

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, October 21, 2024 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

This meeting will be held in person in the Founders' Room at the Library.

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENT

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 – Anthony Hooker, Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Belvedere Tiburon Library Foundation Report – (5 minutes)
4. Quarterly Treasurer's Report, September 2024 - Kristin Johnson, Board Clerk (5 minutes)
5. Committee Reports (5 minutes)

CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

6. Approval of Agency Regular Meeting Minutes of September 16, 2024.
7. Approval of Agency Warrants for the Month September, 2024

TRUSTEE CONSIDERATIONS

There are no trustee considerations for this meeting.

COMMUNICATIONS & ANNOUNCEMENTS

8. Schedule of 2024-2025 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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



DATE: October 21, 2024

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Programs and Services

Making Art in a Changing World is on display through November 13. It is followed by Human Presence: Faces, Figures, Crowds and Artists' Narratives: Their History and Identity, which showcases 76 pieces. The Human Presence call for artwork garnered 425 submissions, the largest response to date. The Library Art Gallery committee does tremendous work to draft and publish the call for submissions, jury work, communicate with artists, initiate contracts, publicize the exhibit, hang artwork, and host a reception and feature program.

Library programs continue to be popular for all ages. Staff added a weekly Spanish bilingual storytime for infants and toddlers. Evening adult programs and daytime activities such as qigong, seated yoga, book discussion groups, and makerspace classes remain popular. Staff are planning January through April programs featuring sustainability-focused programs, new book clubs, an author series, and more. A detailed report of program activities will be shared at the upcoming BTLA/BTLF board retreat on November 13.

Personnel

Dr. Reggie Thomas from PeakePotential hosted an all-staff conflict resolution training on October 11. The training was engaging and well-received by staff. During the training, staff learned the five conflict styles and completed and shared their conflict assessment results to understand peers' conflict styles better. During his visit, Dr. Thomas began one-on-one coaching sessions with managers, which will continue biweekly in person and virtually. Dr. Thomas will continue working with staff to identify core values, mediate conflict, and provide more leadership training.

Recruitment will open soon for part-time support for the makerspace and teen room, as well as on-call librarians. All positions are funded for FY24-25.

Administration

Staff are completing the mandatory annual report for the California State Library. The report includes usage statistics, materials holdings, budget expenditures, and staffing levels for FY23-24, submitted annually in October and November. The data will be shared at the board retreat.

Staff finalized the l'Lee Hooker Memorial Garden plans with the Gardeners Guild, and work will begin in October. Select plants will be removed and replanted in sparse areas within the campus. Gardeners Guild anticipates a three-week schedule for the project.

Upcoming Board activities include:

- Discussion and adoption of the FY23-24 financial audit
- Discussion of a compensation policy and review of benefit offerings
- Discussion of an art exhibit policy
- BTLA and BTLF Board retreat on Wednesday, November 13
- Finance committee mid-year review in November/December

In Related Library News

On September 29, Governor Newsom signed AB 1825, California's Freedom to Read Act, into law. The bill prohibits public libraries from banning books or other materials because of the topics, views, ideas, or opinions contained in them that discriminate based on race, nationality, gender identity, sexual orientation, religion, disability, political affiliation, or socioeconomic status. Notably, the bill also safeguards library workers who maintain access to materials. The bill is a significant victory against increasing efforts to censor diverse voices and experiences in California and supports libraries in upholding intellectual freedoms. Here's a [press release](#) from the State Librarian and [Assemblymember Muratsuchi](#), who authored the bill. The California State Library will provide additional information for implementation in the coming months. The Belvedere Tiburon Library's collection development policy was recently updated in 2023 and meets many of the elements required by the bill.

BELVEDERE TIBURON LIBRARY AGENCY
STATEMENT OF CHANGES IN CASH
QUARTER ENDED
SEPTEMBER 30, 2023

Beginning CASH at Fiscal Year End June 30, 2024	\$ 2,586,355
<u>OPERATING ACTIVITY</u>	
Operating Revenue	59,058
Original Bond Debt Service	(112,126)
Operating Expenses	(1,092,653)
Net Operating Income/(Outflow)	(1,145,721)
<u>RESERVE ACTIVITY</u>	
Computers, Equipment, Furniture	-
Expansion LOC Debt Service	-
Total Reserve Activity	-
<u>EXPANSION ACTIVITY</u>	
Expansion Grants and Contributions Received	-
Expansion Expenditures	(7,255)
Net Expansion Activity	(7,255)
<u>BALANCE SHEET ACTIVITY</u>	
Prior Year Receivables Received	371,408
Prior Year Prepays Expensed	13,854
Prior Year Accrued Payroll Paid	(6,645)
Prior Year Accounts Payable Paid	(49,421)
Net Balance Sheet Activity	329,196
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Designated Fund Inflows	2,044
Designated Fund Outflows	-
Net Designated Fund Activity	2,044
Ending CASH at Septemer 30, 2024	
	\$ 1,764,619
<u>CASH BY FUND</u>	
Building Reserve	\$ 500,000
Insurance Reserve	\$ 53,878
Expansion Funds	\$ 50,000
Fiscal Agent Account Balance	\$ 2,690
Donor/Source Designated Funds	\$ 34,710
Operating Reserve	\$ 1,123,341
Ending CASH at Septemer 30, 2024	\$ 1,764,619

