Assigned fund balances are amounts constrained by the Agency's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Board of Trustees or its designee and may be changed at the discretion of the Board of Trustees or its designee. This category includes nonspendables, when it is the Agency's intent to use proceeds or collections for a specific purpose.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds. The Agency strives to maintain 25% of operating expenditures in reserves.

Fund balances classifications at June 30, 2023 are presented on the General Fund Balance Sheet.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 8 – PENSION PLAN

A. Plan Descriptions and Summary of Balances

Plan Description – The Agency only has one defined benefit pension plan, a Miscellaneous Plan. The Miscellaneous Plan is a Cost-Sharing Multiple Employer Plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan is established by State statute and Agency Ordinance.

CalPERS Plan – All qualified employees are eligible to participate in the Agency's Miscellaneous (Classic) or Miscellaneous (PEPRA) cost-sharing multiple employer defined benefit pension plans ("Plan").

Benefit provisions under the Plan is established by State statute and Agency resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Miscellaneous Plan and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Pension liabilities are liquidated by the funds that have recorded the liability. The long-term portion of the governmental activities pension liabilities are liquidated by the General Fund.

The Plan is discussed in detail below.

B. CalPERS Plan (Miscellaneous)

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the Plan are applied as specified by the Public Employees' Retirement Law.

Funding Policy – Active plan members in the Plan are required to contribute 6.75% or 7% of their covered salary for the Miscellaneous Plan. The Agency contributed 5% of the 7% CalPERS contribution required of Classic Members until 2020, when the Agency discontinued the employer-paid member contribution. The Agency does not contribute to the employee portion for PEPRA Members. The Agency is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The contribution requirements of plan members are established by State statute and the employer contribution is established and may be amended by CalPERS.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 8 – PENSION PLAN (Continued)

The Plan's provisions and benefits in effect at June 30, 2023 are summarized as follows:

	Miscellaneous	
	<u>Classic</u>	<u>PEPRA</u>
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.5% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-67 or older	52-67 or older
Monthly benefits, as a % of eligible compensation	2.0% to 2.5%	1.0% to 2.5%
Required employee contribution rates	7.0%	6.75%
Required employer contribution rates	10.32%	7.47%

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Agency is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2023, the contributions recognized as part of pension expense for the Plan was as follows:

	<u>Miscellaneous</u>
Contributions - employer	<u>\$223,920</u>

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions - As of June 30, 2023, the Agency reported net pension liability for its proportionate share of the net pension liability of the Plan as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous - Classic & PEPRA	<u>\$1,636,951</u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023

NOTE 8 – PENSION PLAN (Continued)

The Agency's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2022, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021 rolled forward to June 30, 2022 using standard update procedures. The Agency's proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Agency's proportionate share of the net pension liability for the Plan as of June 30, 2021 and 2022 was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2021	0.01372%
Proportion - June 30, 2022	0.03498%
Change - Increase (Decrease)	<u>0.02126%</u>

For the year ended June 30, 2023, the Agency recognized pension expense of (\$39,485). At June 30, 2023, the Agency reported deferred outflows of resources and deferred inflows of resources related to the Miscellaneous Plan from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$223,920	
Differences between actual and expected experience	32,873	(\$22,017)
Changes in assumptions	167,740	
Net differences between projected and actual earnings on plan investments	299,846	
Net difference in actual contribution and proportion		(187,204)
Adjustment due to differences in proportions contributions	<u>160,525</u>	
Total	<u>\$884,904</u>	<u>(\$209,221)</u>

\$223,920 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. The Agency does not incur any amount for pension contributions subsequent to measurement date related to deferred outflows of resources. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Fiscal Year Ended June 30</u>	<u>Annual Amortization</u>
2024	\$114,494
2025	96,346
2026	57,527
2027	<u>183,396</u>
Total	<u>\$451,763</u>

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 8 – PENSION PLAN (Continued)

Actuarial Assumptions – For the measurement period ended June 30, 2022, the total pension liability was determined by rolling forward the June 30, 2021 total pension liability. The June 30, 2022 total pension liability was based on the following actuarial methods and assumptions:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry-Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Payroll Growth	2.80%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	6.90%
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds (1)
Post Retirement Benefit Increase	Contract COLA up to 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.30% thereafter

- (1) The mortality table used was developed based on CalPERS' specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study for the period from 2001 to 2019. Pre-retirement and Post-retirement mortality rates include generational mortality improvement using 80% of Scale MP-2020 published by the Society of Actuaries. For more details on this table, please refer to the CalPERS Experience Study and review of Actuarial Assumptions report from November 2021 that can be found on the CalPERS website.

