

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 19, 2025

AS APPROVED ON JUNE 16, 2025

Roll Call, Present: Chair Anthony Hooker, Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton

Members Absent: Kenneth Weil

Also Present: Crystal Duran, Kristin Johnson, Lucy Churton, Kevin Burke

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

OPEN Forum:

Chair Hooker opened the floor to public comment.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Hooker reported that the impact of the Programs, Outreach, and Administrative items reported by Director Duran (packet page 2-1) is impressive, with an impact greater than can be expressed just by their number. For example, the current Art Exhibit illustrates the heart and soul of the Library with its literary reference. The Library is on track with the heart of our mission with programs and community engagement.

Trustee Richards said that the Short Story Hour on Wednesdays, led by Librarian Katie Winters, is attracting more and more people, including new community members, meeting a local need for connection.

Chair Hooker thanked the staff and Finance Committee for their support in developing the Fiscal 2026 budget. He added that the Board and Staff are now in the process of improving administration, getting the internal structures up to date, and will be presenting new policies from time to time.

2. Library Director's Report

Director Duran said, with respect to Trustee Richards' comment on the Short Story Hour, that staff-led book clubs are a new, important addition to the programs at the library.

She thanked Staff and Trustees who attended the showing of the documentary, Free for All: The Public Library, at the Tiburon Cinelounge. While educating and reminding us of the history and impact of Libraries in America, the showing was also an opportunity to partner with and support a local business. Treasurer Slavitz expressed appreciation for the movie and for Director Duran's Master of Ceremonies question and answer session with the movie's makers. Chair Hooker also noted upcoming filmmaking workshops in conjunction with the Belvedere Homemade Film Festival coming up in October. The Library is hosting workshops now through

September, and the deadline for submissions to the Festival is in August. The Library hosted a launch showing prior year films, and could consider possibly showing the films that didn't make the Festival.

New residents in the community also attended the recent program, Coffee with a Cop. Fifty-five people attended a Monday morning program featuring both Tiburon and Belvedere Police Chiefs and Officers. Attendees included caregivers in addition to new residents and was an opportunity for all to meet safety personnel and neighbors. This was part of the Library's Sustainability Initiative. The Library Foundation supported the event with refreshments. Tiburon Chief Michelle Jean asked if this program could be provided more often. Library Staff will set a goal of continuing the program quarterly.

Library Staff recently participated in the Town of Tiburon's Earth Day celebration, AAPI festival, and the Ranch's 50th anniversary Trivia Night at the Tiburon Tavern. For the Trivia event, connections were made with fellow participants, library patrons (including a Jeopardy star), and Corner Books volunteers

Library Staff have also made recent local school class visits, promoting summer reading programs.

Director Duran thanked Trustee Sutton for her activity in the Library Art Committee as a co-chair of the current exhibit, and for planning the reception. Trustee Sutton also presented an Annual Library report to the Reed School District, emphasizing the Library's services and programs for families and school-age children.

A personnel arbitration hearing related to the recent personnel issue has been scheduled for October.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that the Donor Celebration on April 24 was very successful, with 100 people in attendance, and a well-received performance by the Hootenanny (Friday guitar Group) with Dr. Cromwell leading. The Foundation may continue this event annually.

Foundation members are now working on the Legacy Celebration, to be held in the fall, working with Landmarks staff finding historic images to showcase. There will be a talk on the first day, followed by 2 days of open house. The event will provide an opportunity to celebrate the land (donated to the Library and Town), the Library, and the Donors. Foundation members are also continuing to plan for the launch in conjunction with the Legacy Celebration.

The Annual Fund Campaign has brought in \$176,000 in donations. The Foundation also received a restricted trust donation from Bonnie Spiesberger's estate, and is studying possible uses for a portion of the funds, which were restricted for capital projects.

The current Art exhibit features 50 pieces, 38 artists, and over 100 people gathered for the opening night. The show highlights art inspired by literature. The next show,

will be educational, featuring works illustrating the “Newest Americans,” including new citizens’ reflections on what citizenship means to them.

4. Financial Statements, March, 2025

Clerk Johnson reported that, with 83% of the budget year passed, revenues are at 86% of budget and total expenditures are at 82% of budget.

