

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *February 24, 2025* at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

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

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENT

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report – Anthony Hooker, Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Belvedere Tiburon Library Foundation Report, Sophia Ghaffary, Foundation Director – (5 minutes)
4. Income Statement, 7 months ended January 31, 2025 - Kristin Johnson, Board Clerk (5 minutes)
5. Committee Reports (5 minutes)

CONSENT CALENDAR

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

6. Approval of Agency Regular Meeting Minutes of January 27, 2025 and the Special Meeting Minutes of January 31, 2025.
7. Approval of Agency Warrants for the Month of January, 2025.

TRUSTEE CONSIDERATIONS

8. Presentation by Dr. Reggie Thomas of PeakePotential regarding staff development.
9. Discussion and consideration of Compensation Policy.
10. Discussion and consideration of Art and Exhibits Policy.

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2025 Meeting Dates

AGENDA CONTINUES ON PAGE 2

AGENDA (continued)
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, February 24, 2025 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC COMMENT ON CLOSED SESSION ITEMS

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter listed on the closed session agenda before the Board adjourns to closed session. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes.

CLOSED SESSION

Conference With Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2).

Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Title: Library Director

RETURN FROM CLOSED SESSION

REPORT FROM CLOSED SESSION

ADJOURNMENT

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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



DATE: February 24, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

Green Takeover volunteers have narrowed down a list of items to add to the Library of Things collections to support sustainable living better. Some items that will be sourced and added to the collection in the coming weeks include a cake decorating set, an energy meter, garden tools, a GoPro camera kit, a portable photo scanner, and a bird-watching kit. Some items discussed but not ultimately selected include a breadmaker, metal detector, digital kitchen scale, and circular saw. The Green Takeover group will begin meeting in March to plan a program focused on sustainability.

Six librarians plan and implement adult programs regularly. Recently added programs include a Winter Day Cafe, a social time to support peer-to-peer connections with games and light refreshments. Winter Day Cafe attendees suggested a puzzle swap, which will be hosted beginning in March with the help of Corner Books volunteers. Below is a snapshot of library usage in January 2025 compared to January 2024. The usage indicates steady growth and engagement with the library in different areas.

*Usage at a Glance
January 2024/January 2025*

| | Programs Offered | Program Attendees | Materials Borrowed | Meeting Rooms Booked | Q&A | Visitors |
|--------------|------------------|-------------------|--------------------|----------------------|-------|----------|
| January 2024 | 43 | 926 | 18,661 | 301 | 1,192 | 12,910 |
| January 2025 | 77 | 1,408 | 18,354 | 447 | 1,940 | 9,577 |

Recent feedback from a presenter notes:

In my opinion, the reason why the talk was "a hit and standing-room-only" was the personal effort that Joey put into every phase of it. From planning the event once you and Kathleen agreed on the date, creating the flyer, the announcement and reservation page with the special description on the website, the Poster in the lobby, the notice on the bulletin and the electronic boards, arranging the room for maximum seating and lastly making sure that the film played on the screen and that the handheld microphones worked. In addition, staying on to make sure that everything ran smoothly and at the end dealing with putting the chairs back into the closet! All I did was 'show up' to answer questions and stimulate some discussion...

Administration

A few changes in the nave include relocating the public-access computers, printer, and copier to a shared room to enhance usability and access and create space for new entryway furniture. We've also created an interim public meeting room in the previous copy and print center. We've updated the table legs on two meeting room tables to accommodate the furniture better and allow more usable space in the rooms. These changes are part of Phase One of "Project Refresh," which will continue over several months.

The library closed early on February 4 due to an unexpected power outage. A large Mar West tree fell onto a power line, causing a power outage in the immediate area. The power was restored sometime after 8 pm—many thanks to Kristin Johnson for returning to the library after 8 pm to shut off the lights.

Staff is working with a small committee to develop a robust and sustainable volunteer initiative. The committee, chaired by Toni Lee from the Foundation, meets monthly. As part of the planning, the group will develop clearly defined volunteer roles and responsibilities, establish a system to manage volunteer reporting and consider recruitment, retention, and engagement strategies. The committee plans to launch this new robust volunteer initiative in the fall to coincide with celebrations related to the library's 30 years.

Library administration launched an informal wellness program for staff. Diana Estey will facilitate the monthly lunchtime program, which provides staff with workplace stretches and breathing techniques to reduce stress. The 45-minute program is open to all staff and scheduled on a day when most can participate. The inaugural program was hosted earlier in the month and received positive feedback. Other staff members have also been encouraged to begin a "brown bag session" to discuss current trends and issues within the broader library field.