Discount Rate – The discount rate used to measure the total pension liability for each Plan was 6.90%. The projection of cash flows used to determine the discount rate for each Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, each Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members for all plans in the PERF. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability for each Plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected rate of returns, net of pension plan investment expense and inflation) are developed for each major asset class.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023

NOTE 8 – PENSION PLAN (Continued)

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund (Public Employees' Retirement Fund) cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated. The expected nominal rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class (1)	Assumed Asset Allocation	Real Return (1,2)
Global Equity - Cap-weighted	30.0%	4.54%
Global Equity - Non-Cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
Total	100%	

(1) An expected inflation of 2.30% used for this period.

(2) Figures are based on the 2021 Asset Liability Management study.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 8 – PENSION PLAN (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the Agency’s proportionate share of the net pension liability for each Plan, calculated using the discount rate 6.90%, as well as what the Agency’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>
1% Decrease	5.90%
Net Pension Liability	\$2,655,675
Current Discount Rate	6.90%
Net Pension Liability	\$1,636,951
1% Increase	7.90%
Net Pension Liability	\$798,793

Pension Plan Fiduciary Net Position – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

Reduction of CalPERS Discount Rate – On July 12, 2021, CalPERS reported a preliminary 21.3% net return on investments for fiscal year 2020-21. Based on the thresholds specified in CalPERS Funding Risk Mitigation policy approved by the CalPERS Board in 2015, the excess return of 14.3% prescribes a reduction in investment volatility that corresponds to a reduction in the discount rate used for funding purposes of 0.20%, from 7.00% to 6.80%. Since CalPERS was in the final stages of the four-year Asset Liability Management (ALM) cycle, the CalPERS Board elected to defer any changes to the asset allocation until the ALM process concluded, and the board could make its final decision on the asset allocation in November 2021.

On November 17, 2021, the board adopted a new strategic asset allocation. The new asset allocation along with the new capital market assumptions, economic assumptions and administrative expense assumption support a discount rate of 6.90% (net of investment expense, but without a reduction for administrative expense) for financial reporting purposes. This includes a reduction in the price inflation assumption from 2.50% to 2.30% as recommended in the November 2021 CalPERS Experience Study and Review of Actuarial Assumptions. This study also recommended modifications to retirement rates, termination rates, mortality rates and rates of salary increases that were adopted by the CalPERS Board. These new assumptions were reflected in the CalPERS GASB 68 accounting valuation reports for the June 30, 2022, measurement date.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS

A. General Information about the Agency's Other Post Employment Benefit (OPEB) Plan

Plan Description – The Agency's Post Employment Benefit Plan is a single employer OPEB plan. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Governmental Accounting Standards Board Statement No. 75.

Benefits Provided – The following is a summary of Plan benefits as of June 30, 2023:

Eligibility	<ul style="list-style-type: none"> • Retire directly from Library under CalPERS - Service - Age 50 & 5 years CalPERS service, or - Disability 										
Retiree Medical Benefit	<p>Library contributes PEMHCA minimum retirees participating in PEMHCA medical plan:</p> <table> <tr> <th><u>Year</u></th><th><u>PEMHCA Minimum</u></th></tr> <tr> <td>2022</td><td>\$149</td></tr> <tr> <td>2023</td><td>151</td></tr> <tr> <td>2024</td><td>157</td></tr> <tr> <td>2025+</td><td>Increase at CPI-U Medical</td></tr> </table>	<u>Year</u>	<u>PEMHCA Minimum</u>	2022	\$149	2023	151	2024	157	2025+	Increase at CPI-U Medical
<u>Year</u>	<u>PEMHCA Minimum</u>										
2022	\$149										
2023	151										
2024	157										
2025+	Increase at CPI-U Medical										
Surviving Spouse Benefit	<ul style="list-style-type: none"> • Surviving spouse coverage based on retirement plan election • Same benefit continues to surviving spouse 										
Other OPEB	<ul style="list-style-type: none"> • No dental, vision, life insurance or Medicare reimbursement 										
Implied Subsidy	<ul style="list-style-type: none"> • Participating retirees pay active rates vs actual cost • Implied subsidy included in valuation 										

For the year ended June 30, 2023, the Agency's contributions to the Plan were \$10,098.