Expenditure details: Personnel is at 78% of budget, Circulation Materials & Data at 92% of budget (front-loaded subscriptions), Technology Services at 87% of budget (front-loaded subscriptions), Program Services and Supplies at 70% of budget, Building Expenses at 89% of budget, and Agency Administration at 132% of budget (due to approved consulting studies and unexpected legal costs).

The EV charging stations are running above break-even, with about \$11,000 in income and \$9,100 in PG&E expenses through April 30.

The \$50,000 Expansion Reserve, Foundation funding, and some Operating Reserves have been used for Furniture & Fixtures totaling \$39,427, Building Repairs and Improvements totaling \$15,697, and Grounds enhancements (also supported by donor funding) totaling \$41,375 as of April 30.

Projections for Fiscal 2025 year-end indicate positive net operating revenue, and can be viewed in column 2 of the Draft Budget. Projections will be further enhanced with May results for the Budget presentation at the June meeting. Chair Hooker asked about ERAF projections, which have not yet been received from the County.

5. Committee Reports

There were no committee reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of April 21, 2024 and the Warrants for the Month of April, 2025 made by Vice Chair Poplawski, seconded by Trustee Sutton.

Ayes: All present in favor

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

8. PUBLIC HEARING-AB2561-VACANCIES

Director Duran reported that AB2561 requires new reporting on staff vacancies for public agencies. This is the first report under the bill for the Library. The bill was created to increase transparency on vacancies and hiring, which might affect services. If an agency has greater than 20% vacancies, it must report plans to mitigate those vacancies.

The Library currently has two Part-Time positions open. Interviews were conducted for those positions last week, with reference checks are currently in process. Both vacancies are expected to be filled in the very near future.

Chair Hooker asked what kind of interest, comments, and questions the public might bring regarding vacancies. Director Duran said that concerns would likely be related to the Library's ability to operate and fulfill its public service mission. Most of the concern in the state around this issue relates to Unions and MOU agreements.

Chair Hooker opened the Public Hearing to comments and questions. There were none. Chair Hooker closed the Public Hearing.

Motion to approve the Belvedere Tiburon Library Agency Vacancies Report made by Treasurer Slavitz, seconded by Trustee Richards.

Roll Call Vote:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton.

Absent: Kenneth Weil.

Noes: None

All present in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Review of Draft Agency Budget for Fiscal 2026.

Director Duran said that the Agency is expecting a 4.1% increase in Basic Tax Revenue (Line 5010). There will be no Federal grants for Libraries in the coming year, and also very limited State Library Grants (Line 5033).

The absence of Federal and State grants merits a decrease Adult programming (Line 8240) to a basic standard level of \$20,000. (The Adult Program budget was increased in the prior year due to a state grant.)

The Library is fortunate to have the support of our Foundation, which has committed \$150,000 in grants for the coming year (Line 5032).

Total Budgeted Revenues are \$3.75 million. Total Operating Expenditures are budgeted at Cost \$3.62 million plus Debt Service of \$130,000 for a balanced budget.,

Personnel are budgeted at 18.2 FTE's, the same level as the prior year. The Library will be adding a personnel expense line (Line 7135) for cost-sharing a Human Resources Manager position with the Town of Tiburon. An agreement with the Town is under development. This position will add about .25 FTE, and will likely begin in October. Until then, the Library will retain Muchmore Consulting, the cost of which is included in the Administrative area budget (Line 8840).

Treasurer Slavitz asked Jeff how usage of the Human Resources Manager will be tracked. Director Duran indicated that the Town will bill the Library for the services. It might be

possible for the Library to use hours as needed, as the position has been fully funded for the Town's purposes. The Library has not committed to a particular level of cost-sharing.

The remainder of the budget is, overall very similar in spending to the prior fiscal year, with Personnel at 68% of total expenditures, Materials at 9%, Technology at 3%, Programs at 4%, Building at 10%, and Administration at 3% of total expenditures.

The Finance Committee has reviewed the budget before this full Agency presentation.

Final approval will, hopefully, occur at the June meeting. The June presentation will include a narrative, an updated salary schedule, and an infographics chart. Updated projections for the current year and final budget numbers will be presented.

