

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Regular Meeting of Monday, April 15, 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.

**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. Belvedere Tiburon Library Foundation Report – Michelle Thomsen, Secretary (5 minutes)
4. Quarterly Treasurers Report, March 31, 2024 - Kristin Johnson, Board Clerk (5 minutes)
5. 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.

6. Approval of Agency Regular Meeting Minutes of February 26, 2024 and Special Meeting Minutes of February 29, 2024
7. Approval of Agency Warrants for the Months of February and March, 2024

**TRUSTEE CONSIDERATIONS**

8. Informational presentation on Sustainable Library Certification Progress.

**COMMUNICATIONS & ANNOUNCEMENTS**

9. 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: April 15, 2024

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

---

### **Library Programs and Services**

In March, the library distributed its In the Stacks newsletter to all households in Belvedere, Tiburon, and parts of Strawberry. Staff received positive feedback and many compliments. The next mailer will be distributed in August.

Since the pandemic, April 2024 marks the first month the library will host a program each day. The library is excited to host several engaging and enriching events that foster connection, awareness, and appreciation throughout the coming weeks. On April 18, the Library Foundation, in partnership with Science Friday, will host an insightful evening as Ira Flatow, the esteemed executive producer of Science Friday, sits down with Susan Schwartzberg, senior artist and curator at the Exploratorium, as they explore how connecting communities with the natural world can create a more resilient society. Jane Hirshfield, an acclaimed local poet, will moderate the discussion. The fundraiser includes a reception with the opportunity to mix and mingle with Ira and guests.

The Senior Expo scheduled for April 26 promises to be a comprehensive and informative event tailored to meet the needs and interests of our adult and senior community members. Attendees can explore various services, resources, and programs to support and enhance their quality of life. From health and wellness initiatives to recreational activities and social opportunities, the Senior Expo aims to empower individuals to lead fulfilling and active lifestyles well into their golden years. The Belvedere Community Foundation generously sponsors the event, including a free lunch and performance by Janet Lee Sing's Duo.

We are thrilled to announce the opening of a compelling new art exhibit titled "Recapturing Humanity through the San Quentin Art Program." Featuring works from ten formerly incarcerated San Quentin artists and collaborators, the exhibit offers a powerful exploration of the transformative potential of art in the context of the criminal justice system. Through their creative expressions, these artists invite viewers to reconsider notions of rehabilitation, redemption, and the inherent dignity of every individual. This thought-provoking exhibit will be on display from April 18 to June 13. The opening reception and panel discussion will include artists, the San Quentin art program director, and the Marin County Public Defender on April 21.

**Personnel**

Recruitment recently closed for a part-time librarian position to support the information desk. The vacancy opened due to an internal promotion of a part-time to a full-time librarian position. We have several applicants and will likely fill the position by May. In March, Jessica Brandi, Access Services Manager, left her position for another opportunity. Jessica was instrumental in hiring and training new staff, establishing efficient workflows, and increasing productivity. Her position will remain vacant until the compensation study is completed. In the interim, staff are reporting to another manager. At the beginning of the fiscal year, we allocated funding for 19.5 FTE and are currently staffed at 17 FTE.

**Administration**

Work on the compensation and administrative staff assessment is ongoing. The following agencies are being reviewed for comparable compensation and benefits data: Mill Valley, Larkspur, Sausalito, Burlingame, San Anselmo, San Rafael, St. Helena, Santa Clara, Berkeley, San Francisco, and County of Marin. The consultant has preliminarily shared that additional staff for administrative functions are recommended. We expect a full draft report later this month, which will be presented to the Board in either May or June.

The library will present its annual report to the Reed Union School District on April 16. The presentation will include annual data and highlights of the strategic plan. Similarly, the library is working with the City and Town administration to identify a date to present the strategic plan to the respective councils.



**BELVEDERE TIBURON LIBRARY AGENCY  
CONSOLIDATED EXPENDITURES  
9 MONTHS ENDED  
MARCH 31, 2024**

	FY 2023-24			FY 2022-23			FY 2018-2019		
	FY24 ANNUAL BUDGET	Mar, 2024 75% OF BUDGET YEAR	% OF BUDGE T	FY23 ANNUAL BUDGET	Mar, 2023 75% OF BUDGET YEAR	% OF BUDGE T	FY19 ANNUAL BUDGET	Mar, 2019 75% OF BUDGET YEAR	% OF BUDGE T
<b>GENERAL FUND</b>									
Personnel (4)	\$ 2,301,880	\$ 1,501,954	65%	\$ 2,236,509	\$ 1,374,852	61%	\$ 1,831,488	\$ 1,297,624	71%
Circulation Materials & Data (5)	295,000	243,770	83%	267,000	217,896	82%	285,528	204,866	72%
Technology Services (6)	121,424	69,759	57%	121,424	109,538	90%	87,582	48,968	56%
Program Services & Supplies (7)	156,834	88,974	57%	132,584	68,319	52%	102,100	73,261	72%
Building Expenses (8)	362,113	269,290	74%	297,177	230,148	77%	164,291	90,555	55%
Agency Administration	117,420	117,679	100%	72,039	38,847	54%	61,882	55,856	90%
<b>TOTAL GENERAL FUND</b>	<b>\$ 3,354,671</b>	<b>\$ 2,291,426</b>	<b>68%</b>	<b>\$ 3,126,733</b>	<b>\$ 2,039,600</b>	<b>65%</b>	<b>\$ 2,532,871</b>	<b>\$ 1,771,130</b>	<b>70%</b>
<b>NET OPERATING REVENUE</b>	<b>\$ 4,581</b>	<b>\$ (261,425)</b>		<b>\$ 153</b>	<b>\$ (277,504)</b>		<b>\$ 101,834</b>	<b>\$ (366,671)</b>	
<b>USES OF RESERVES</b>									
Transfer to Bldg Maintenance Res							69,556	69,556	100%
Use Building Reserve Tech & Equip	-	11,048		35,750	35,753		8,000	-	0%
Use Building Reserve Furn & Fixt	-	-		55,000	32,896		20,000	-	0%
Expansion LOC Principal & Interest	792,000	3,034,960	383%	160,000	119,618	75%			
Use Operating Reserve Misc.	-	-		15,000		0%			
<b>TOTAL USES OF RESERVES</b>	<b>\$ 792,000</b>	<b>\$ 3,046,008</b>		<b>\$ 265,750</b>	<b>\$ 188,267</b>		<b>\$ 97,556</b>	<b>\$ 69,556</b>	<b>71%</b>
<b>EXPANSION ACTIVITY</b>									
Expansion Grants & Contributions	-	207,428			100,000		-	515,787	
Expansion Reserve from Operations	-							-	
Expansion Line of Credit Inflow	-			2,200,000	2,000,000				
Total Expansion Inflows	-	207,428		2,200,000	2,100,000	95%	-	515,787	
Less: Expansion Expenditures	-	71,991		2,200,000	1,657,992	75%	-	494,622	
<b>NET EXPANSION ACTIVITY (9)</b>	<b>\$ -</b>	<b>\$ 135,437</b>		<b>\$ -</b>	<b>\$ 442,008</b>		<b>\$ -</b>	<b>\$ 21,165</b>	
(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  
 9 MONTHS ENDED  
 MARCH 31, 2024**