Employees Covered by Benefit Terms – Membership in the plan consisted of the following at the measurement date of June 30, 2022:

Active employees	16
Inactive employees or beneficiaries currently receiving benefit payments	5
Inactive employees entitled to but not yet receiving benefit payments	3
Total	<u>24</u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

B. Total OPEB Liability

Actuarial Methods and Assumptions – The Agency’s total OPEB liability was measured as of June 30, 2022 and was determined by an actuarial valuation dated June 30, 2021 to determine the June 30, 2022 total OPEB liability as of June 30, 2023, based on the following actuarial methods and assumptions:

	Actuarial Assumptions
Actuarial Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Actuarial Assumptions:	
	- 3.54% at June 30, 2022 (Bond Buyer 20-bond Index)
Discount Rate	- 2.16% at June 30, 2021 (Bond Buyer 20-bond Index)
General Inflation	2.50% per annum
	- Aggregate - 2.75% annually
Salary Increases	- Merit - CalPERS 2000-2019 Experience Study
Mortality, Retirement, Disability, Termination	CalPERS 2000-2019 Experience Study
Mortality Improvement	Mortality projected fully generational with Scale MP-2021
	- Non-Medicare - 6.5% for 2023, decreasing to an ultimate rate of 3.75% in 2076
Medical Trend	- Medicare - 5.65% for 2023, decreasing to an ultimate rate of 3.75% in 2076
PEMHCA Minimum Increase	4.00% per year
Medical Participation at Retirement	- Currently covered - 60% - Currently waived - 30%
Medical Plan at Retirement	- Currently covered - same as current election - Currently waived - Kaiser

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

C. Changes in Total OPEB Liability

The changes in the total OPEB liability follows:

	Total OPEB Liability
Balance at July 1, 2022 Reporting Date	\$400,078
Changes Recognized for the Measurement Period:	
Service cost	37,065
Interest on the total OPEB liability	9,358
Changes of assumptions	(81,270)
Benefit payments	(7,876)
Net changes	(42,723)
Balance at June 30, 2023 Reporting Date	\$357,355

D. Sensitivity of the Total OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.54%) or 1-percentage-point higher (4.54%) than the current discount rate:

Total OPEB Liability		
Discount Rate -1% (2.54%)	Current Discount Rate (3.54%)	Discount Rate +1% (4.54%)
\$413,813	\$357,355	\$311,380

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

Total OPEB Liability		
Current Healthcare Cost		
1% Decrease	Trend Rates	1% Increase
\$298,416	\$357,355	\$433,478

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

E. OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the Agency recognized OPEB expense of \$29,500. At June 30, 2023, the Agency reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Employer contributions made subsequent to the measurement date	\$10,098	
Differences between actual and expected experience	47,770	(\$22,773)
Changes of assumptions	45,751	(106,172)
Total	<u>\$103,619</u>	<u>(\$128,945)</u>

\$10,098 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as part of OPEB expense as follows:

Fiscal Year Ended June 30	Annual Amortization
2024	(\$6,875)
2025	(6,875)
2026	(4,147)
2027	(2,734)
2028	(2,609)
Thereafter	(12,184)
Total	<u>(\$35,424)</u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023

NOTE 10 – GRANTS AND CONTRIBUTIONS

Major funding for the building and for equipping the library facility is from the nonprofit Belvedere-Tiburon Library Foundation which has been formed through contributions and bequests from community members. Grants committed by the Foundation (from inception through June 30, 2023) consist of the following:

	Grant Revenue		
	<u>Inception-to-Date June 30, 2022</u>	<u>Total Grants Fiscal Year 2023</u>	<u>Inception-to-Date June 30, 2023</u>
<u>Construction:</u> Original Building 1997	\$1,959,581		\$1,959,581
<u>Construction:</u> Library Expansion 2019-2023	13,668,675	\$300,000	13,968,675
<u>Collection</u> - Original Book Collection 1997-2001	882,534		882,534
<u>Collection</u> - BTLF (Foundation) Annual Appeal	1,318,138	54,000	1,372,138
<u>Collection</u> - BTLF's Corner Books	224,000		224,000
<u>Programs & Operations</u> - BTLF Endowments	1,228,951		1,228,951
<u>Programs</u> - BTLF's Bookmarks	324,412		324,412
Total Belvedere Tiburon Library Foundation Grants	<u>\$19,606,291</u>	<u>\$354,000</u>	<u>\$19,960,291</u>

Programs and operations grants from other sources consist of the following:

	<u>Total Grants Fiscal Year 2023</u>
<u>Program</u> - Various Local and State Library Grants	\$63,883
Miscellaneous Gifts and Contributions	<u>9,494</u>
Total Program & Operational Grants from Other Sources	<u>\$73,377</u>

Expansion grant revenues from other sources consist of the following:

	<u>Inception-to-Date June 30, 2022</u>	<u>Total Grants Fiscal Year 2023</u>	<u>Inception-to-Date June 30, 2023</u>
Town of Tiburon Expansion Contributions	\$450,000		\$450,000
City of Belvedere Expansion Contributions	150,000		150,000
Marin Clean Energy		\$9,000	9,000
	<u>\$600,000</u>	<u>\$9,000</u>	<u>\$609,000</u>

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2023**

NOTE 11 – RISK MANAGEMENT

The Agency is a member of the Special District Risk Management Authority (SDRMA), which provides General and Auto Liability, Public Officials' and Employees' Errors and Omissions and Employment Practices Liability. The total risk financing limits are \$5.0 million, with a combined single limit at \$5.0 million per occurrence, subject to the following deductibles:

- \$500 per occurrence for third party general liability property damage;
- \$1,000 per occurrence for third party auto liability property damage;
- 50% co-insurance of cost expended by SDRMA, in excess of \$10,000 up to \$50,000, per occurrence, for employment related claims.

The policy also includes Employee Dishonesty Coverage of \$1,000,000 per loss; Property Loss insurance of one billion per occurrence, subject to a deductible of \$1,000; Boiler and Machinery up to \$100 million per occurrence, subject to a \$1,000 deductible; Catastrophic Loss subject to a \$500,000 deductible; and Public Officials Personal Liability of \$500,000 per occurrence, with an annual aggregate of \$500,000 per each elected/appointed official, subject to a deductible of \$500 per claim.

Workers' Compensation Coverage and Employer's Liability is also included with statutory limits per occurrence for Workers' Compensation and \$5.0 million for Employer's Liability coverage.

The Agency does not have any liability for uninsured claims, including estimated claims incurred but not reported for fiscal year ended June 30, 2023. Settlements have not exceeded insurance coverage in the past three years.

The Agency paid \$94,790 in premiums during fiscal year ended June 30, 2023. Audited financial statements may be obtained from SDRMA Services, 1112 I St #300, Sacramento, CA 95814

NOTE 12 – COMMITMENTS AND CONTINGENCIES

Library Expansion Project

In September 2019, the Agency awarded a bid for the Library Expansion project construction services to Alten Construction, Inc, with change orders through June 2023 for a total contract of \$14,441,229. The total Library Expansion project budget was \$18,310,070. The construction began during fiscal year ended June 30, 2020, and the project is substantially complete and has been put into service as of June 30, 2023. Funds for the project came from the Belvedere-Tiburon Library Foundation, prior years' fundraising, contributions from the Town of Tiburon and the City of Belvedere, and the Mechanics Bank line of credit.