Trustee Poplawski asked for clarification of Column 2 of the Budget. This is the projection for the current fiscal year 2025 (based on data as of March 31).

Treasurer Slavitz asked whether next year's consulting and legal budget was high enough, given the current year amount and the pending legal action. Director Duran said that the line includes the one-time consulting studies and the staff coaching which won't be planned next year, and that the budget reflects what is expected.

Chair Hooker asked if the stated FTE's for personnel include the .25 Human Resources sharing (Line 7135) from the Town of Tiburon. Director Duran said that this will be treated as an independent consultant/vendor fee from the Town of Tiburon rather than as part of staff count.

Director Duran said that, while the 115 Trust line item (Line 7105) has not been budgeted for Fiscal 2026, there is still a need to set up 115 Trust contribute in the future.

Trustee Richards asked about MARINet and Northnet (Line 7607), whether there is a way to value what the Library gets for the cost, and whether the services and access received comprise what the Library values for the price. Director Duran said that she would prepare a presentation for the August meeting. She believes the benefits received through the consortium outweigh the costs. The consortium funding formula is complex, based on population, collection size, and checkouts. The Library's costs increase by 3-to-5 percent annually. The Library's collection was weeded this year, so the collection size changed the consortium funding by a small amount this year. Trustee Richards asked that Director Duran's August report include a comparison of the Library's cost and funding formula compared to other members of the consortium.

Chair Hooker asked what Public Relations (Line 8225) includes. Director Duran said that this includes all residential mailers, advertising in The Ark Newspaper, social media boosts, and collateral for outreach events.

Trustee Poplawski asked that line item descriptions in the Budget be updated based on the Trustee's questions tonight.

Chair Hooker asked about Parking (Line 8491). This is for Full Time Staff parking at the Tiburon Town Hall lot.

Treasurer Slavitz asked when the audit might go out to bid. Clerk Johnson said that the Library uses the same auditors as the City of Belvedere, and relies on Belvedere to update. The current auditors changed the partner and staff on the Audit for this year, in compliance with time limit/independence regulations.

Director Duran said that purchases for the Library of Things would be reported on a new line (Line 7608) next year. This year, those purchases fell under the Sustainability grant and were included in the general collection cost (line 7601). Treasurer Slavitz asked how the staff determine what to buy for the Library of Things. Director Duran said that the Sustainability Project Volunteers and Staff developed the list based on community driven requests. Treasurer Slavitz asked how these items could be found in the Library catalog. Director Duran said that staff are developing a way to separate these physical items in the database search. They are physically stored separately from the rest of the collection, and an online “binder” with photos of the items is available.

Treasurer Slavitz asked whether a vending machine is planned for e-reader checkouts. Director Duran said that is not yet in the budget. However, adult patrons are checking out more e-books. Trustee Goldman asked whether patrons outside the Belvedere-Tiburon community could check out e-books. Director Duran said that any cardholder in Marin County can check out e-books. Each library in the consortium contributes to the cost of the e-books. Trustee Richards asked whether a local patron could get a priority spot in checking out e-books. Director Duran said that no, the consortium purchases are provided equally to all Marin County patrons. Trustee Goldman asked how much usage is from outside the local community compared to those outside communities’ spending on the e-books. Director Duran said that she will include that data in her August presentation. There have been a few questions at the consortium level regarding equity in terms of contribution versus usage. For example, the Marin County Free Library contributes a lot because of its population size.

Book Sales (Line 5050) is zero, since all book sales are handled through the Foundation by Corner Books. This line item will be removed for the June Budget review. Chair Hooker asked what happens to books that don’t sell. Director Duran said that many go to the Marin County Senior Fair and some are donated to San Quentin Prison. Chair Hooker suggested that the Veteran’s Home in the Presidio also be considered. Director Duran said that new donation site ideas are appreciated.

The Budget will be presented again at the June meeting for final approval.

10. Consideration of Financial Reserve Policy

The Agency discussed a Financial Reserve Policy in October 2023, but at the time, prioritized paying off the Expansion Line of Credit. With the Line of Credit resolved, now is a good time to review the Policy again.