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
7 MONTHS ENDED
JANUARY 31, 2025**

| | ACCOUNT | FY25 ANNUAL BUDGET | Jan. 2025 58% OF YEAR TO DATE CASH BASIS | % OF BUDGET | BUDGET REMAINING | FY24 ANNUAL BUDGET | Jan, 2024 58% OF YEAR TO DATE CASH BASIS | % OF BUDGET | |
|---|---|--------------------|--|------------------|------------------|--------------------|--|---------------------|------------|
| GENERAL FUND REVENUE | | | | | | | | | |
| Revenue | | | | | | | | | |
| | Basic Library Tax (1) | 5010 | \$ 2,556,925 | 1,432,599 | 56% | 1,124,326 | \$ 2,435,052 | \$ 1,360,131 | 56% |
| | Parcel Tax (1) | 5020 | 275,000 | 153,369 | 56% | 121,631 | 275,000 | 151,241 | 55% |
| | ERAF (1) | 5025 | 530,000 | 343,870 | 65% | 186,130 | 530,000 | 318,247 | 60% |
| | BTLF Grants (2) | 5032 | 70,000 | 73,000 | 104% | (3,000) | 175,000 | - | 0% |
| | Program Grants (3) | 5033 | 80,400 | 35,045 | 44% | 45,355 | 15,000 | 3,270 | 22% |
| | Book Fines and Reserves | 5040 | 500 | 377 | 75% | 123 | 500 | 2 | 0% |
| | Reference Desk Income | 5065 | 50 | 204 | 408% | (154) | 250 | 79 | 32% |
| | Copier Fees | 5070 | 380 | 424 | 112% | (44) | 500 | 601 | 120% |
| | Other Revenue (includes EV) | 5090 | 9,303 | 5,852 | 63% | 3,451 | 7,200 | 10 | 0% |
| | Interest Income | 5099 | 50,000 | 43,492 | 87% | 6,508 | 50,000 | 52,370 | 105% |
| | Total Revenue | | \$ 3,572,558 | 2,088,232 | 58% | 1,484,326 | \$ 3,488,502 | \$ 1,885,951 | 54% |
| Bond Debt Service via Parcel Tax | | | | | | | | | |
| | Bond Debt Service - Interest | 8910 | (\$15,900) | (9,450) | 59% | (6,450) | (\$21,750) | (\$12,300) | 57% |
| | Bond Debt Service - Principal | 8915 | (\$100,000) | (100,000) | 100% | 0 | (\$95,000) | (\$95,000) | 100% |
| | Bond Fiscal Agent Fees | 8920 | (\$14,000) | (8,228) | 59% | (5,772) | (\$12,500) | (\$7,916) | 63% |
| | Total Bond Debt Service | | (\$129,900) | (117,678) | 91% | (12,222) | (\$129,250) | (\$115,216) | 89% |
| | Total Revenue after Bond Service | | \$3,442,658 | 1,970,554 | 57% | 1,472,104 | \$3,359,252 | \$1,770,735 | 53% |
| GENERAL FUND EXPENDITURES | | | | | | | | | |
| Personnel (4) (5) | | | | | | | | | |
| | Salaries & Wages | 7010 | 1,409,856 | 797,909 | 57% | 611,947 | 1,364,051 | 740,705 | 54% |
| | Medical Reimbursement | 7015 | 21,600 | 12,375 | 57% | 9,225 | 21,600 | 11,700 | 54% |
| | Part Time Salaries & Wages | 7020 | 303,834 | 138,190 | 45% | 165,644 | 344,113 | 115,015 | 33% |
| | PERS Retirement Benefits | 7100 | 277,377 | 190,624 | 69% | 86,753 | 240,299 | 157,960 | 66% |
| | 115 Trust | 7105 | 25,000 | 0 | 0% | 25,000 | 25,000 | 0 | 0% |
| | PERS Insurance Benefits | 7110 | 258,499 | 139,933 | 54% | 118,566 | 222,540 | 121,295 | 55% |
| | PERS OPEB Benefits | 7115 | 10,200 | 6,704 | 66% | 3,496 | 9,060 | 5,684 | 63% |
| | Workers Comp Insurance | 7120 | 8,038 | 8,628 | 107% | (590) | 8,014 | 7,789 | 97% |
| | Employment Practice Insurance | 7125 | 5,400 | 5,400 | 100% | 0 | 5,400 | 5,400 | 100% |
| | Payroll Tax Expense | 7130 | 43,686 | 18,674 | 43% | 25,012 | 46,103 | 23,128 | 50% |
| | Unemployment | 7140 | 0.00 | 3,478 | N/A | (3,478) | 0 | 0 | |
| | Professional Development | 7200 | 10,000 | 11,172 | 112% | (1,172) | 15,200 | (531) | -3% |
| | Staffing Recruitment | 7210 | 500 | 1,766 | 353% | (1,266) | 500 | 655 | 131% |
| | Total Personnel | | \$ 2,373,990 | 1,334,853 | 56% | 1,039,137 | \$ 2,301,880 | \$ 1,188,800 | 52% |