**BELVEDERE TIBURON LIBRARY AGENCY
LONG-TERM DEBT ESTIMATE
QUARTER ENDED
SEPTEMBER 30, 2024**

LONG-TERM LIABILITIES					
Compensated Absences (Accrued Vacation Balances)	6/30/2024		\$ 110,000		
CFD 1995-1 BONDS					
Original Bonds CFD 1995-1 thru Sept 2026	9/30/2024		\$ 215,000		
Future interest to be paid thru Sept 2026	9/30/2024		19,500		
Total Bond CFD 1995-1 Liability (5 payments remaining)			\$ 234,500		
Payments are made on 9/1 and 3/1, Last Payment will be 9/1/2026					
PENSION AND OPEB LIABILITIES					
Actuarially Determined Net Pension Liability per Audit	6/30/2023		1,636,951		
Actuarially Determined Net OPEB Liability Per Audit	6/30/2022		357,355		
Total Post-Employment Liability ESTIMATE	6/30/2023		\$ 1,994,306		
TOTAL LONG-TERM LIABILITIES					
NOTES					
PENSION AND OPEB LIABILITIES BASED ON 6/30/2023 AUDIT ACTUARIALS with changes based on discount rate					
			1% Decrease @ 6/30/2023	1% Increase	
Discount Rate			5.90%	6.90%	7.90%
Pension Liability			\$ 2,655,675	\$ 1,636,951	\$ 798,793
				@ 6/30/2022	
Discount Rate			2.54%	3.54%	4.54%
OPEB Liability			\$ 418,813	\$ 357,355	\$ 311,380
TOTAL Pension & OPEB			\$ 3,074,488	\$ 1,994,306	\$1,110,173

**BELVEDERE TIBURON LIBRARY AGENCY
CONSOLIDATED EXPENDITURES
QUARTER ENDED
SEPTEMBER 30, 2024**

	FY 2024-25			FY 2023-24			FY 2018-2019		
	FY24 ANNUAL BUDGET	Sept, 2024 25% OF BUDGET YEAR- CASH	% OF BUDGE T	FY23 ANNUAL BUDGET	Sept, 2023 25% OF BUDGET YEAR - CASH	% OF BUDGE T	FY19 ANNUAL BUDGET	Sept, 2019 25% OF BUDGET YEAR - ACCRUAL	% OF BUDGE T
GENERAL FUND									
Personnel (4)	\$ 2,373,990	\$ 623,440	26%	\$ 2,301,880	\$ 547,042	24%	\$ 1,831,488	\$ 443,554	24%
Circulation Materials & Data (5)	302,000	177,215	59%	295,000	154,338	52%	285,528	122,741	43%
Technology Services (6)	107,458	41,676	39%	121,424	32,358	27%	87,582	19,971	23%
Program Services & Supplies (7)	156,520	49,404	32%	156,834	19,832	13%	102,100	5,679	6%
Building Expenses (8)	351,200	184,177	52%	362,113	162,130	45%	164,291	20,034	12%
Agency Administration	136,652	16,741	12%	117,420	29,400	25%	61,882	20,330	33%
TOTAL GENERAL FUND	\$ 3,427,820	\$ 1,092,653	32%	\$ 3,354,671	\$ 945,100	28%	\$ 2,532,871	\$ 632,309	25%
NET OPERATING REVENUE	\$ 14,838	\$ (1,145,721)		\$ 4,581	\$ (1,046,369)		\$ 101,834	\$ (724,898)	
USES OF RESERVES									
Transfer to Bldg Maintenance Res							67,531	-	0%
Use Building Reserve Tech & Equip	-	-		-	11,048		8,000	-	0%
Use Building Reserve Furn & Fixt	-	-		-	-		20,000	-	0%
Expansion LOC Principal & Interest	-	-		792,000	3,034,960	383%			
Use Operating Reserve Misc.	-	-		-	-				
TOTAL USES OF RESERVES	\$ -	\$ -		\$ 792,000	\$ 3,046,008		\$ 95,531	\$ -	0%
EXPANSION ACTIVITY									
Expansion Grants & Contributions	-	-		-	207,428		-	48,047	
Expansion Reserve from Operations	-	-		-	-		-	-	
Expansion Line of Credit Inflow	-	-		-	-		-	-	
Total Expansion Inflows	-	-		-	207,428		-	48,047	
Less: Expansion Expenditures	-	7,255		-	72,251		-	56,294	
NET EXPANSION ACTIVITY (9)	\$ -	\$ (7,255)		\$ -	\$ 135,177		\$ -	\$ (8,247)	
(4) Personnel	CaIPERS 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.								
(8) Building Expenses	Marketing Costs and Supplies for Library Programs.								
	Includes Adult, Children's, Teen, Maker Space, and Technology Training.								
	Property and Liability insurance is paid in July.								
	Includes Storage costs during Expansion.								