The Finance Committee reviewed the current proposed Policy in April.

The proposed Policy creates six reserve categories with funding targets.

Operating Reserve, with a target of 30% of annual operating expenses. Standard practice is 15% to 30% of operating budget. The City of Belvedere targets 50% of projected General Fund Expenditures, including Fire Fund Transfers and Pension Related Debt Service Payments. Currently, the Library’s operating reserve low for the year in December 2024 was \$447,000 or 13% of annual operating expenses. The reserve has, until now, been calculated as whatever cash remains after accounting for Insurance, Building, and Restricted Fund Reserves, and, as a result, has fluctuated based on timing of receipt and subsequent spending down of annual Tax receipts. This is the area which would be drawn on for the other reserves. Director Duran said that there is currently enough funding to

make the initial contributions to the other yet-to-be funded Pension, Capital, and Strategic initiative Reserves (Insurance Reserve is fully funded). Treasurer Slavitz suggested that all reserves should maintain a target amount, rather than being treated as left over from other reserves.

Insurance Reserve, currently set at \$500,000, the highest deductible (flood and earthquake) on the Library's Property and Liability Insurance Policy. Currently fully funded.

Pension Liability Reserve, with an initial annual target contribution of 7% of the Library's annual Full-time Payroll, with an initial benchmark of \$105,000, and a goal to increase the annual target contribution to 10% of the Library's annual Full-time Payroll. Chair Hooker asked if these contributions would be outside the current budget. Director Duran affirmed that these would be above/outside the annual payments required by CalPERS (which are included operating budget Line 7100).

Capital & Maintenance Reserve, current balance is about \$54,000. Target is an initial contribution of \$70,000 annually (.5% of building replacement value), with an increase to 1% of building replacement value in 5 years to cover maintenance as the building ages. Trustee Richards asked about a cap on the contributions. Director Duran said that she would edit the Policy to indicate a cap of \$1,400,000.

Strategic Initiative Reserve, initial target \$300,000. For strategic projects that advance the Library's mission and long-term goals, including community needs/resiliency, professional services/assessments, grant matching opportunities, and pilot programs.

Restricted Funds Reserve, based on donor, grantor, or legal agreement as funds are received.

The Library Director has authorization for expenditures up to \$30,000, which could be used initially in an emergency. The Director would confer in this instance with the Agency Chair and Executive Committee. The Director would notify the entire Agency Board to approve all fund transfers in any amount *and* for use/access of the funds for items over \$30,000.

Transfers would be made semi-annually December 31 and June 30, and fund balances, uses, and transfers would be reported to the Agency Board on a quarterly basis.

Director Duran recommended that the Policy be approved now.

Vice Chair Poplawski noted that the scope of the document doesn't address investments. Treasurer Slavitz said that reserves would not be separately invested, but the total reserve capacity would be invested based on the Agency's Investment Policy. There would be no separate investments, just a total reserve capacity. Vice Chair Poplawski asked how that would be monitored. Treasurer Slavitz felt that the Quarterly reporting including a Balance Sheet would cover that aspect.

Chair Hooker asked about the prioritization of reserves. Director Duran said that, per page 10-4, Operating and Insurance Reserves would be prioritized.

Trustee Richards asked whether requiring 30% of operating expenses for Operating Reserve was necessary, and would that prevent funding of special projects such as solar/community resiliency. Vice Chair Poplawski agreed, noting that the correct balance between maintaining reserves and supporting community needs should be determined. The Agency also needs to determine what risk tolerance is acceptable. Treasurer Slavitz added

that the Library receives a finite amount of property taxes, and one could make the argument of maintaining a lower operating reserve. It might be best to address this on a case by case basis. Director Duran suggested increasing the target on the Strategic Initiative Reserve and reducing the Operating Reserve to 20% of annual operating expenses. All agreed that the Agency should agree on a prioritization of funds before approving the Policy.

Motion to approve the Reserve Policy tabled until revisions can be reviewed at the June Agency meeting.

12. Meeting Dates

No Regular meeting will be held in July, and Election of Officers will take place at the August meeting.

Chair Hooker adjourned the meeting at 7:42 pm

Respectfully Submitted,

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