

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 15, 2023
As approved on June 19, 2023

Roll Call, Present: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Niran Amir, Anthony Hooker, Roxanne Richards (remote)

Members Absent: Lawrence Drew

Also Present: Crystal Duran, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Weil called the meeting to order at 6:17 pm

OPEN Forum:

Chair Weil opened the floor to comments or questions from the public. There were none.

STAFF, BOARD, AND COMMITTEE REPORTS

1. Chair's Report

Chair Weil reported that Green Week activities were a great success at the library. The staff and invited exhibitors were professional, warm, and welcoming. Exhibitors and presenters included the local Green Team, Jim Wood, Mill Valley Refuse, Ground, and Anne Marie Bonneau (Zero Waste Chef). Marketing was excellent in The Ark and the Marin IJ. This was a well-attended event and provided much community visibility for the Library.

2. Library Director's Report

Director Duran reported that several Trustees and Foundation members attended and helped with the Green Week Activities. Staff noted that many individual patrons attended more than one of the offered Green Week activities on different days. Corner Books set up outdoor sales for the Saturday Fair and took in over \$500 (normal sales are about \$1,000 per month). The visibility of the event on the Tiburon Boulevard patio drew additional visitors.

Patron use of the Maker Space is increasing. A local Opera performer/fan is one of the many patrons using the Sound Booth. Local authors can also use the Sound Booth to record audio books.

Staff hosted a Library table at Hilarita School for National Library Week and registered 13 new cardholders (a normal 1-week average for Library Card signups). Librarian Ivan Silva offered a multi-generational live Virtual Reality (VR) experience. Some of the teens who tried the VR later visited the library to check out the Maker Space because of their experience at the apartment complex.

The EV charging stations are well used every day. Chair Weil asked if it is possible to tally the zip codes of users. Director Duran said that zip code tracking has not yet been explored, and added that, even if users come from other areas, many are probably visiting the Library and the Town, so the stations are a good draw for community. Treasurer Slavitz added that commercial electricity is cheaper than private electricity, so many users would naturally want to charge their vehicle at the Library's stations versus at home. Director Duran said that the heavy usage of the EV stations indicates the potential for future revenue, while the original setup and current usage status are cost neutral.

The Library has the capacity to add another station, and could consider making that addition a dual station. In addition, an increase of the per kW charge rate (the rate of charge is currently 7 kW per hour) could be considered. Trustee Richards noted that the budget includes a \$3,000 per year maintenance cost, so the income should be monitored to determine the point in time of breakeven. Director Duran suggested reviewing the data in 6 months.

Trustee Hooker inquired about the Library's summer films, which will be held in the Founders Room, Zelinsky Park, and/or the Tiburon Boulevard Patio. He asked what outdoor common areas are shared with the Town of Tiburon. Director Duran said that the Patio belongs to the Library, and all other areas outside the perimeter of the Library are shared in common with the Town.

Trustee Amir asked about staff recruitment. Director Duran said that staff recruitment is continuing, and that she expects staff capacity to allow an increase Library open hours by the fall.

3. Expansion Update

There was no expansion update.

4. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that the Foundation has two new board members: Lucy Churtin and Sylvia Singh. The Foundation team is currently focused on donor recognition. They have commissioned a photo display of the tiles previously located in the old Children's Library seating area. There are 500 tiles in total, which the photographer is documenting for display in the new Children's Room. The Foundation continues to work with donors to confirm names & spaces for the donor wall, the book spines, and each of rooms that have been named.

The Art Committee is busy planning and rotating shows, and is preparing for a Gently Used Art Auction for fall or winter.

The Library Giving Day in April raised \$1,700. An Annual Appeal will be made in late fall or winter. A Popup fundraiser will be held in the fall. Most Foundation fundraising is

planned for the second half of the year. The summer has been reserved for Donor Recognition. Trustee Richards asked whether there would be another campaign for more donor wall contributors. President Scully said that no additional campaigning is planned for the donor wall. The confirmation of name listings for inside the building must be completed and coordinated for final production. Because of cost/benefit analysis, no future Blackie's Hay Day is planned, and there is currently no Bookmarks group.

Deirdre McCrohan of the Ark Newspaper asked when the donor names would be released for the different parts of the Library. President Scully said that names would be released at the end of summer when the plaques are placed. There will be no release of names prior to that event.

5. Financial Report

Clerk Johnson reported that, with 83% of the budget year passed, revenues are at 58% of budget and expenses are at 72% of budget. Most of the Library's revenue is property tax, the largest of which is the Basic Tax. About 45% of the annual tax revenue is received in April or May, and is still outstanding at the end of April.

On the expense side, Circulation Materials and Data appear high due to beginning-of-year subscription payments. Building expenses are high due to beginning-of-year insurance payment in full and to some peripheral costs related to the building expansion such as storage. Personnel, Programs, and Administration are somewhat low due to a short year in full operations after the Grand Opening in September. Staff are currently recruiting to bring the staffing roster back to pre-COVID and construction levels.

A net Operating Loss is normal at this time of year, as 45% of tax revenues are yet to arrive.