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
QUARTER ENDED
SEPTEMBER 30, 2024**

		FY25	Sept, 2024	% OF	BUDGET	FY24	Sept, 2023	% OF	
	ACCOUNT	ANNUAL	25% OF YEAR	BUDGE	REMAINING	ANNUAL	25% OF YEAR	BUDGE	
		BUDGET	TO DATE	T		BUDGET	TO DATE	T	
			CASH BASIS				CASH BASIS		
GENERAL FUND REVENUE									
Revenue									
	Basic Library Tax (1)	5010	\$ 2,556,925	\$ -	0%	2,556,925	\$ 2,435,052	\$ 5,458	0%
	Parcel Tax (1)	5020	275,000	-	0%	275,000	-	-	0%
	ERAF (1)	5025	530,000	-	0%	530,000	-	-	0%
	BTLF Grants (2)	5032	70,000	-	0%	70,000	175,000	-	0%
	Program Grants (3)	5033	80,400	32,830	41%	47,570	15,000	2,770	18%
	Book Fines and Reserves	5040	500	37	7%	463	500	-	0%
	Book Sales	5050	0	-	-	0	0	-	0%
	Reference Desk Income	5065	50	43	86%	7	250	10	4%
	Copier Fees	5070	380	114	30%	266	500	367	73%
	Other Revenue (includes EV)	5090	9,303	2,658	29%	6,645	7,200	4	0%
	Interest Income	5099	50,000	23,376	47%	26,624	50,000	2,662	5%
	Total Revenue		\$ 3,572,558	\$ 59,058	2%	3,513,500	\$ 3,488,502	\$ 11,271	0%
Bond Debt Service via Parcel Tax									
	Bond Debt Service - Interest	8910	(\$15,900)	(\$9,450)	59%	(6,450)	(\$21,750)	(\$12,300)	57%
	Bond Debt Service - Principal	8915	(\$100,000)	(\$100,000)	100%	0	(\$95,000)	(\$95,000)	100%
	Bond Fiscal Agent Fees	8920	(\$14,000)	(\$2,676)	19%	(11,324)	(\$12,500)	(\$5,240)	42%
	Total Bond Debt Service		(\$129,900)	(\$112,126)	86%	(17,774)	(\$129,250)	(\$112,540)	87%
	Total Revenue after Bond Service		\$3,442,658	(\$53,068)	-2%	3,495,726	\$3,359,252	(\$101,269)	-3%
GENERAL FUND EXPENDITURES									
Personnel (4) (5)									
	Salaries & Wages	7010	1,409,856	328,693	23%	1,081,163	1,364,051	305,291	22%
	Medical Reimbursement	7015	21,600	5,175	24%	16,425	21,600	4,613	21%
	Part Time Salaries & Wages	7020	303,834	55,594	18%	248,240	344,113	43,950	13%
	PERS Retirement Benefits	7100	277,377	147,457	53%	129,920	240,299	118,679	49%
	115 Trust	7105	25,000	0	0%	25,000	25,000	0	0%
	PERS Insurance Benefits	7110	258,499	55,909	22%	202,590	222,540	50,798	23%
	PERS OPEB Benefits	7115	10,200	2,355	23%	7,845	9,060	1,127	12%
	Workers Comp Insurance	7120	8,038	8,628	107%	(590)	8,014	7,789	97%
	Employment Practice Insurance	7125	5,400	5,400	100%	0	5,400	5,400	100%
	Payroll Tax Expense	7130	43,686	9,109	21%	34,577	46,103	8,900	19%
	Professional Development	7200	10,000	3,614	36%	6,386	15,200	365	2%
	Staffing Recruitment	7210	500	1,506	301%	(1,006)	500	130	26%
	Total Personnel		\$ 2,373,990	\$ 623,440	26%	1,750,550	\$ 2,301,880	\$ 547,042	24%

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 QUARTER ENDED
 SEPTEMBER 30, 2024**

		FY25	Sept, 2024	% OF	BUDGET		Sept, 2023	% OF	
	<u>ACCOUNT</u>	<u>ANNUAL</u>	<u>25% OF YEAR</u>	<u>BUDGE</u>	<u>REMAINING</u>		<u>25% OF YEAR</u>	<u>BUDGE</u>	
		<u>BUDGET</u>	<u>TO DATE</u>	<u>T</u>			<u>TO DATE</u>	<u>T</u>	
			<u>CASH BASIS</u>				<u>CASH BASIS</u>		
Circulation Materials & Data (6)									
	Books and other Materials	7601	100,000	29,186	29%	70,814	125,000	23,754	19%
	Vendor Processing Costs	7602	7,000	4,642	66%	2,358	7,000	928	13%
	Supplies for Processing	7603	3,000	250	8%	2,750	3,000	594	20%
	Digital Resources & Content	7606	80,000	32,303	40%	47,697	60,000	25,107	42%
	MARINet	7607	112,000	110,834	99%	1,166	100,000	103,955	104%
	Total Circulation Materials & Data		\$ 302,000	\$ 177,215	59%	124,785	\$ 295,000	\$ 154,338	52%
Technology Services (7)									
	Online Services	8020	12,276	9,514	78%	2,762	10,000	4,588	46%
	Computers & Peripherals	8035	14,250	891	6%	13,359	5,000	3,480	70%
	Technical Support	8040	39,732	14,208	36%	25,524	66,924	7,727	12%
	IT Infrastructure	8070	31,200	15,015	48%	16,185	18,000	16,563	92%
	Website Maintenance	8071	10,000	2,048	20%	7,952	21,500	0	0%
	Total Technology Services		\$ 107,458	\$ 41,676	39%	65,782	\$ 121,424	\$ 32,358	27%
Program Services & Supplies (8)									
	Copier Expense	8210	15,520	4,161	27%	11,359	19,284	3,786	20%
	Postage Freight	8220	3,500	2,897	83%	603	7,000	619	9%
	Public Relations	8225	34,000	9,627	28%	24,373	30,000	834	3%
	Office Supplies	8230	7,000	2,323	33%	4,677	10,000	529	5%
	Adult Programs	8240	31,900	9,482	30%	22,418	17,000	3,098	18%
	Children's Program Supplies	8250	20,000	8,241	41%	11,759	19,450	4,599	24%
	Young Adult Programs	8251	6,000	1,457	24%	4,543	9,500	593	6%
	Telephone	8260	14,600	3,748	26%	10,852	14,600	3,352	23%
	A/V Equipment & Peripherals	8270	5,000	3,514	70%	1,486	5,000	0	0%
	Maker Space Programs	8280	15,000	2,554	17%	12,446	18,000	2,062	11%
	Technology Training Program	8290	4,000	1,400	35%	2,600	7,000	360	0%
	Total Program Services & Supplies		\$ 156,520	\$ 49,404	32%	107,116	\$ 156,834	\$ 19,832	13%