The Agency entered into an agreement with the Town of Tiburon in 2007 to transfer the rights to use adjacent property to facilitate the expansion project which expired on July 5, 2013. The Agency amended the agreement on December 5, 2012 which extended the expiration date to August 1, 2017. The Agency subsequently amended the agreement on May 15, 2017. The prior agreement with the Town of Tiburon to transfer the adjacent property in conjunction with the library expansion expired on August 1, 2022. The library is currently in negotiations with the Town of Tiburon for a land-sharing and related cost-sharing agreement. This agreement will likely include insurance requirements for both parties and maintenance cost-sharing.

REQUIRED SUPPLEMENTARY INFORMATION

FINAL DRAFT

BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

	Original and Final Budgeted Amounts	Actual Amounts	Variance Positive (Negative)
Operating Revenues:			
Intergovernmental:			
Basic library tax	\$2,300,639	\$2,365,064	\$64,425
Parcel tax	275,000	278,024	3,024
ERAF	525,000	574,700	49,700
Total intergovernmental	3,100,639	3,217,788	117,149
Operating grants & contributions:			
Belvedere-Tiburon Library Foundation	125,000	54,000	(71,000)
Program grants	20,000	63,883	43,883
Miscellaneous gifts & donations	26,314	9,494	(16,820)
Charges for services	5,500	3,213	(2,287)
Investment earnings	5,547	78,839	73,292
Total Operating Revenues	3,283,000	3,427,217	144,217
Operating Expenditures:			
Current - Library Services:			
Personnel costs	2,236,509	1,916,297	320,212
Services and supplies	920,502	887,685	32,817
Debt service - CFD 1995-1 Bonds:			
Principal	90,000	90,000	
Interest and fiscal charges	39,800	39,905	(105)
Total Operating Expenditures	3,286,811	2,933,887	352,924
Excess of revenues over expenditures, before capital activities	(3,811)	493,330	497,141
Capital Activities:			
Expansion grants & contributions:			
Belvedere-Tiburon Library Foundation		300,000	300,000
Marin Clean Energy		9,000	9,000
Other financing source: LOC	2,200,000	2,000,000	(200,000)
Capital outlay:			
Expansion	(2,200,000)	(1,765,696)	434,304
Other	(105,750)	(8,445)	97,305
Debt service - LOC:			
Principal	(35,000)	(35,253)	(253)
Interest and fiscal charges	(125,000)	(132,365)	(7,365)
Total Capital Activities, Net	(265,750)	367,241	632,991
Change in fund balance	(\$269,561)	860,571	\$1,130,132
Fund balances, beginning of year		4,358,376	
Fund balances, end of year		\$5,218,947	

BELVEDERE-TIBURON LIBRARY AGENCY

Miscellaneous Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Years*

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
AND RELATED RATIOS AS OF THE MEASUREMENT DATE

Measurement Date	Miscellaneous Plan				
	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Plan's proportion of the Net Pension Liability (Asset)	0.01024%	0.02324%	0.02544%	0.02698%	0.02752%
Plan's proportion share of the Net Pension Liability (Asset)	\$637,621	\$637,654	\$883,572	\$1,063,688	\$1,037,322
Plan's Covered Payroll	\$1,057,330	\$1,081,598	\$1,129,322	\$1,139,794	\$1,186,789
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	60.30%	58.95%	78.24%	93.32%	87.41%
Plan's Fiduciary Net Position as a Percentage of the Total Pension Liability	79.82%	78.40%	74.06%	73.31%	75.26

Measurement Date	Miscellaneous Plan			
	6/30/2019	6/30/2020	6/30/2021	6/30/2022
Plan's proportion of the Net Pension Liability (Asset)	0.02928%	0.03111%	0.01372%	0.15971%
Plan's proportion share of the Net Pension Liability (Asset)	\$1,172,442	\$1,312,187	\$578,652	\$1,636,951
Plan's Covered Payroll	\$1,223,832	\$1,297,054	\$1,325,201	\$1,363,641
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	95.80%	101.17%	43.67%	120.04%
Plan's Fiduciary Net Position as a Percentage of the Total Pension Liability	77.73%	77.71%	90.49%	78.19%

* Fiscal year 2015 was the first year of implementation, therefore only nine years are shown.

