REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
FINANCE COMMITTEE
Belvedere-Tiburon Library, Tiburon, California
April 18, 2025

AS APPROVED ON SEPTEMBER 8, 2025

Roll Call, Present: Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Members Absent:

Also Present: Staff: Crystal Duran, Kristin Johnson

CALL TO ORDER: **Treasurer Slavitz called the meeting to order at 1:30 pm**

OPEN Forum:

Treasurer Slavitz opened the floor to comments or questions from the public.

There were none.

STAFF BOARD AND COMMITTEE REPORTS

1. **Motion to approve the Finance Committee Minutes of January 21, 2025, made by Trustee Weil, Seconded by Trustee Goldman.**

   Ayes: All in favor
   Absent: None
   Noes: None
   Motion passed.

2. **Financial Statements – Quarterly Treasurer's Report, March 31, 2025**

   Director Duran addressed the recent bequest to the Library through the Foundation. Part of the funds may be used for current projects. Director Duran is working on building project proposals within the restrictions of the bequest for either capital improvements or endowment. New restricted funds received are all being directed through the Foundation.

   Clerk Johnson reported that, as of March 31, year-to-date operating cash flow is negative, as expected for this time of year. Tax revenues are expected to be received in April and May. Current cash balances are at $2.3 million, with $1.6 million in Operating Reserve.

   Revenues are at $2.1 million, 60% of budget, normal for March. Expenditures are at $2.55 million, or 74% of budget, compared to the prior year's $2.3 million at 68% of budget. Spending rates are accelerated this year compared to last

year, due to full staffing and ramped up program activity. Projections indicated a positive bottom line at fiscal year-end.

3. **Extraordinary Professional Fees**

   After discussion of whether to report extraordinary legal fees below the line in use of reserves, it was decided, for transparency, to keep all legal and professional fees on the same budget line in operating expenses.

4. **Draft Reserve Policy**

   Director Duran said, that, for this initial review six categories of reserve funds have been defined. Regarding the Library's Strategic Plan, these six categories will provide greater clarification and be more advantageous for obtaining grants.

   Treasurer Slavitz asked how this would affect the operating fund balance. Director Duran said that the categories represent a further allocation of the Operating Reserve.

   Treasurer Slavitz asked what would happen if the Operating Reserve fell below the proposed 30% of operating expenses. Director Duran said that part of the purpose of initiating a reserve policy would be to create a strategy, which could include expenditure reductions, changes in reserve allocations, and seeking grants. The policy should be based on established priorities.

   Treasurer Slavitz asked about the allocated of staff costs not to exceed 70% of the operating budget. Director Duran said that this is a target, not a policy.

   The reserve policy will be presented to the Agency on April 21, 2025 for a first review.

5. **Proposed Employee Benefits**

   The Compensation Committee, consisting of Trustees Richards, Poplawski, and Weil has been working on improving employee benefits since last fall. In December, all employees were offered participation in a Section 125 Flexible Spending Plan. The Library has also been exploring updating and adding additional benefits with a broker. These benefits include consolidating the current Long-Term Disability and Life and AD&D and adding supplemental Life and AD&D, Vision, and an Employee Assistance Plan (EAP).

   Treasurer Slavitz asked about the Employee Assistance Plan. Director Duran said that this plan benefits employee mental health as 24-7 resource, and would also include consulting for legal and financial matters. It includes a support help-line, and in the case of an employee extreme duress case could be used to provide onsite counseling. EAP prices have increased after the COVID pandemic, but the proposed insurance carrier, Reliance, will offer the

EAP at no cost as part of a consolidated package. The Compensation Committee reviewed 3 options for plan baselines, and agreed on a package at an additional cost of about $1,800 total per year for the additional plans and upgrades. With a start date for the plan of June 1, 2025, the cost would be locked in at the current rate going forward in the Fiscal 2026. The costs have been included in the Fiscal 2026 Budget.

Treasurer Slavitz asked if there would be additional benefits study activity. Director Duran said that the Library should revisit a comparison of wages and benefits to comparable agencies in the current market. The Agency should set a policy to limit the amount of coverage the Agency provides to employees, such as 75% of actual premiums. The Compensation Committee will continue to recommend actions and develop policy, especially for new employees coming on board.

6. Draft FY25-26 Budget

The current Draft Budget includes Revenue after Debt Service of $3.55 million and Expenditures of the same amount, for a zero-based budget.

Questions about the budget included heaviness on full-time staffing and basis of full-time staffing increase (line 7010), decrease in books (7601) and (digital content (7606), what level is typical for adult program expenditures (8240), loss of some of the prior year's program grant funding (5033), and decreases in Maker-space program costs (8280).

Director Duran provided answers:

Full-Time Staffing (7010) has increased in conjunction with a decrease in Part-Time Staffing (7020). The budget includes the current full staffing for the Library. Increases in salaries are based on both Step progression and Cost of Living (COLA) increase. Steps provide a 5% increase, while COLA increases the pay scale, providing an additional 3% increase. Most of the 25 staff receive both, while around 4 staff are at Step 6 and only receive COLA, and 6 staff are Y-Rated (off the current Step Scale) and receive neither.

Books (7601) and Digital Content (7602) will be increased.

Adult Programming (8430) has decreased, as the prior year included the large Sustainability State Grant, and the Budget assumes no significant Program Grants (5033) will be available in Fiscal 2026.

Maker Space Programs (8280) are more-and-more staff run, so less expenditure for outside contractors is needed.

Treasurer Slavitz adjourned the meeting at 3:15 pm

Respectfully Submitted,

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