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 QUARTER ENDED
 SEPTEMBER 30, 2024**

		FY25	Sept, 2024	% OF	BUDGET		Sept, 2023	% OF
	<u>ACCOUNT</u>	<u>ANNUAL</u>	<u>25% OF YEAR</u>	<u>BUDGE</u>	<u>REMAINING</u>		<u>25% OF YEAR</u>	<u>BUDGE</u>
		<u>BUDGET</u>	<u>TO DATE</u>	<u>T</u>			<u>TO DATE</u>	<u>T</u>
			<u>CASH BASIS</u>				<u>CASH BASIS</u>	
Building Expenses (9)								
	8410	125,000	127,532	102%	(2,532)	140,000	111,260	79%
	8430	17,500	7,183	41%	10,317	24,800	8,577	35%
	8440	18,000	0	0%	18,000	11,100	1,260	11%
	8450	60,000	13,311	22%	46,689	60,000	13,406	22%
	8460	9,000	352	4%	8,648	9,000	1,096	12%
	8480	5,360	891	17%	4,469	4,873	844	17%
	8490	80,000	25,713	32%	54,287	80,000	18,908	24%
	8491	6,240	3,120	50%	3,120	11,040	3,120	28%
	8492	13,000	650	5%	12,350	8,400	1,915	23%
	8493	9,600	2,531	26%	7,069	3,000	1,049	0%
	8500	7,500	2,894	39%	4,606	9,900	695	7%
	8501	0	0		0	0	0	
	Total Building Expenses	\$ 351,200	\$ 184,177	52%	167,023	\$ 362,113	\$ 162,130	45%
Agency Administration (10)								
	8810	500	36	7%	464	1,000	51	5%
	8815	800	7	1%	793	2,000	1	0%
	8820	120	0	0%	120	120	(1)	-1%
	8825	4,455	1,620	36%	2,835		0	
	8830	8,000	1,732	22%	6,268	10,300	1,590	15%
	8835	33,350	700	2%	32,650	34,000	9,470	28%
	8840	50,000	12,496	25%	37,504	65,000	18,289	28%
	8850	5,000	150	3%	4,850	5,000	0	0%
	8890	34,427	0	0%	34,427	0	0	
	Total Agency Administration	\$ 136,652	\$ 16,741	12%	119,911	\$ 117,420	\$ 29,400	25%
	Total GENERAL FUND	\$ 3,427,820	\$ 1,092,653	32%	2,335,167	\$ 3,354,671	\$ 945,100	28%
	NET OPERATING REVENUE/(LOSS)	\$ 14,838	\$ (1,145,721)		(1,160,559)	\$ 4,581	\$ (1,046,369)	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
QUARTER ENDED
SEPTEMBER 30, 2024

	ACCOUNT	FY25 ANNUAL BUDGET	Sept, 2024 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	Sept, 2023 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET
ACTUAL BEGINNING CASH - ALL FUNDS	45473	\$ 2,770,523	\$ 2,586,355		(184,168)			
NET OPERATING REVENUE/(LOSS)		\$ 14,838	\$ (1,145,721)		(1,160,559)			
NON-OPERATING TRANSFERS & USES OF RESERVES								
Building Reserve - Technology & Equip	9010	0	0		0			
Building Reserve - Furniture & Fixtures	9020	0	0		0			
Expansion Line of Credit Interest	8930	0	0		0			
Expansion Line of Credit Principal	8935/2460	0	0		0			
Operating Reserve		0	0		0			
Total USES OF RESERVES		\$ -	\$ -		0			
EXPANSION ACTIVITY								
Expansion Grants from Foundation	200-5978	0	0		0			
Expansion Rebates MMWD & TAM	200-5978	0	0		0			
Expansion Expenditures	9045	0	(7,255)		(7,255)			
Total EXPANSION ACTIVITY		\$ -	(7,255)		(7,255)			
BALANCE SHEET ACTIVITY		\$ (70,000)	329,198		399,198			
DESIGNATED FUND ACTIVITY								
Snelling and Epstein Receipts		10,000	2,044	20%	(7,956)			
Snelling and Epstein Expenditures		(20,000)	0	0%	20,000			
Net DESIGNATED FUND ACTIVITY		\$ (10,000)	2,044	-20%	12,044			
ENDING CASH - ALL FUNDS	45473	\$ 2,788,537	1,764,621		(940,740)			
					LOW POINT			
CASH BY FUND					<u>12/15/24 Estimate</u>			
Insurance and Building Reserves	2720 & 2720		553,878		553,878			
Expansion Funds - Restricted for Project Costs			50,000		0			
Cash with Fiscal Agent - Restricted for CFD 1995-1 Bond Service			2,690		2,000			
Snelling and Epstein Restricted Funds			34,710		34,710			
Operating Reserve			1,123,341	(1)	308,660			
TOTAL ENDING CASH - ALL FUNDS		9/30/2024	\$ 1,764,619	(2)	899,248			
(1) Fiscal Year 2025 Low Point Estimate Operating Reserve \$308,660								
(2) Fiscal Year 2024 Low Point Estimate Total Cash \$899,248								
					LOW POINT			
CASH BY BANK ACCOUNT					<u>12/15/24 Estimate</u>			
Mechanics Operating Checking Plus Petty Cash			540,229		50,000			
Mechanics Expansion Checking (Closed on October 4, 2024)			78		0			
Mechanics Money Market (Closed on October 4, 2024)			887		0			
US Bank Fiscal Agent for CFD-1995-1 Bonds			2,690		2,000			
LAIF			80,533		250,000			
Mechanics Wealth Management Goldman Treasuries		65%	1,140,202		597,248			
TOTAL ENDING CASH - ALL ACCOUNTS		9/30/2024	\$ 1,764,619		899,248			