BELVEDERE-TIBURON LIBRARY AGENCY

**Miscellaneous Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Years***

SCHEDULE OF CONTRIBUTIONS

Fiscal Year Ended June 30	Miscellaneous Plan				
	2015	2016	2017	2018	2019
Contractually required contribution (actuarially determined)	\$116,149	\$115,449	\$138,093	\$110,838	\$103,885
Contributions in relation to the actuarially determined contributions	(116,149)	(115,449)	(138,093)	(110,838)	(103,885)
Contribution deficiency (excess)	\$0	\$0	\$0	\$0	\$0
Covered payroll	\$1,081,598	\$1,129,322	\$1,139,794	\$1,186,789	\$1,223,832
Contributions as a percentage of covered payroll	10.74%	10.22%	12.12%	9.34%	8.49%

Fiscal Year Ended June 30	Miscellaneous Plan			
	2020	2021	2022	2023
Contractually required contribution (actuarially determined)	\$183,918	\$130,093	\$129,489	\$223,920
Contributions in relation to the actuarially determined contributions	(183,918)	(130,093)	(129,489)	(223,920)
Contribution deficiency (excess)	\$0	\$0	\$0	\$0
Covered payroll	\$1,297,054	\$1,325,201	\$1,363,641	\$1,235,912
Contributions as a percentage of covered payroll	14.18%	9.82%	9.50%	18.12%

Notes to Schedule Contributions

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method Entry-Age Normal Cost in accordance with the requirements of GASB Statement No.68

Actual Assumptions:

Discount Rate	6.90%
Inflation	2.30%
Payroll Growth	2.80%
Investment Rate of Return	6.90%
Mortality	Derived using CalPERS Membership Data for all Funds (1)

(1) The mortality table used was developed based on CalPERS' specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study for the period from 2001 to 2019. Pre-retirement and Post-retirement mortality rates include generational mortality improvement using 80% of Scale MP-2020 published by the Society of Actuaries. For more details on this table, please refer to the CalPERS Experience Study and review of Actuarial Assumptions report from November 2021 that can be found on the CalPERS website.

* Fiscal year 2015 was the first year of implementation, therefore only nine years are shown.

BELVEDERE-TIBURON LIBRARY AGENCY

Other Post-Employment Benefits (OPEB)
Last 10 Fiscal Years *

SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS

Measurement period	<u>June 30, 2018</u>	<u>June 30, 2019</u>	<u>June 30, 2020</u>	<u>June 30, 2021</u>	<u>June 30, 2022</u>	<u>June 30, 2023</u>
Total OPEB Liability						
Service Cost	\$29,649	\$26,163	\$25,387	\$30,084	\$40,773	\$37,065
Interest	6,625	8,510	9,968	9,189	8,073	9,358
Benefit changes						
Differences between expected and actual experience			(40,637)		61,418	
Assumption changes	(24,569)	(9,989)	10,440	59,522	(30,782)	(81,270)
Benefit payments	<u>(2,286)</u>	<u>(3,734)</u>	<u>(4,286)</u>	<u>(5,532)</u>	<u>(7,884)</u>	<u>(7,876)</u>
Net change in total OPEB liability	9,419	20,950	872	93,263	71,598	(42,723)
Total OPEB liability - beginning	<u>203,976</u>	<u>213,395</u>	<u>234,345</u>	<u>235,217</u>	<u>328,480</u>	<u>400,078</u>
Total OPEB liability - ending	<u>\$213,395</u>	<u>\$234,345</u>	<u>\$235,217</u>	<u>\$328,480</u>	<u>\$400,078</u>	<u>\$357,355</u>
Covered payroll	<u>\$1,129,395</u>	<u>\$1,192,875</u>	<u>\$1,375,610</u>	<u>\$1,292,785</u>	<u>\$1,366,168</u>	<u>\$1,302,706</u>
Total OPEB liability as a percentage of covered pa	<u>18.9%</u>	<u>19.6%</u>	<u>17.1%</u>	<u>25.4%</u>	<u>29.3%</u>	<u>27.4%</u>

* Fiscal year 2018 was the first year of implementation; therefore, only six years are shown.