			FY 2023-24 Mar, 2024				FY 2022-23 Mar, 2023		
		FY24 ANNUAL BUDGET	75% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		FY23 ANNUAL BUDGET	75% OF YEAR TO DATE	% OF BUDGET
<b>GENERAL FUND REVENUE</b>									
<b>Revenue</b>									
Basic Library Tax (1)	5010	\$ 2,435,052	\$ 1,360,131	56%	\$ 1,074,921		\$ 2,300,639	\$ 1,317,589	57%
Parcel Tax (1)	5020	275,000	151,241	55%	123,759		275,000	151,216	55%
ERAF (1)	5025	530,000	318,247	60%	211,753		525,000	294,846	56%
BTLF Grants (2)	5032	175,000	250,000	143%	(75,000)		125,000	54,000	43%
Program Grants (3)	5033	15,000	3,270	22%	11,730		20,000	47,407	0%
Book Fines and Reserves	5040	500	689	138%	(189)		500	2	0%
Book Sales	5050	0	-		-		0	823	0%
Reference Desk Income	5065	250	79	32%	171		1,000	55	6%
Copier Fees	5070	500	601	120%	(101)		1,000	269	27%
Other Revenue (includes EV)	5090	7,200	10	0%	7,190		3,000	9	0%
Interest Income	5099	50,000	73,085	146%	(23,085)		5,547	25,515	460%
<b>Total Revenue</b>		<b>\$ 3,488,502</b>	<b>\$ 2,157,353</b>	<b>62%</b>	<b>\$ 1,331,149</b>		<b>\$ 3,256,686</b>	<b>\$ 1,891,731</b>	<b>58%</b>
<b>Bond Debt Service via Parcel Tax</b>									
Bond Debt Service - Interest	8910	(\$21,750)	(\$21,750)	100%	\$0		(\$27,300)	(\$27,300)	100%
Bond Debt Service - Principal	8915	(\$95,000)	(\$95,000)	100%	\$0		(\$90,000)	(\$90,000)	100%
Bond Fiscal Agent Fees	8920	(\$12,500)	(\$10,592)	85%	(\$1,908)		(\$12,500)	(\$12,335)	99%
<b>Total Bond Debt Service</b>		<b>(\$129,250)</b>	<b>(\$127,342)</b>	<b>99%</b>	<b>(\$1,908)</b>		<b>(\$129,800)</b>	<b>(\$129,635)</b>	<b>100%</b>
<b>Total Revenue after Bond Service</b>		<b>\$3,359,252</b>	<b>\$2,030,011</b>	<b>60%</b>	<b>\$1,329,241</b>		<b>\$3,126,886</b>	<b>\$1,762,096</b>	<b>56%</b>
<b>GENERAL FUND EXPENDITURES</b>									
<b>Personnel (4) (5)</b>									
Salaries & Wages	7010	1,364,051	944,920	69%	419,131		1,382,477	922,807	67%
Medical Reimbursement	7015	21,600	14,850	69%	6,750		24,300	16,106	66%
Part Time Salaries & Wages	7020	344,113	155,668	45%	188,445		285,992	65,122	23%
PERS Retirement Benefits	7100	240,299	179,372	75%	60,927		240,118	194,591	81%
PERS Insurance Benefits	7110	222,540	156,718	70%	65,822		231,790	133,695	58%
PERS OPEB Benefits	7115	34,060	7,508	22%	26,552		0	6,735	0%
Workers Comp Insurance	7120	8,014	7,789	97%	225		7,508	6,141	82%
Employment Practice Insurance	7125	5,400	5,400	100%	-		5,400	5,400	100%
Payroll Tax Expense	7130	46,103	28,053	61%	18,050		41,924	18,267	44%
Professional Development	7200	15,200	708	5%	14,492		17,000	5,181	30%
Staffing Recruitment	7210	500	968	194%	(468)		0	807	
<b>Total Personnel</b>		<b>\$ 2,301,880</b>	<b>\$ 1,501,954</b>	<b>65%</b>	<b>\$ 799,926</b>		<b>\$ 2,236,509</b>	<b>\$ 1,374,852</b>	<b>61%</b>
<b>Circulation Materials &amp; Data (6)</b>									
Books and other Materials	7601	125,000	74,381	60%	50,619		100,000	81,599	82%
Vendor Processing Costs	7602	7,000	7,957	114%	(957)		7,000	4,977	71%
Supplies for Processing	7603	3,000	3,121	104%	(121)		3,000	1,551	52%
Digital Resources & Content	7606	60,000	54,356	91%	5,644		57,000	34,549	61%
MARINet	7607	100,000	103,955	104%	(3,955)		100,000	95,220	95%
<b>Total Circulation Materials &amp; Data</b>		<b>\$ 295,000</b>	<b>\$ 243,770</b>	<b>83%</b>	<b>\$ 51,230</b>		<b>\$ 267,000</b>	<b>\$ 217,896</b>	<b>82%</b>