BELVEDERE TIBURON LIBRARY AGENCY			
SEPTEMBER 2024 NOTES TO DETAIL BUDGET VS ACTUAL			
Page 4-5	25% of Budget Year		
(1)	5010, 5020, 5025	the majority of Tax Revenue is normally received in December and April.	
(3)	5033	Sustainability Phase Grant	
(3A)	5090	EV Connect Quarterly \$2,m658 (compared to line 8493 EV cost-to-date of \$2,531)	
(3B)	5099	Interest Rates have been good on the Wealth Management Account at 5.2% Wealth Management, which is now Federal Funds Money Market yielding 5.2%	
(4)	7000's - 7200's Personnel	closer to budget with a full staff.	
(5)	7100-7115 Benefits	CalPERS UAL retirement payment front-loaded, health benefits 8% Jan increase	
Page 4-6	25% of Budget Year		
(6)	7600's Circulation Materials	magazine and digital subscriptions and MARINet front loaded	
(7)	8000's Technology	Online Services and IT Infrastructure front-loaded	
(8)	8200's Program Services	larger budgets and more activity this year Budget was increased for 2025.	
Page 4-7	25% of Budget Year		
(9)	8400-8500's Building	Insurance front-loaded, \$16K increase from prior year Electricity is also up.	
(10)	8800's Administration	Below Par, room for additional consulting and legal as needed 8840 Benefits Study and Staff Coaching included here	
Page 4-8	RESERVES and CASH		
9010/9020	Equipment and Furniture:	No purchases.	
200-9xxx	Expansion Follow-up Expenses	\$7,255	
	Expansion Funds include:		
		\$50,000	Estimated Payables, probably not much now
	TOTAL Cas OPER Reserve:		
	\$2.59 million	\$1.84 million	at June 30, 2024
	\$1.76 million	\$1.12 million	at September 30, 2024
	\$0.9 million	\$0.31 million	Projected Low Point November/December 2024
	Annual Expenditure Budget FY25:		
		\$3.43 million	
	Monthly Operational Cost:		
	July	\$616,000	front-loaded Insurance, CalPERS UAL, MariNET, and Subscriptions
	August	\$275,000	
	September	\$259,000	\$1,150,000 Year-to-Date September
	Thereafter	\$253,000	Average monthly for remaining 9 months

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
September 16, 2024

Roll Call, Present: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil

Members Absent: Treasurer Jeff Slavitz

Also Present: Crystal Duran, Kristin Johnson, Jane Cooper, Ann Aylwin

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

OPEN Forum: Chair Hooker opened the floor to comments or questions from the public. There were none.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Hooker reported that Library is in a new phase. Programs are abundant and well attended, and the staff can now focus some energy toward internally updating older policies, procedures, and documents.

2. Library Director's Report

Director Duran reported that a new exhibit, "Making Art in a Changing World," is up in the gallery. There will be an opening reception this Thursday, and an art talk on October 10.

Betty Chao has joined the Library administrative staff as our new Accounting Technician. Welcome, Betty!

Dr. Reggie Thomas of Peake Potential has conducted individual interviews and several group sessions with Library staff to focus on improving workplace relationships. He will return on October 10th and 11th for individual coaching and a conflict resolution workshop. The Library will be closed for several hours on October 11th for an all staff meeting and the conflict resolution training.

The Library's "Project Refresh," a continuing update on layout and furnishings, is well underway. The Foundation has approved \$42,000 in funding for the project. The Library budget will support the project with labor and minor materials. The total cost of the project is estimated at \$50,000.

The I'Lee hooker Memorial Garden was approved in August. Staff are awaiting a work schedule from the Gardeners Guild.