The Library Foundation contributed \$300,000 toward the building expansion so far this fiscal year. The Agency borrowed a total of \$3,000,000 from the building expansion line of credit to complete the project: \$1,000,000 in fiscal year 2022, and \$2,000,000 this fiscal year, 2023. Expansion cash stands at around \$850,000 at this time, with an estimate of \$250,000 left to pay on project costs, leaving approximately \$600,000 available to make an additional principal payment on the line of credit. Normal annual payments on the line of credit are \$192,000 including both principal and interest. Payments to date total \$144,347, including \$28,426 toward principal. The current LOC balance is \$2,971,574.

Committee Reports

There were no additional committee reports.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of April. 15, 2023, and the warrants for the Month of April 2023 made by Trustee Amir, Seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Anthony Hooker, Roxanne Richards.

Absent: Lawrence Drew.

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of allocating funds to develop a strategic plan in FY2023-2024

Trustee Richards reported that the Long Range Planning Committee is asking the Agency to approve funds to facilitate a strategic planning process for library. The Library is at a crossroads, and the Committee has determined that the expertise of a consultant will be needed for creating a vision, renewed mission, and priorities by engaging the community stakeholders in the process. This will help Library Trustees and staff understand what the community wants and apply this as guideline for future decisions. The process will energize the community and staff, and inform next year's budget process. The Committee would like to select a consultant no later than August for a process to begin in September, with estimated completion in January or February.

Trustee Amir asked whether the consultants hired would be retained beyond the next year. Director Duran said that the process would provide guidance for a 3-year plan, with a goal of review after that period. A budget placeholder of \$40,000 has been added to the Fiscal Year 2024 Budget.

Chair Weil expressed the viewpoint that the contract should be handled in the same way that our attorney was retained and should come back to the Agency for final approval. Director Duran affirmed that the contract would be presented to the Agency for final approval.

Trustee Amir asked what other libraries are doing. Director Duran said that the Marin County Library is currently going out to bid on a much larger scale. Similar sized Libraries in California are also hiring consultants for long-range planning. The scope and price of each project depends on the number of stakeholders. The \$40,000 range includes an all-encompassing scope. This is the high end of the range, which would include an approximate \$30,000 contract, plus expenses.

Treasurer Slavitz asked whether the Agency would be required to accept the lowest bid. Director Duran said that the Agency could create a scoring rubric including price and additional factors.

MOTION TO allocate up to \$40,000 in funds to develop a strategic plan in FY2023-2024 made by Vice Chair Johnson, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Anthony Hooker, Roxanne Richards.

Absent: Lawrence Drew.

Noes: None.

Motion Passed.

10. First Review of Draft FY2023-2024 Budget

Director Duran said that the budget draft is mostly status quo with some increase in Programs. All expenditures are within the range of projected revenue. The Personnel line is similar to the prior year because of staff turnover, vacant positions to be filled, and hiring up to pre-COVID and construction levels to allow for maximum Library business hours.

Trustee Richards asked whether the budgeted number of full-time positions would be equivalent to prior years, and whether total FTE's were increased from prior years. Director Duran said that all Library Full Time positions have been filled. The FTE's budgeted are equivalent to typical levels held prior to the pandemic and construction project. Some positions have been changed in order to consolidate work. Staffing needs have been evaluated given the new space, and will continue to be monitored going forward.

Trustee Richards asked whether benefits have changed for the Full Time positions. Director Duran said that neither the number of full time positions nor benefits offered have changed.

Trustee Richards asked about the cost of Maker Space supplies, and whether patrons should be contributing to the cost of products taken home. Director Duran said that Librarian Ivan Silva, who is in charge of the Maker Space and its programs, does not yet have enough data to determine 3-D printing costs, and will continue to monitor costs and usage as activity in the Maker Space evolves. Planned programs for the Maker Space comprise the current budget. Chair Weil added that everything all services and materials provided by the Library, including staffing, have a cost. The current standard of services provided in libraries is evolving in order to meet the needs and interests of the public. Library Staff will continue to monitor costs in relation to activities offered.

Director Duran added that the Fiscal Year 2024 Programs budget has increased over the prior year due to a full 12 months of operation, compared to 9 months of operation in the prior year.

Trustee Amir asked whether the Library staff could identify users who are benefitting more, and if it would be appropriate to develop a funding strategy targeting the heavy users. She suggested that funding could be treated as a donation or grant.

Trustee Hooker suggested that Staff consider charging for study and meeting rooms reserved by patrons. Treasurer Slavitz added that it is part of the purpose of public libraries to provide free services. Director Duran said that the free services offered should be prioritized. Trustee Amir said that charging for services creates value, and that value could

be tied to fundraising. Chair Weill added that community values should be determined and supported.

11. Consideration of Resolution No. 291-2023 AUTHORIZING THE GRANT APPLICATIONS, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA

Director Duran said that this grant would be for photovoltaic (PV) (solar) and a backup battery system. The grant application requires a Library Agency resolution. The grant award will be determined by need, and by rank of project type. The grant would provide a dollar-to-dollar match for half of a \$550,000 to \$600,000 project. The awards will be announced in September.

MOTION TO adopt Resolution No. 291-2023 made by Trustee Hooker, seconded by Vice Chair Johnson.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Anthony Hooker, Roxanne Richards.

Absent: Lawrence Drew.

Noes: None.

Motion Passed.

12. Schedule of 2023 meeting Dates

The next Regular BTLA meeting is scheduled for June 19, 2023 (Juneteenth Holiday).

Chair Weil adjourned the meeting at 7:38 pm.

Respectfully Submitted,

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