**BELVEDERE TIBURON LIBRARY AGENCY  
 DETAIL BUDGET VS ACTUAL  
 9 MONTHS ENDED  
 MARCH 31, 2024**

		<b>FY24 ANNUAL BUDGET</b>	<b>Mar, 2024 75% OF YEAR TO DATE</b>	<b>% OF BUDGET</b>	<b>BUDGET REMAINING</b>	<b>FY23 ANNUAL BUDGET</b>	<b>Mar, 2023 75% OF YEAR TO DATE</b>	<b>% OF BUDGET</b>
<b>Technology Services (7)</b>								
Online Services	8020	10,000	4,095	41%	5,905	10,000	11,546	115%
Computers & Peripherals	8035	5,000	5,950	119%	(950)	5,000	1,913	38%
Technical Support	8040	66,924	24,331	36%	42,593	66,924	48,092	72%
IT Infrastructure	8070	18,000	30,297	168%	(12,297)	18,000	30,612	170%
Website Maintenance	8071	21,500	5,086	24%	16,414	21,500	17,375	81%
<b>Total Technology Services</b>		<b>\$ 121,424</b>	<b>\$ 69,759</b>	<b>57%</b>	<b>\$ 51,665</b>	<b>\$ 121,424</b>	<b>\$ 109,538</b>	<b>90%</b>
<b>Program Services &amp; Supplies (8)</b>								
Copier Expense	8210	19,284	11,832	61%	7,452	19,284	9,681	50%
Postage Freight	8220	7,000	2,434	35%	4,566	7,000	3,707	53%
Public Relations	8225	30,000	17,078	57%	12,922	25,000	8,847	35%
Office Supplies	8230	10,000	4,897	49%	5,103	10,000	5,890	59%
Adult Programs	8240	17,000	12,961	76%	4,039	12,000	8,368	70%
Children's Program Supplies	8250	19,450	10,715	55%	8,735	16,000	13,047	82%
Young Adult Programs	8251	9,500	4,791	50%	4,709	12,000	5,526	46%
Telephone	8260	14,600	10,175	70%	4,425	12,500	10,175	81%
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000	5,000	0	0%
Maker Space Programs	8280	18,000	11,641	65%	6,359	9,000	1,368	15%
Technology Training Program	8290	7,000	2,450	35%	4,550	4,800	1,710	0%
<b>Total Program Services &amp;</b>		<b>\$ 156,834</b>	<b>\$ 88,974</b>	<b>57%</b>	<b>\$ 67,860</b>	<b>\$ 132,584</b>	<b>\$ 68,319</b>	<b>52%</b>
<b>Building Expenses (9)</b>								
Building & Contents Insur.	8410	140,000	112,975	81%	27,025	95,980	84,519	88%
Building Maintenance	8430	24,800	34,943	141%	(10,143)	24,800	29,318	118%
Grounds Maintenance	8440	11,100	1,920	17%	9,180	11,100	4,640	42%
Janitorial Expense	8450	60,000	41,098	68%	18,902	80,000	47,591	59%
Custodial Supplies	8460	9,000	2,639	29%	6,361	11,931	2,884	24%
Trash	8480	4,873	2,501	51%	2,372	4,430	2,937	66%
Electricity & Gas	8490	80,000	46,323	58%	33,677	36,996	39,798	108%
Parking	8491	11,040	6,727	61%	4,313	11,040	7,680	70%
Maintenance Contracts	8492	8,400	7,190	86%	1,210	8,000	6,904	86%
EV Public Charging Stations	8493	3,000	10,002	333%	(7,002)	3,000	0	0%
Water	8500	9,900	2,972	30%	6,928	9,900	3,877	39%
<b>Total Building Expenses</b>		<b>\$ 362,113</b>	<b>\$ 269,290</b>	<b>74%</b>	<b>\$ 92,823</b>	<b>\$ 297,177</b>	<b>\$ 230,148</b>	<b>77%</b>
<b>Agency Administration (10)</b>								
Bank Charges	8810	1,000	51	5%	949	1,000	23	2%
Credit Card Fees	8815	2,000	12	1%	1,988	2,000	581	29%
Cash (over/under)	8820	120	(5)	-4%	125	120	(9)	-8%
Accounting	8830	10,300	5,841	57%	4,459	10,300	5,085	49%
Auditing	8835	34,000	22,760	67%	11,240	33,619	10,435	31%
Legal & Consulting Services	8840	65,000	82,782	127%	(17,782)	20,000	3,493	17%
Office Expenses	8850	5,000	6,238	125%	(1,238)	5,000	2,190	44%
Grand Opening	8870	0	0		-	0	17,049	
<b>Total Agency Administration</b>		<b>\$ 117,420</b>	<b>\$ 117,679</b>	<b>100%</b>	<b>\$ (259)</b>	<b>\$ 72,039</b>	<b>\$ 38,847</b>	<b>54%</b>
<b>Total GENERAL FUND</b>		<b>\$ 3,354,671</b>	<b>\$ 2,291,426</b>	<b>68%</b>	<b>\$ 1,063,245</b>	<b>\$ 3,126,733</b>	<b>\$ 2,039,600</b>	<b>65%</b>
<b>NET OPERATING REVENUE/(LOSS)</b>		<b>\$ 4,581</b>	<b>\$ (261,415)</b>		<b>\$ (265,996)</b>	<b>\$ 153</b>	<b>\$ (277,504)</b>	

**BELVEDERE TIBURON LIBRARY AGENCY  
DETAIL BUDGET VS ACTUAL  
9 MONTHS ENDED  
MARCH 31, 2024**

		FY24 ANNUAL BUDGET	Mar, 2024 75% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY23 ANNUAL BUDGET	Mar, 2023 75% OF YEAR TO DATE	% OF BUDGET
<b>ACTUAL BEGINNING CASH - ALL</b>	<b>6/30/2023</b>	<b>\$ 4,430,077</b>	<b>\$ 4,765,061</b>		<b>\$ 334,984</b>			
<b>NET OPERATING REVENUE/(LOSS)</b>		<b>\$ 4,581</b>	<b>\$ (261,415)</b>		<b>\$ (265,996)</b>			
<b>NON-OPERATING TRANSFERS &amp; USES OF RESERVES</b>								
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)	(70,213)	37%	121,787			
Expansion Line of Credit Principal	8935/2460	(600,000)	(2,964,747)	494%	(2,364,747)			
Operating Reserve		0	0		-			
<b>Total USES OF RESERVES</b>		<b>\$ (792,000)</b>	<b>\$ (3,046,008)</b>		<b>\$ (2,254,008)</b>			
<b>EXPANSION ACTIVITY</b>								
Expansion Grants from Foundation	200-5978	0	195,275		195,275			
Expansion Rebates MMWD & TAM	200-5978	0	12,153		12,153			
Expansion Expenditures	9041-9051	0	(71,991)		(71,991)			
<b>Total EXPANSION ACTIVITY</b>		<b>\$ -</b>	<b>\$ 135,437</b>		<b>\$ 135,437</b>			
<b>BALANCE SHEET ACTIVITY</b>		<b>\$ (70,000)</b>	<b>\$ 481,604</b>		<b>\$ 551,604</b>			
<b>DESIGNATED FUND ACTIVITY</b>								
Designated Fund Receipts		10,000	5,164	52%	(4,836)			
Designated Fund Expenditures		(20,000)	(3,218)	16%	16,782			
<b>Net DESIGNATED FUND ACTIVITY</b>		<b>\$ (10,000)</b>	<b>\$ 1,946</b>		<b>\$ 11,946</b>			
<b>ENDING CASH - ALL FUNDS</b>	<b>3/31/2024</b>	<b>\$ 3,562,658</b>	<b>\$ 2,076,625</b>		<b>\$ (1,486,033)</b>			
<b>CASH BY FUND</b>								
Insurance and Building Reserves			553,878					
Expansion Funds - Restricted for Project Costs			385,938					
Cash with Fiscal Agent - Restricted for Bond Service			109,450					
Funds Restricted by Source			23,266					
<b>Operating Reserve</b>			<b>1,004,093 (1)</b>					
<b>TOTAL ENDING CASH - ALL FUNDS</b>		<b>3/31/2024</b>	<b>\$ 2,076,625 (2)</b>					
<b>(1) Fiscal Year 2024 low point for Operating Reserve was \$331,609 in November 2023.</b>								
<b>(2) Fiscal Year 2024 low point for Total Cash was \$1,247,437 in November 2023.</b>								
<b>CASH BY BANK ACCOUNT</b>								
Mechanics Operating Checking Plus Petty Cash			84,060					
Mechanics Expansion Checking			356,938					
Mechanics Money Market			638,452					
US Bank Fiscal Agent for CFD-1995-1 Bonds			109,450					
LAIF			370,073					
Mechanics Wealth Management			517,652					
<b>ACCOUNTS</b>		<b>3/31/2024</b>	<b>\$ 2,076,625</b>					
<b>EXPANSION LINE OF CREDIT</b>								
Expansion Line of Credit Borrowings Fiscal Year 2022			1,000,000					
Expansion Line of Credit Borrowings Fiscal Year 2023			2,000,000					
<b>TOTAL EXPANSION LINE OF CREDIT BORROWING</b>			<b>\$ 3,000,000</b>					
Principal Payments to date			3,000,000					
<b>EXPANSION LINE OF CREDIT PRINCIPAL BALANCE</b>		<b>3/31/2024</b>	<b>\$ -</b>					
Interest Payments this Fiscal Year		<b>3/31/2024</b>	70,213					
Prior Years' Interest Payments		<b>6/30/2023</b>	133,115					
<b>Total Interest Payments to Date</b>			<b>\$ 203,328</b>					