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**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
COMPLIANCE WITH THE PROPOSITION 111
2022-2023 APPROPRIATIONS LIMIT INCREMENT**

To the Board of Trustees of the
Belvedere-Tiburon Library Agency, California

We have performed the procedures below which were agreed to by the Belvedere-Tiburon Library Agency, California (Agency), on the Agency's Appropriations Limit Worksheet (Worksheet) for the year ended June 30, 2023. The Agency's management is responsible for the Worksheet. These procedures, which were suggested by the League of California Cities and presented in their Article XIII B Appropriations Limitation Uniform Guidelines, were performed solely to assist you in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The sufficiency of these procedures is solely the responsibility of the Agency. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures you requested us to perform and our findings were as follows:

- A. We obtained the Appropriations Limitation Worksheet and determined that the 2022-2023 Appropriations Limit of \$1,850,300 and annual adjustment factors were adopted by Resolution of the Board of Trustees. We also determined that the population and inflation options were selected by a recorded vote of the Board of Trustees.
- B. We recomputed the 2022-2023 Appropriations Limit by multiplying the 2021-2022 Prior Year Appropriations Limit by the Total Growth Factor. We recomputed the Total Growth Factor by multiplying the population option by the inflation option.
- C. For the Worksheet, we agreed the Per Capita Income Factor and County Population Factor to California State Department of Finance Worksheets.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Worksheet. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Trustees and is not intended to be and should not be used by anyone other than those specified parties; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

Pleasant Hill, California

DATE



**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
COMPLIANCE WITH THE PROPOSITION 111
2022-2023 APPROPRIATIONS LIMIT INCREMENT**

To the Board of Trustees of the
Belvedere-Tiburon Library Agency, California

We have performed the procedures below which were agreed to by the Belvedere-Tiburon Library Agency, California (Agency), on the CFD 1995-1's Appropriations Limit Worksheet (Worksheet) for the year ended June 30, 2023. The Agency's management is responsible for the Worksheet. These procedures, which were suggested by the League of California Cities and presented in their Article XIII B Appropriations Limitation Uniform Guidelines, were performed solely to assist you in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The sufficiency of these procedures is solely the responsibility of the Agency. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures you requested us to perform and our findings were as follows:

- A. We obtained the Appropriations Limitation Worksheet for the CFD 1995-1 and determined that the 2022-2023 Appropriations Limit of \$1,071,773 and annual adjustment factors were adopted by Resolution of the Board of Trustees. We also determined that the population and inflation options were selected by a recorded vote of the Board of Trustees.
- B. We recomputed the 2022-2023 Appropriations Limit by multiplying the 2021-2022 Prior Year Appropriations Limit by the Total Growth Factor. We recomputed the Total Growth Factor by multiplying the population option by the inflation option.
- C. For the Worksheet, we agreed the Per Capita Income Factor and County Population Factor to California State Department of Finance Worksheets.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Worksheet. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Trustees and is not intended to be and should not be used by anyone other than those specified parties; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

Pleasant Hill, California

DATE

BELVEDERE-TIBURON LIBRARY AGENCY
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED JUNE 30, 2023

Final Draft

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**BELVEDERE-TIBURON LIBRARY AGENCY
REQUIRED COMMUNICATIONS**

For The Year Ended June 30, 2023

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REQUIRED COMMUNICATIONS

To the Board of Trustees of
the Belvedere-Tiburon Library Agency
Tiburon, California

We have audited the basic financial statements of the Belvedere-Tiburon Library Agency, California, for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter addressed to the Library Director and Agency Chair dated June 6, 2023. Professional standards also require that we communicate to you the following information related to our audit:

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Accounting Policies – Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows. The following pronouncements became effective, but did not have a material effect on the financial statements:

- GASB 91 – *Conduit Debt Obligations***
- GASB 94 – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements***
- GASB 96 – *Subscription-Based Information Technology Arrangements***
- GASB 99 – *Omnibus 2022, paragraphs 11-25 [modify if some of the para's are/are not implemented]***

Unusual Transactions, Controversial or Emerging Areas – We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates – Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Agency's financial statements were:

Estimated Net Pension Liabilities (Assets) and Pension-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net pension liabilities (assets) and deferred outflows/inflows of resources are disclosed in Note 8 to the financial statements and are based on accounting valuations determined by the California Public Employees Retirement System, which are based on the experience of the Agency. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Estimated Net OPEB Liabilities and OPEB-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net OPEB liabilities and deferred outflows/inflows of resources are disclosed in Note 9 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of the Agency. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 5 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimate of Compensated Absences: Accrued compensated absences which are comprised of accrued vacation, holiday, and certain other compensating time is estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 2F to the financial statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Disclosures – The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Trustees.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated **DATE**.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Agency’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California

DATE

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BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
FOR THE YEAR ENDED JUNE 30, 2023

Final Draft

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**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL**

For the Year Ended June 30, 2023

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MEMORANDUM ON INTERNAL CONTROL

To the Board of Trustees of
the Belvedere-Tiburon Library Agency
Tiburon, California

In planning and performing our audit of the basic financial statements of the Belvedere-Tiburon Library Agency (Agency) as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing our audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiency.

This communication is intended solely for the information and use of management, Board of Trustees, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California

DATE

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**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

NEW GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE

The following comment represents new pronouncements taking affect in the next few years. We have cited them here to keep you informed of developments.

EFFECTIVE FISCAL YEARS 2022, 2023 and 2024:

GASB 99 – Omnibus 2022

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The practice issues addressed by this Statement are as follows:

- Classification and reporting of derivative instruments within the scope of Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, that do not meet the definition of either an investment derivative instrument or a hedging derivative instrument
- Clarification of provisions in Statement No. 87, *Leases*, as amended, related to the determination of the lease term, classification of a lease as a short term lease, recognition and measurement of a lease liability and a lease asset, and identification of lease incentives
- Clarification of provisions in Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, related to (a) the determination of the public-private and public-public partnership (PPP) term and (b) recognition and measurement of installment payments and the transfer of the underlying PPP asset
- Clarification of provisions in Statement No. 96, *Subscription-Based Information Technology Arrangements*, related to the subscription-based information technology arrangement (SBITA) term, classification of a SBITA as a short term SBITA, and recognition and measurement of a subscription liability
- Extension of the period during which the London Interbank Offered Rate (LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
- Accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP)
- Disclosures related to nonmonetary transactions
- Pledges of future revenues when resources are not received by the pledging government

**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

GASB 99 – Omnibus 2022 (Continued)

- Clarification of provisions in Statement No. 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, as amended, related to the focus of the government-wide financial statements
- Terminology updates related to certain provisions of Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*
- Terminology used in Statement 53 to refer to resource flows statements.

The Requirements of this Statement are Effective as Follows:

The requirements in paragraphs 26–32 related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance.

The requirements in paragraphs 11–25 related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.

The requirements in paragraphs 4–10 related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

Earlier application is encouraged and is permitted by individual topic.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. Consistent authoritative literature enables governments and other stakeholders to more easily locate and apply the correct accounting and financial reporting provisions, which improves the consistency with which such provisions are applied. The comparability of financial statements also will improve as a result of this Statement. Better consistency and comparability improve the usefulness of information for users of state and local government financial statements.

**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

EFFECTIVE FISCAL YEAR 2023/24:

GASB 100 – Accounting for Changes and Error Corrections

The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability

This Statement defines *accounting changes* as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement. This Statement also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.

This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

EFFECTIVE FISCAL YEAR 2024/25:

GASB 101 – Compensated Absences

The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

Recognition And Measurement

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

Notes To Financial Statements

This Statement amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

GASB 101 – Compensated Absences (Continued)

How the Changes in this Statement Will Improve Financial Reporting

The unified recognition and measurement model in this Statement will result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation. In addition, the model can be applied consistently to any type of compensated absence and will eliminate potential comparability issues between governments that offer different types of leave.

The model also will result in a more robust estimate of the amount of compensated absences that a government will pay or settle, which will enhance the relevance and reliability of information about the liability for compensated absences.

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Belvedere-Tiburon Library Agency Future Meeting Dates

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

November 18, 2024

No Meeting in December unless necessary (December 16, 2024)

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