Director Duran expressed kudos to Gina Vaziri, Cataloging and Acquisitions Librarian, who has implemented the pre-processing of new books. This project has been years in the making. The Cataloging (Technical Services) department's work has historically included the cataloging (record creation), covering, and labeling of

new books. Book Vendors will now do that part of the work for us. Books will be ready to shelve when received by mail. This pre-processing will allow a reduction of ½-to1 FTE's in the Cataloging Department. Staff will still have to fine tune the records created by the vendor. This new process will enable more time to be devoted to e-book purchasing, and faster placement of books on the shelves. The majority of book orders and pre-processing will now be done through vendor Baker & Taylor. The Zip books project, in which patrons can request book purchases, will still require manual cataloging at the Library. Zip books purchases are limited to a maximum cost and cannot be best-sellers. Regular "weeding" of the collection is also done by staff to keep the collection current in terms of usage, and to allow room for new books.

The joint Agency-Foundation retreat originally scheduled for September 24th has been postponed. Director Duran will be polling for alternative dates.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Ann Aylwin reported that the Annual Fund Campaign will kick off in October. The Foundation has received \$125,000 from the Campaign to date this calendar year. The Campaign goal is to equal or exceed last year, and to continue to increase the annual fundraising to pre-Capital Campaign levels or higher. This year's Teddy Bear Tea proceeds of \$17,000 will be earmarked toward the flooring, shade, and planting on the Children's Room patio. This project, estimated at a total cost of \$20,000, requires Town of Tiburon permitting.

The Foundation hosted a table at Friday nights on main recently, with books from Corner Books given away to the public, along with cotton candy and bookmarks, with a successful generation of public interest.

Upcoming Foundation supported Library events include the Legacy of Ghandi on Friday, September 20th, and the Titanic Talk on September 24th.

The next Teddy Bear Tea will mark its 25th anniversary. The Tea will be held in late February or early March, and will be advertised in The Ark, which has provided great publicity throughout the years.

Director Duran clarified that Library events are publicized through digital newsletters to subscribers around the first and middle of each month. In addition, patron inquiries are referred to the Library's online calendar, and staff publish a monthly standing Ad in The Ark Newspaper and post flyers in the community. Select events can also be published in the Town of Tiburon and City of Belvedere newsletters. Social media has been used in the past, but has not been as effective in attracting participation as the other methods for the Library's demographic.

4. Financial Statements, August 2024

Clerk Johnson reported that, with two months or 17% of the budget year passed, revenues are minimal (normal for this time of year) and overall expenditures are at 24% of budget (also normal for this time of year). Expenditures for magazine subscriptions, digital resources, Property and Liability insurance, and CalPERS

Unfunded Accrued Pension Liability are all made in the first two months of the fiscal year, inflating the apparent % of budget in the first quarter.

5. Committee Reports

The Finance Committee met on September 5th, with members Kenneth Weil, Pamela Goldman, and Treasurer Jeff Slavitz present. Also present were Chair Anthony Hooker, Foundation Treasurer Toni Lee, Director Crystal Duran, and Finance, HR and Admin Manager Kristin Johnson. The group reviewed the Agency's Investment Policy and discussed the possibility of establishing a 115 trust for Pension and OPEB obligations. While 115 Trusts can provide a greater return on investment than some other investments, the Agency needs to establish a policy on allocating reserves for specific purposes. The Finance Committee will meet again in January to discuss this issue.

Trustee Richards added that Belvedere Council Member Sally Wilkinson has offered to share her past research with analysis and execution of 115 trust participation. Director Duran said that a CalPERS presentation would also be valuable to the Committee.

Director Duran said that she is waiting to schedule a Compensation Committee meeting. She would like to discuss a possible change in the benefits allowance level in January, as health premiums have risen 8% in January of 2024 and will increase an additional 11% in January of 2025. She would also like to address possible changes in benefits offered in conjunction with the current benefits study.

CONSENT CALENDAR

6/7. Approval of the Minutes of August 19, 2024 and the Warrants for the month of August, 2024.

Chair Hooker asked whether digital subscription renewals are analyzed for patron usage. Director Duran said that subscriptions are analyzed for usage, and that they are also compared to other Libraries' offerings for gaps in the system.

Trustee Weil asked about the payment to the Town of Tiburon for grounds maintenance, and how the grounds maintenance cost is divided between Town of Tiburon and the Library. Clerk Johnson explained that the Town had just billed the Library for the full past year of grounds maintenance. Director Duran said that the Town and the Library have specifically owned areas in addition to shared communal areas. They share the cost of communal areas at 50-50. The Library's specific outdoor space is larger than the Town's, and the Library pays the Town for the shared services of their landscape contractors.

Motion to approve the Minutes of August 19, 2024 and the Warrants for the month of August, 2024 made by Vice Chair Poplawski, Seconded by Trustee Richards.

Ayes: All present in favor.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:**8. Consideration of Conflict of updated Investment Policy**

Director Duran said that the policy had been reviewed by the Finance Committee.