**BELVEDERE TIBURON LIBRARY AGENCY  
MARCH 2024 NOTES TO DETAIL BUDGET VS ACTUAL**

**Page 4-3 75% of Budget Year**

- (1) **5010, 5020, 5025**, the majority of Tax Revenue is normally received in December and April. Tax Revenues are on par with budget.
- (2) **5032** The Foundation has provided \$250,000 in Operating Grants this year. The Foundation has also given \$100,000 to Expansion this fiscal year (**see Page 5-5 #200-5978**)
- (3) **5033** Zip Books Grant continuance received
- (3A) **5090** Received \$ 7,100 from EV Connect in April  
(compared to line **8493** EV cost-to-date of \$10,002, \$5K of which is for 3-year support)
- (3B) **5099** Interest Rates up. Earned \$15,000 on 6-month Treasury which matured 2/26
- (4) **7000's - 7200's Personnel** slightly below budget  
**7200** Grant/Reimbursement of \$1,500 received which more than covered costs-to-date
- (5) **7100-7115 Benefits** CalPERS UAL retirement payment front-loaded, health benefits 12% Jan increase
- (6) **7600's Circulation Materials** magazine and digital subscriptions and MARINet front loaded

**Page 4-4 75% of Budget Year**

- (7) **8000's Technology** Online Services, Computers, and IT Infrastructure partially front-loaded  
More spending expected to reach budget  
**8070** Communico for room reservations \$10K was not budgeted
- (8) **8200's Program Services** below budget  
More spending expected to reach budget
- (9) **8400-8500's Building** Insurance front-loaded, additional HVAC repair costs incurred  
On par overall
- (10) **8800's Administration** high due to legal/consulting services and most of audit paid  
**8840** Strategic Plan and Ben/Comp study included here

**Page 4-5 75% of Budget Year**

**010/9020 Equipment and Furniture:** Sound/Mic System Purchased for Founder's Room Meetings

<b>200-5978 Expansion Grants</b> Received	<b>Foundation</b>	\$100,000
	<b>Town of Tiburon</b>	\$95,275
	<b>TAM &amp; MMWD</b>	\$12,153

**BELVEDERE TIBURON LIBRARY AGENCY  
MARCH 2024 NOTES TO DETAIL BUDGET VS ACTUAL**

**Page 4-5 Cash by Fund**

**Expansion Funds include:**

\$356,938	Mechanics Expansion Checking
\$29,000	LAIF

**TOTAL Cash: OPER Reserve:**

\$4.77 million	\$3.42 million	at June 30, 2023
\$1.25 million	\$0.33 million	Low Point November 30, 2023
\$2.08 million	\$1.00 million	at March 31, 2024
\$ 993,000	\$ 390,000	Projected Low Point November/December 2024

**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
-----------	---

**Page 4-5 Expansion LOC Balance and Funding:**

	<u>Prior Years</u>	<u>Current Year</u>	<u>Total To Date</u>
<b>Total Borrowed</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>
Interest Paid	\$ 133,115	\$ 70,213	\$ 203,328
<b>Principal Paid</b>	<b>\$ 35,253</b>	<b>\$ 2,964,747</b>	<b>\$ 3,000,000</b>
Total Paid	\$ 168,368	\$ 3,034,960	\$ 3,203,328

**3/31/2024 Principal Balance** \$ -

Required Monthly Payment of Principal & Interest \$ -

## DRAFT FOR AGENCY REVIEW

**REGULAR Meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**February 26, 2024**

**Roll Call, Present:** Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Lawrence Drew, Kenneth Weil

**Roll Call, Remote:** Niran Amir

**Members Absent:** Emily Poplawski

**Also Present:** Crystal Duran, Aviva Boedecker, Naomi Friedland, Kristin Johnson

**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 asked that the Trustees keep the guiding principles of the new Library Vision and Mission statements in mind: "Our Vision: A community where every person feels included and inspired, and Our Mission: To nurture curiosity, spark connections, and foster lifelong learning."

A first annual joint retreat with the Library Foundation and Library Agency will be held in the Founders Room on Thursday, February 29, from 9am to 12pm.

Director Richards, Library Director Duran, and Foundation President Lucy Churton recently traveled to Sonoma County Library and met with Sonoma's Fund Development Manager for a productive conversation. The Sonoma Library has a number of branches and is in the middle of a capital campaign for new structure. Although they are in a different position than this Library, they shared many ideas about development and including the community.

**2. Library Director's Report**

Director Duran highlighted several items from her report:

The Library has teamed up with The Ranch (in a first-time collaboration) to sponsor a Senior Resources event at the Library on April 26. The event will feature exhibits showcasing all the activities and learning opportunities available to older adults on the Belvedere-Tiburon peninsula. Exhibits will be set up in The Gallery and Founders Room, and demonstrations will be presented in the Maker Space, Reading Room, and Teen Library. A meal will be served on the patio to spark connections. Director Duran is applying for local grant funding to sponsor that event in addition to reaching out to local partners for support and participation.

## DRAFT FOR AGENCY REVIEW

A full-time Adult Librarian position which was recently vacated has been filled by an internal applicant, Milos Petrovic. Milos is a great addition to the community, and the Library is lucky to have him. Milos will work at the Information Desk and manage Adult Programs.

A part-time Teen and Children's Library Assistant position has been filled by Carl Segovia, a local resident who is known by Foundation member Ann Aylwin.

An all Library Staff Development day was held on January 26<sup>th</sup>. It was very beneficial to be able to close the Library, so that all staff could review the strategic plan, get some safety training, and share as a group, especially since half the staff are new hires. There were 19 staff in attendance. The event received very positive staff feedback from Staff. A staff survey report is included in the packet. The survey was created through Project Outcome, a free tool for libraries which can be used to track outcomes. This tool will also support future program tracking in line with Strategic Plan goals.

Vice Chair Hooker asked about the role of the Full Time Adult Services Librarian. Director Duran said that, in addition to previously dedicated positions for Teens and Children, an Adult Services Librarian position is needed for planning and leading services and programs for adults, and for acting as a liaison for the Foundation, Art Committee, and Corner Books. The position reports to Assistant Director Joey Della Santina, who has been covering the programming in the interim.

Vice Chair Hooker asked if the Agency could receive an updated staff organization chart. Director Duran affirmed and added that nametags would be introduced for staff soon, which will help Trustees and Patrons to remember and engage with staff.

Trustee Drew asked whether the St. Vincent's activity, in which youth helped bag 50 lunches for the meals program, was connected to St. Hilary's or the Ark Newspaper. Director Duran said that the program was the brainchild of Tina Wolk, the Youth Services Librarian, who volunteers for St. Vincent's in her personal life. Tina did a wonderful job of creating a community engagement by connecting the Library Youth volunteers with the outside community.

Trustee Weil asked about the short film that staff will be preparing to showcase library community resources. Director Duran said that the project is currently in the conceptual stages, planned for summer implementation, with makerspace and teen staff leading the effort. The plan is for a one-to-three-minute video, which the staff hope to show at the Belvedere Homemade Film Festival as a "commercial."

Trustee Drew asked if the Senior Program could be scheduled for a Friday or weekend. Director Duran said that the program will be scheduled according the best availability for presenters, and staff will evaluate attendance for future scheduling.

Trustee Weil asked why the Staff CPR training did not include certification. Director Duran said that scheduling the large group with Tiburon Fire (which required training to be done at the station) was impractical, and that Dr. Cromwell, who volunteered for the training, indicated that it is not standard to certify currently. The Library has an AED, which staff were trained to use, along with CPR and a brief Narcan training. A Library Policy update is needed to refine official emergency response in this area.

### 3. Expansion Update

Clerk Johnson reported on behalf of Project Manager Glenn Isaacson that he is awaiting 3 signatures to finalize the project.

### 4. Belvedere Tiburon Library Foundation Report

Foundation member Aviva Boedecker reported on behalf of Foundation President Lucy Churton that the annual campaign has raised \$90,000 as of February 20. The year-end appeal was very successful. The Foundation will include a campaign envelope in the next Library **In the Stacks** Newsletter. Outreach via the newsletter is usually effective.

The 24<sup>th</sup> annual Teddy Bear Tea will be held on March 23<sup>rd</sup>, and there are only 4 tickets remaining to be sold. There will be 3x seating of 70, with tickets at \$35 per person.

The Art Gallery Exhibit, "Colors in Art: Voices Soft and Loud," will run through March 14<sup>th</sup>. The next Exhibit will be the Del Mar School "Pixels and Paint," opening on March 21<sup>st</sup>, followed by the San Quentin Artists (formerly incarcerated and support staff) opening April 15<sup>th</sup>.

On April 18, a special fundraising event will be held at the Library featuring Ira Flatow, NPR and PRI's famed Science Friday host. Tickets will be available for purchase in early April.

### 5. Financial Statements, January 31, 2024

Clerk Johnson reported that, with 58% of the budget year passed, revenues are at 54%, normal for this time of year. All Taxes expected were received in January. Expenditures are on par with budget overall at 55%. About \$7,100 is due from EV Connect for the charging stations on line 5090. The charging station cost-to-date has been \$4,338 (about \$700-\$800 per month) with a pending payment for 3-year operating subscription of about \$5,000.

In the Personnel category, CalPERS unfunded accrued liability, along with Workers Comp and Employment Practice insurance are paid early in the fiscal year.

The Circulation Materials and Data category appears high due to MARINet and other digital subscriptions payments early in the fiscal year.

The Technology Services category is on par overall, but high in the area of IT infrastructure (hardware and software needed for Librarians to serve and support Library Users), due to the new subscription to Communico, a software that allows for room reservations for the new Library spaces.

## DRAFT FOR AGENCY REVIEW

The Building Expenses category is higher than year-to-date par due to front loading of Insurance and to unexpected post-installation HVAC repairs.

The Administration category is higher than budget due to Agency-approved contracts for the Strategic Plan and Compensation Study.

## 6. Committee Reports

A Finance Committee meeting will be organized for April.

## CONSENT CALENDAR

For the minutes of January 22, 2024, Trustee Weil requested that the last sentence of paragraph 3 on page 7-2 be removed since it did not make sense in the context of the paragraph.

### 7/8. Motion to approve the Minutes of January 22, 2024 with the above changes and the Warrants for the Month of January, 2024, made by Treasurer Slavitz, Seconded by Trustee Weil.

**Ayes: All Present and Niran Amir remote**

**Absent: Emily Poplawski**

**Noes: None.**

**All in Favor. Motion Passed.**

## TRUSTEE CONSIDERATIONS:

### 9. Approval of Fiscal Year 2022-2023 Audit Report.

**Whitney Crockett and Vikki Rodriguez commenting and available for questions.**

Maze and Associates Audit Partner Vikki Rodriguez introduced Whitney Crockett who will be taking over the audit.

Ms. Rodriguez said that the audit for Fiscal Year 2023 had been completed with an unmodified opinion. An emphasis of a matter was necessary to disclose in the report, due to the restatement of \$343,000 in Construction in Progress which was written off in this fiscal year. The amount represents early Expansion Project costs that were not capitalizable. This does not constitute a significant impact to the financial statements, but it did reduce the Library's net position. The adjustment does not affect the clean audit opinion.

Auditors reviewed the Library's internal controls with tests of transactions, and found the internal control structure to be adequate, with no material weaknesses or deficiencies detected. The audit went smoothly, with no concerns. Management and Staff provided all information requested, and answered questions in a timely manner.

Treasurer Slavitz asked the auditors for suggestions in terms of additional payments to CalPERS for Pension and OPEB liabilities. Vikki Rodriguez said that Pension and OPEB liabilities are increasing, and without a contribution to a 115 trust, these liabilities will continue to grow. The Library's focus for the last few years has been on the expansion project. Now that the expansion project is completed, the new Library fully in service, and

the line of credit paid off, Ms. Rodriguez highly recommends the funding of the Library's Pension and OPEB liabilities. Many municipalities are opening 115 trusts rather than paying directly into their CalPERS Pension and OPEB liabilities. The 115 trust makes it possible to set aside invested cash, which will be restricted for payment of the post-employment liabilities. By Investing in a 115 trust rather than paying into the CalPERS Pension funds, agencies will have more control over investment structure. Any extra Agency reserves should be considered for Pension and OPEB funding.

Treasurer Slavitz asked whether additional payments should be made directly towards Library's OPEB liability. Ms. Rodriguez said that the Library could also fund a 115 trust for OPEB. The trust can earn higher interest rates than LAIF or CD's. Similar to a pension 115 trust, once money is contributed, it can't be used for other purposes.

Trustee Hooker asked whether establishing a separate Agency Investment Committee to consider these decisions is currently standard practice in municipalities. Ms. Rodriguez said that some municipalities have specific committees, while others manage the decisions through their Finance Committee.