**Motion to approve updated Investment Policy made by Trustee Goldman,
Seconded by Trustee Sutton.**

ROLL CALL VOTE:

**Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman,
Roxanne Richards, Katherine Sutton, Kenneth Weil.**

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

9. Consideration of Resolution 298-2024 Authorizing Closure of Bank Accounts

**Motion to approve Resolution 298-2024 made by Trustee Weil, Seconded by
Trustee Richards.**

ROLL CALL VOTE:

**Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman,
Roxanne Richards, Katherine Sutton, Kenneth Weil.**

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

**10. Consideration of Resolution 302-2024 Amending the Fiscal 2024 Gann
Appropriations Limit**

**Motion to approve Resolution 302-2024 made by Trustee Sutton, Seconded by
Trustee Richards.**

ROLL CALL VOTE:

**Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman,
Roxanne Richards, Katherine Sutton, Kenneth Weil.**

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

11. Consideration of Resolution 303-2024 Amending the Fiscal 2024 CFD Gann Appropriations Limit

Motion to approve Resolution 303-2024, made by Trustee Goldman, Seconded by Trustee Sutton.

ROLL CALL VOTE:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

12. Consideration of Resolution 304-2024 Adopting the Fiscal 2025 Gann Appropriations Limit

Motion to Adopt Resolution 304-2024 made by Trustee Poplawski, seconded by Trustee Weil.

ROLL CALL VOTE:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

13. Consideration of Resolution 305-2024 Adopting the Fiscal 2025 CFD Gann Appropriations Limit

Motion to Adopt Resolution 305-2024 made by Vice Chair Poplawski, Seconded by Trustee Richards.

ROLL CALL VOTE:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

14. Schedule of 2024-2025 Meeting Dates

The next Regular BTLA meeting is scheduled for October 21, 2024.

Chair Hooker adjourned the meeting at 7:09 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 SEPTEMBER 2024

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
9/1/2024	ACH	Mechanics Credit Card	100	2080	Suspense - Credit Card Clearing	\$ -	\$ -
9/4/2024	EFT	CalPERS Retire CLASSIC July	100	7100	CalPERS Retirement Benefit	10,348.39	\$ 10,348.39
	EFT	CalPERS Retire PEPPRA July	100	7100	CalPERS Retirement Benefit	8,741.27	\$ 8,741.27
	EFT	CalPERS Health EE August	100	7110	CalPERS Insurance Benefits	20,052.50	\$ 20,052.50
	EFT	CalPERS Health OPEB August	100	7115	OPEB Insurance Benefits	785.00	\$ 785.00
9/4/2024	EFT	Lincoln Life	100	7110	CalPERS Insurance Benefits	121.70	\$ 121.70
9/10/2024	ACH	Analysis Charges August 2024	100	8810	Bank Charges	35.62	\$ 35.62
9/12/2024	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	59,390.38	\$ 59,390.38
9/20/2024	EFT	Reliance LTD - August	100	7110	Insurance Benefit	520.22	\$ 520.22
9/26/2024	ACH	Connect Your Care (COBRA Marin County)	100	7110	Insurance Benefit	4.81	\$ 4.81
9/27/2024	ACH	ADP Payroll Montly Fee	100	8830	Accounting	584.95	\$ 584.95
	EFT	Amazon Pay by Invoice	100	Various		\$ -	\$ -
9/25/2024	EFT	Delta Dental	100	7110	Insurance Benefit	1,274.28	\$ 1,274.28
9/30/2024	ACH	PG&E	100	8490	Power	\$ 7,720.27	\$ 7,720.27
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 63,627.05	\$ 63,627.05
						\$ -	\$ -
				SEPT	TOTAL EFT / ACH	\$ 173,206.44	\$ 173,206.44
OPERATING HAND CHECKS							
9/5/2024	000623	Jodi Mah	100	5040	Book Fines	\$ 11.95	\$ 11.95
9/18/2024	000624	Secretary of State	100	8840	Legal & Consulting	\$ 6.00	\$ 6.00
9/26/2024	000625	The Ark Newspaper	100	8225	Public Relations	\$ 2,500.00	\$ 2,500.00
9/26/2024	000626	Laura Lacey	100	5040	Book Fines & Reserves	\$ 18.00	\$ 18.00
				SEPT	TOTAL HAND CHECKS	\$ 2,535.95	\$ 2,535.95
OPERATING ACCOUNTS PAYABLE BATCHES							
9/5/2024	102357	Diana Marie Estey	100	8240	Adult Programs	\$ 350.00	\$ 350.00
9/5/2024	102358	Option Click Consulting	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
9/5/2024	102359	Peake Potential	100	8840	Legal and Consulting Fees	\$ 4,000.00	\$ 4,000.00
9/5/2024	102360	SDRMA	100	8410	Property & Liability Insurance	\$ 1,782.68	\$ 1,782.68
				9/5/2024	ACCOUNTS PAYABLE BATCH	\$ 6,332.68	\$ 6,332.68
9/9/2024	102361	A&P Moving	100	8430	Adult Programs	\$ 100.00	\$ 100.00
9/9/2024	102362	ACV Argo Parking	100	8491	Parking	\$ 1,560.00	\$ 1,560.00
9/9/2024	102363	Baker & Taylor	100	7601	Books & Other Materials	\$ 7,118.35	
		Baker & Taylor	100	7602	Processing Cost	\$ 1,792.70	\$ 8,911.05
9/9/2024	102364	Belvedere Tiburon Library Foundation	100	8035	Computer & Equipment	\$ 442.14	\$ 442.14
9/9/2024	102365	City of Belvedere	100	8830	Accounting	\$ 450.00	\$ 450.00
9/9/2024	102366	COFAM	100	8240	Adult Programs	\$ 400.00	\$ 400.00
9/9/2024	102367	EBSO Industries	100	7606	Digital Resources& Content	\$ 1,848.00	
		EBSO Industries	100	8020	Online Resources	\$ 2,548.00	\$ 4,396.00
9/9/2024	102368	Library Ideas	100	7606	Digital Resources& Content	\$ 128.50	\$ 128.50
9/9/2024	102369	Marin IT, INC	100	8040	Technical Support	\$ 3,393.50	\$ 3,393.50
9/9/2024	102370	Mission Square Retirement	100	2040	Deferred Compensation Deductions	\$ 2,000.00	\$ 2,000.00
9/9/2024	102371	MSI Litho	100	8220	Postage	\$ 1,722.45	
		MSI Litho	100	8225	Public Relations	\$ 6,856.91	\$ 8,579.36
9/9/2024	102372	Overdrive	100	7606	Digital Resources& Content	\$ 2,073.06	\$ 2,073.06
9/9/2024	102373	Project 6 Design	100	8071	Website	\$ 1,348.05	\$ 1,348.05
9/9/2024	102374	Redwood Security	100	8492	Building Maintenance Contracts	\$ 318.00	\$ 318.00
9/9/2024	102375	Terminix Processing	100	8492	Building Maintenance Contracts	\$ 118.00	\$ 118.00
9/9/2024	102376	ULINE	100	8230	Office Supplies	\$ 74.28	\$ 74.28
				9/9/2024	ACCOUNTS PAYABLE BATCH	\$ 34,291.94	\$ 34,291.94