There are different relationships which can be created depending on how an Agency chooses to invest. CalPERS offers CERBT and CEPPT 115 trusts for Pensions and OPEB liabilities. Most municipalities have used these because they are more conservative and offer oversight by CalPERS management teams. There are other 115 trusts available outside of CalPERS.

Trustee Hooker asked whether, in the decision-making process, municipalities are paying 100% of normal contribution along with an additional payment. Ms. Rodriguez said that, yes, Agencies are *required* to pay the CalPERS-computed contributions, including both the normal cost and the annual calculated Unfunded Accrued Liability contribution.

Trustee Hooker asked whether the Unfunded Accrued Liability is a result of years when no contribution was made by the Agency. Ms. Rodriguez said that the CalPERS Retirement Unfunded Accrued Liability works differently than additional OPEB payments. Retirement liability fluctuates based on how investments are doing and the discount rate CalPERS elects to use. CalPERS forecasts and bills the Library annually for what they calculate as providing for full funding within a certain number of years. The Library Agency has always made 100% of the required CalPERS retirement plus billed UAL contributions. Any deficiency in Pension funding is due to CalPERS investment fluctuations.

With OPEB, an actuary determines what the legal total funding should be, but so far, the Library Agency has not been making payments beyond the current health premium costs.

Trustee Hooker asked whether, instead of making a direct contribution in order to reduce the liability on the financial statements, it is more advisable to contribute to a 115 trust. Ms. Rodriguez affirmed, and reiterated that the trust could be with CalPERS or with other agencies. Treasurer Slavitz added that the Agency had hosted CalPERS in years past to present the options.

Ms. Rodriguez said that there is no CalPERS vehicle for "UAL" OPEB overpayments, so a 115 trust is necessary in order to dampen the growth of the OPEB liability. The only reason the net OPEB liability decreased on the Agency's Financial Statements this year, is that there were a number of retirements last year, and the fair value of CalPERS investments increased. Normally, the net OPEB liability will continue to grow.

## DRAFT FOR AGENCY REVIEW

Chair Richards called for a motion to approve the Audit Report.

**Motion to approve the Fiscal Year 2022-2023 Audit Report made by Treasurer Slavitz, Seconded by Chair Hooker.**

**Roll Call Vote:**

**Ayes: Roxanne Richards, Anthony Hooker, Jeff Slavitz, Niran Amir(remote), Lawrence Drew, Kenneth Weil**

**Absent: Emily Poplawski**

**Noes: None.**

**All attending in Favor. Motion Passed.**

#### **10. Schedule of 2024 Meeting Dates**

The next Regular BTLA meeting is scheduled for Monday, March 18, 2024.

Chair Richards opened the floor to public comment regarding the Closed Session. There were no comments.

Chair Richards announced that the Agency would enter a **CLOSED SESSION per Govt Code Section 54957 and 54954.5(e), Public Employee Performance Review Govt Code Section 34957** at 7:04 pm.

#### **CLOSED SESSION**

The Agency returned from Closed Session at 7:40 pm

**ANNOUNCEMENT:** There was no announcement.

Chair Richards adjourned the meeting at 7:41 pm

Respectfully Submitted,

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



**SPECIAL Meeting  
BELVEDERE TIBURON LIBRARY AGENCY  
JOINTLY WITH BELVEDERE TIBURON LIBRARY FOUNDATION  
Belvedere Tiburon Library, Tiburon, California  
February 29, 2024**

**Roll Call, Present:** Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Lawrence Drew, Kenneth Weil

**Members Absent:** Niran Amir, Emily Poplawski

**Also Present:** Crystal Duran, Aviva Boedecker, Lucy Churton, Sylvia Singh, Michelle Thompson, Diane Green, Michelyn Good, Heather Lobdell, Kristin Johnson, Joey Della Santina

**CALL TO ORDER:** Chair Richards called the meeting to order at 9:05am

**OPEN Forum:**

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

**1. Welcome and introductions**

Attendees took turns introducing themselves, sharing where they lived, and their role and involvement in the library.

**2. Overview of library revenues and expenditures**

Director Duran gave an overview of historical library revenues and expenditures, excluding capital expenses. During the presentation, staff highlighted consistent increases in property tax revenues of 5% and noted lower expenditures, resulting in net savings in previous years. However, for FY24-25, staff a projected deficit if expenditures continue increasing. Staff shared that private fundraising, pursuing grants, and reducing programming costs are some strategies required to close the funding gap.

**3. Review and Discussion of Strategic Plan**

Director Duran gave a high-level presentation of the strategic plan, noting strategies that are achievable with little to no additional resources (highlighted in green), strategies that require extra time with some other resources but are likely feasible (highlighted in yellow), and strategies that need additional funding (highlighted in orange). Staff will focus on “green highlights” in Year One.

Following the presentation, participants separated into two smaller groups to discuss and address the following prompts: *Focusing on the strategies highlighted in orange that require significant resources, which strategies would you prioritize within the next three years? How do we mobilize the community for additional and ongoing support?*

- The groups collectively shared that updating furnishings, adding backup power to the building for use during times of natural disaster, and outreach and engagement were top priorities. The groups highlighted opportunities to engage the community through welcome packets, ambassadors, and frequent messaging.

#### **4. Evaluation and Closing Remarks**

Director Duran requested attendees complete an online evaluation of the retreat to share what worked well and any additional follow-up. The evaluation will be sent via email within the week.

In closing, various attendees highlighted interesting aspects of the day and committed to the library's success by sharing more with peers, volunteering, and supporting fundraising efforts.

**Chair Richard adjourned the RETREAT at 12:15pm.**

Respectfully submitted, Crystal Duran, Library Director

BELVEDERE TIBURON LIBRARY AGENCY  
 OPERATING WARRANTS  
 MONTH OF FEBRUARY, 2024

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
<b>OPERATING HAND CHECKS</b>							
2/1/2024	000577	Diana Marie Estey	100	8240	Adult Programs	\$ 350.00	\$ 350.00
2/15/2024	000595	Refund SS Withholdings - EE Termination	100	2080	Suspense - Payroll Taxes	\$ 3,778.24	\$ 3,778.24
2/15/2024	000596	Replace CK #000576 - EE Termination	100	Various	Salaries, Med Pay, Payroll Taxes	\$ 2,770.03	\$ 2,770.03
2/22/2024	000597	Ciani-Musica, In.	100	8240	Adult Programs	\$ 1,000.00	\$ 1,000.00
					<b>TOTAL HAND CHECKS</b>	<b>\$ 7,898.27</b>	<b>\$ 7,898.27</b>
<b>OPERATING ACCOUNTS PAYABLE BATCHES</b>							
2/14/2024	000578	A&P Moving Company	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
2/14/2024	000579	Aramark	100	8492	Maintenance Contracts	\$ 49.50	\$ 49.50
2/14/2024	000580	Blackstone	100	7601	Books and Other Materials	\$ 80.00	\$ 80.00
2/14/2024	000581	Brodart Co.	100	7601	Books and Other Materials	\$ 424.60	
		Brodart Co.	100	7602	Vendor Processing Costs	\$ 51.54	\$ 476.14
2/14/2024	000582	Communico	100	8070	IT Infrastructure	\$ 3,750.00	\$ 3,750.00
2/14/2024	000583	Debbie Mazzolini	100	7115	OPEB Health Obligation	\$ 1,039.11	\$ 1,039.11
2/14/2024	000584	Demco, Inc.	100	8250	Children's Program Supplies	\$ 116.24	\$ 116.24
2/14/2024	000585	EV Connect	100	8493	EV Public Charging Stations	\$ 5,025.00	\$ 5,025.00
2/14/2024	000586	Golden Gate Fire Equipment	100	8492	Maintenance Contracts	\$ 250.00	\$ 250.00
2/14/2024	000587	Mill Valley Refuse	100	8480	Trash	\$ 276.07	\$ 276.07
2/14/2024	000588	Mission Square Retirement	100	2040	Deferred Comp Deductions	\$ 1,900.00	\$ 1,900.00
2/14/2024	000589	Option Click Consulting	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
2/14/2024	000590	Overdrive	100	7606	Digital Resources & Content	\$ 2,259.33	\$ 2,259.33
2/14/2024	000591	RWG Law	100	8840	Legal and Consulting Services	\$ 1,735.00	\$ 1,735.00
2/14/2024	000592	Showcases	100	7603	Supplies for Processing	\$ 196.56	\$ 196.56
2/14/2024	000593	TPX Communications	100	8260	Telephone	\$ 1,136.03	\$ 1,136.03
2/14/2024	000594	WT Cox Information Systems	100	7601	Books and Other Materials	\$ 220.36	\$ 220.36
				2/14/2024	<b>TOTAL ACCOUNTS PAYABLE BATCH</b>	<b>\$ 18,809.34</b>	<b>\$ 18,809.34</b>
					<b>Total 2/14/2024</b>	<b>\$ 26,707.61</b>	<b>\$ 26,707.61</b>
2/29/2024	102149	CCH Incorporated	100	7601	Books and Other Materials	\$ 324.44	\$ 324.44
2/29/2024	102150	City of Belvedere	100	8830	Accounting	\$ 675.00	\$ 675.00
2/29/2024	102151	Demco, Inc.	100	7603	Vendor Processing Costs	\$ 530.56	\$ 530.56
2/29/2024	102152	Intrepid Electronic Systems	100	8492	Maintenance Contracts	\$ 408.00	\$ 408.00
2/29/2024	102153	Marin IT, Inc.	100	8040	Technical Services	\$ 3,311.00	\$ 3,311.00
2/29/2024	102154	Mission Square Retirement	100	2040	Deferred Compensation	\$ 1,900.00	\$ 1,900.00
2/29/2024	102155	Option Click Consulting	100	8290	Technology Training	\$ 200.00	\$ 200.00
2/29/2024	102156	Overdrive	100	7606	Digital Resources & Content	\$ 5,230.24	\$ 5,230.24
2/29/2024	102157	PG&E	100	8493	Electricity & Gas	\$ 639.66	\$ 639.66
2/29/2024	102158	Redwood Security Systems	100	8492	Maintenance Contracts	\$ 318.00	\$ 318.00
2/29/2024	102159	Regional Government Services	100	8840	Legal and Consulting Services	\$ 3,035.60	\$ 3,035.60
2/29/2024	102160	Terminix	100	8492	Maintenance Contracts	\$ 118.00	\$ 118.00
2/29/2024	102161	The Ivy Group	100	8840	Legal and Consulting Services	\$ 8,215.00	\$ 8,215.00
2/29/2024	102162	US Bank Equipment Leasing	100	8210	Copier Costs	\$ 1,209.19	\$ 1,209.19
				2/29/2024	<b>TOTAL ACCOUNTS PAYABLE BATCH</b>	<b>\$ 26,114.69</b>	<b>\$ 26,114.69</b>
					<b>TOTAL WARRANTS</b>	<b>\$ 52,822.30</b>	<b>\$ 52,822.30</b>

BELVEDERE TIBURON AGENCY  
 OPERATING WARRANTS  
 MONTH OF MARCH, 2024

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
<b>OPERATING HAND CHECKS</b>							
3/4/2024	000598	Ingram Library Services	100	7601	Books and Other Materials	\$ 11,260.08	
		Ingram Library Services	100	7602	Vendor Processing Costs	\$ 815.07	\$ 12,075.15
3/4/2024	000599	Option Click Consulting	100	8290	Technology Training	\$ 200.00	\$ 200.00
3/4/2024	000600	Diana Marie Estey	100	8240	Adult Programs	\$ 350.00	\$ 350.00
3/11/2024	000601	Be Creative Services	100	1100	Receivables (Foundation)	\$ 1,525.00	\$ 1,525.00
3/25/2024	000602	Tina Wolk - Soc Sec Refund	100	2080	Suspense - Payroll	\$ 3,018.85	\$ 3,018.85
					<b>TOTAL HAND CHECKS</b>	<b>\$ 17,169.00</b>	<b>\$ 17,169.00</b>
<b>OPERATING ACCOUNTS PAYABLE BATCHES</b>							
3/14/2024	102163	A&P Moving	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
3/14/2024	102164	ACV Argo Tiburon	100	8491	Parking	\$ 1,560.00	\$ 1,560.00
3/14/2024	102165	Aramark	100	8492	Maintenance Contracts	\$ 152.46	\$ 152.46
3/14/2024	102166	Blackstone Publishing	100	7601	Books and Other Materials	\$ 80.00	\$ 80.00
3/14/2024	102167	Demco, Inc.	100	7602	Vendor Processing Costs	\$ 3,886.28	\$ 3,886.28
3/14/2024	102168	Library Ideas	100	7606	Digital Resources & Content	\$ 6.50	\$ 6.50
3/14/2024	102169	Marin IT, Inc.	100	8070	IT Infrastructure	\$ 1,395.00	\$ 1,395.00
3/14/2024	102170	Marin Water	100	8500	Water	\$ 765.12	\$ 765.12
3/14/2024	102171	Maze Associates	100	8835	Audit	\$ 1,879.00	\$ 1,879.00
3/14/2024	102172	Mission Square	100	2040	Deferred Comp deductions	\$ 1,900.00	\$ 1,900.00
3/14/2024	102173	MSI Litho	100	8225	Public Relations	\$ 7,622.75	\$ 7,622.75
3/14/2024	102174	OCLC, Inc.	100	8070	IT Infrastructure	\$ 290.47	\$ 290.47
3/14/2024	102175	Overdrive	100	7606	Digital Resources & Content	\$ 561.77	\$ 561.77
3/14/2024	102176	Redwood Building Maintenance	100	8460	Custodial Supplies	\$ 306.00	
			100	8450	Janitorial Services	\$ 9,259.00	\$ 9,565.00
3/14/2024	102177	Tina Wolk	100	8250	Children's Programs	\$ 138.44	\$ 138.44
3/14/2024	102178	TPX Communications	100	8260	Telephone	\$ 1,137.35	\$ 1,137.35
				<b>3/15/2024</b>	<b>TOTAL ACCOUNTS PAYABLE BATCH</b>	<b>\$ 31,040.14</b>	<b>\$ 31,040.14</b>
					<b>Total 3/15/2024</b>	<b>\$ 48,209.14</b>	<b>\$ 48,209.14</b>
3/28/2024	102179	A to Z Databases	100	7606	Digital Resources & Content	\$ 660.00	\$ 660.00
3/28/2024	102180	COFAM	100	8240	Adult Programs	\$ 200.00	\$ 200.00
3/28/2024	102181	Computype	100	7603	Supplies for Processing	\$ 129.27	\$ 129.27
3/28/2024	102182	Kristin Johnson for Petty Cash Fund	100	8220	Postage Freight	\$ 9.44	
3/28/2024		Kristin Johnson for Petty Cash Fund	100	8230	Office Supplies	\$ 26.98	
3/28/2024		Kristin Johnson for Petty Cash Fund	100	8240	Adult Programs	\$ 36.39	
3/28/2024		Kristin Johnson for Petty Cash Fund	100	8820	Cash Over/Short	\$ (3.88)	\$ 68.93
3/28/2024	102183	Kyocera	100	8210	Copier Expense	\$ 216.66	\$ 216.66
3/28/2024	102184	Marin IT, Inc.	100	8070	It Infrastructure	\$ 297.50	\$ 297.50
3/28/2024	102185	Mill Valley Refuse	100	8480	Trash	\$ 276.07	\$ 276.07
3/28/2024	102186	Mission Square Retirement	100	2040	Deferred Comp Deductions	\$ 1,900.00	\$ 1,900.00
3/28/2024	102187	NBS	100	8920	Bond Fiscal Agent Fees	\$ 2,675.83	\$ 2,675.83
3/28/2024	102188	Option Click Consulting	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
3/28/2024	102189	Overdrive	100	7606	Digital Resources & Content	\$ 1,671.53	\$ 1,671.53
3/28/2024	102190	Regional Government Services	100	8840	Legal and Consulting Services	\$ 12,185.46	\$ 12,185.46
3/28/2024	102191	The Ivy Group	100	8840	Legal and Consulting Services	\$ 3,014.42	\$ 3,014.42
3/28/2024	102192	US Bank Equipment Leasing	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
				<b>3/31/2024</b>	<b>TOTAL ACCOUNTS PAYABLE BATCH</b>	<b>\$ 24,704.86</b>	<b>\$ 24,704.86</b>
					<b>TOTAL WARRANTS</b>	<b>\$ 72,914.00</b>	<b>\$ 72,914.00</b>