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 SEPTEMBER 2024

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
9/30/2024	102377	A&P Moving	100	8430	Adult Programs	\$ 100.00	\$ 100.00
9/30/2024	102378	Baker & Taylor	100	7601	Books & Other Materials	\$ 4,785.01	
9/30/2024	102378	Baker & Taylor	100	7602	Processing Cost	\$ 2,626.12	\$ 7,411.13
9/30/2024	102379	Bell Products	100	8430	Building Maintenance	\$ 3,084.00	\$ 3,084.00
9/30/2024	102380	Blackstone Publishing	100	7601	Books & Other Physical Materials	\$ 200.00	\$ 200.00
9/30/2024	102381	Brodart	100	7601	Books & Other Physical Materials	\$ 483.68	
9/30/2024	102381	Brodart	100	7602	Processing Cost	\$ 59.58	\$ 543.26
9/30/2024	102382	CINTAS	100	8230	Office Supplies	\$ 5.42	\$ 5.42
9/30/2024	102383	City of Foster City	100	7210	Staffing Recruitment	\$ 567.00	\$ 567.00
9/30/2024	102384	Demco	100	7603	Supplies-Processing	\$ 199.10	\$ 199.10
9/30/2024	102385	Envisionware	100	8070	IT Infrastructure	\$ 820.79	\$ 820.79
9/30/2024	102386	Marin IT, INC	100	8040	Technical Support	\$ 4,082.25	
9/30/2024	102386	Marin IT, INC	100	8070	IT Infrastructure	\$ 697.50	\$ 4,779.75
9/30/2024	102387	Mill Valley Refuse	100	8480	Trash	\$ 296.91	\$ 296.91
9/30/2024	102388	Mission Square Retirement	100	2040	Deferred Compensation Deductions	\$ 2,000.00	\$ 2,000.00
9/30/2024	102389	Much More Than Consulting	100	8840	Legal & Consulting Services	\$ 1,205.95	\$ 1,205.95
9/30/2024	102390	Option Click Consulting	100	8290	Technology Training Programs	\$ 400.00	\$ 400.00
9/30/2024	102391	Overdrive	100	7606	Digital Resource & Content	\$ 1,836.52	\$ 1,836.52
9/30/2024	102392	Pacific Gas & Electric	100	8493	EV Charging Station Costs	\$ 913.12	\$ 913.12
9/30/2024	102393	PBC Guru	100	8240	Adult Programs and Supplies	\$ 3,500.00	\$ 3,500.00
9/30/2024	102394	Redwood Security	100	8450	Janitorial Service	\$ 4,437.00	\$ 4,437.00
9/30/2024	102395	Sanitary Distric No. 5 of Marin County	100	8500	Water	\$ 2,101.58	\$ 2,101.58
9/30/2024	102396	TPX Communication	100	8260	Telephone	\$ 1,243.37	\$ 1,243.37
9/30/2024	102397	US Bank Equipment Financing	100	8210	Copier expense	\$ 1,209.19	\$ 1,209.19
9/30/2024	102398	Vestis	100	8492	Maintenance Contracts	\$ 53.46	\$ 53.46
9/30/2024	102399	WT.COX Information Servic	100	7601	Books & Other Materials	\$ 27.88	\$ 27.88
				9/30/2024	ACCOUNTS PAYABLE BATCH	\$ 36,935.43	\$ 36,935.43
				SEPT	TOTAL ACCOUNTS PAYABLE BATCHES	\$ 77,560.05	\$ 77,560.05
				SEPT	TOTAL WARRANTS	\$ 253,302.44	\$ 253,302.44

Belvedere-Tiburon Library Agency Future Meeting Dates

November 18, 2024

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

January 27, 2025

February 24, 2025

March 17, 2025

April 21, 2025

May 19, 2025

June 16, 2025

July 21, 2025

No meeting in August unless necessary (August 18, 2025)

September 15, 2025

October 20, 2025

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