BELVEDERE TIBURON LIBRARY AGENCY  
 EXPANSION WARRANTS  
 MONTHS OF FEBURARY AND MARCH 2024

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
2/6/2024	000417	Mcguiness McCann	200	9045	Site Work	10,928.88	10,928.88
2/27/2024	000418	BRW - June, Sept, Oct 2022	200	9041	Architect	24,553.03	24,553.03
3/11/2024	000419	Be Creative Servies (Todd Barbee)	200	9045	Site Work	6,554.88	6,554.88
					<b>TOTAL</b>	<b>\$ 42,036.79</b>	<b>\$ 42,036.79</b>



**DATE:** April 15, 2024

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Sustainable Libraries Certification Update

---

In 2022, the Belvedere Tiburon Library embarked on the bold vision to attain Sustainable Libraries Certification and implement environmentally sound, economically feasible, and socially equitable practices. The Sustainable Libraries Certification program requires the organization to work through twelve categories that help align efforts with triple-bottom-line sustainability:

- Organizational commitment
- Energy
- Materials Management - Waste & Recycling
- Materials Management - Purchasing
- Transportation
- Land Use
- Water
- Collective Impact
- Social Cohesion
- Community Resilience
- Financial Sustainability
- Collections

Actions within each category require the library to analyze how things are done or consumed at the library and how to think differently about how to proceed in the future. To gain certification, the library must complete 150+ activities across the twelve categories, including a final presentation that showcases the work done in pursuit of the certification. The library's "Green Team," consisting of the Director, Assistant Director, Technology Librarian, and Teen Librarian, is a cross-section of staff leading certification activities together.

In FY22-23, the Belvedere Tiburon Library was part of the inaugural cohort of Sustainable California Libraries and received \$30K in LSTA funding to begin its certification work. At that time, the San Diego County Library was California's only certified sustainable library. With FY22-23 grant support, the library offered various outward-facing opportunities, including a green book club with monthly discussions, a Green Week and sustainability fair with educational programs, hands-on activities, various exhibitors, a dedicated book collection, and improved onsite waste management. Internally, the library adopted a sustainability policy, revised programming to address equity, updated maintenance and operations procedures for energy efficiency, updated job descriptions to include a commitment to sustainable practices, and

trained staff on proper waste management. At the end of the FY22-23 grant period, the library completed 6% of certification.

Since then, the organization has undertaken instrumental activities in its certification pursuit, including developing a three-year strategic plan, adopting new mission and vision statements, and implementing a compensation study. The library has achieved 34% completion toward certification, with 46 activities in progress. In October 2023, staff were invited to present at the California Library Association Annual Conference and share its progress in the certification program. The director also presented the sustainable certification program to California library leadership twice this past year to encourage participation.

Pursuing the Sustainable Libraries Certification is timely and necessary for many reasons. As community centers, libraries are poised to address climate change and help develop resilient communities, and federal and state funding supports such efforts. Through strategic planning, the community shared its aspirations for triple-bottom-line sustainability and validated the library's pursuit of certification. Findings indicated that 73% of respondents were interested in future green library initiatives, and a majority of respondents identified the environment and sustainability as very important community issues. As a result, the three-year strategic plan, adopted in January 2024, included several sustainability-related activities. Specifically, the plan notes the library should facilitate relationship-building between organizations by hosting collaborative sessions on local issues; partner with first responders and other agencies to host preparedness events at the library; make the building available for emergency and disaster relief services; explore the feasibility of adding solar panels; involve the public in the library's green initiatives; provide infrastructure for additional modes of travel to the library; and identify additional opportunities to support local climate action plans and goals. By embedding sustainable decision-making into policies and actions, the library can become a leader in building community resilience against threats due to climate change.

In March 2024, the library requested \$72K from the California State Library to continue its certification efforts and address many of the strategies outlined in the newly adopted plan. 65% of the requested funds will cover staff salaries and support staff, with the remaining for program supplies, marketing services and materials, and overhead. If the grant is awarded, the library plans to progress to 71% completion of certification by the end of FY24-25. The library will continue its certification, albeit slower, if the grant is not received.

## **Belvedere-Tiburon Library Agency Future Meeting Dates**

**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)**

**January 27, 2025**

**February 24, 2025**

**March 17, 2025**

**April 21, 2025**

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