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
7 MONTHS ENDED
JANUARY 31, 2025**

| | <u>ACCOUNT</u> | <u>FY25 ANNUAL BUDGET</u> | <u>Jan. 2025 58% OF YEAR TO DATE CASH BASIS</u> | <u>% OF BUDGET</u> | <u>BUDGET REMAINING</u> | <u>FY24 ANNUAL BUDGET</u> | <u>Jan, 2024 58% OF YEAR TO DATE CASH BASIS</u> | <u>% OF BUDGET</u> |
|---|----------------|---------------------------|---|--------------------|-------------------------|---------------------------|---|--------------------|
| Circulation Materials & Data (6) | | | | | | | | |
| Books and other Materials | 7601 | 100,000 | 61,859 | 62% | 38,141 | 125,000 | 60,754 | 49% |
| Vendor Processing Costs | 7602 | 7,000 | 11,194 | 160% | (4,194) | 7,000 | 3,204 | 46% |
| Supplies for Processing | 7603 | 3,000 | 993 | 33% | 2,007 | 3,000 | 2,129 | 71% |
| Digital Collection | 7606 | 80,000 | 57,339 | 72% | 22,661 | 60,000 | 43,473 | 72% |
| MARINet | 7607 | 112,000 | 110,834 | 99% | 1,166 | 100,000 | 103,955 | 104% |
| Total Circulation Materials & Data | | \$ 302,000 | 242,219 | 80% | 59,781 | \$ 295,000 | \$ 213,515 | 72% |
| Technology Services (7) | | | | | | | | |
| Staff Digital Subscriptions | 8020 | 12,276 | 11,802 | 96% | 474 | 10,000 | 3,008 | 30% |
| Computers & Peripherals | 8035 | 14,250 | 4,837 | 34% | 9,413 | 5,000 | 4,356 | 87% |
| Technical Support | 8040 | 39,732 | 25,132 | 63% | 14,600 | 66,924 | 24,953 | 37% |
| IT Infrastructure | 8070 | 31,200 | 23,023 | 74% | 8,177 | 18,000 | 20,431 | 114% |
| Website Maintenance | 8071 | 10,000 | 3,477 | 35% | 6,523 | 21,500 | 4,136 | 19% |
| Total Technology Services | | \$ 107,458 | 68,271 | 64% | 39,187 | \$ 121,424 | \$ 56,884 | 47% |
| Program Services & Supplies (8) | | | | | | | | |
| Copier Expense | 8210 | 15,520 | 8,501 | 55% | 7,019 | 19,284 | 9,197 | 48% |
| Postage Freight | 8220 | 3,500 | 2,512 | 72% | 988 | 7,000 | 1,946 | 28% |
| Public Relations | 8225 | 34,000 | 11,350 | 33% | 22,650 | 30,000 | 9,334 | 31% |
| Office Supplies | 8230 | 7,000 | 5,293 | 76% | 1,707 | 10,000 | 2,852 | 29% |
| Adult Programs | 8240 | 31,900 | 14,726 | 46% | 17,174 | 17,000 | 10,386 | 61% |
| Children's Program Supplies | 8250 | 20,000 | 12,468 | 62% | 7,532 | 19,450 | 8,155 | 42% |
| Young Adult Programs | 8251 | 6,000 | 2,697 | 45% | 3,303 | 9,500 | 3,067 | 32% |
| Telephone | 8260 | 14,600 | 8,781 | 60% | 5,819 | 14,600 | 7,901 | 54% |
| A/V Equipment & Peripherals | 8270 | 5,000 | 3,514 | 70% | 1,486 | 5,000 | 0 | 0% |
| Maker Space Programs | 8280 | 15,000 | 4,243 | 28% | 10,757 | 18,000 | 4,548 | 25% |
| Technology Training Program | 8290 | 4,000 | 2,400 | 60% | 1,600 | 7,000 | 1,650 | 24% |
| Total Program Services & Supplies | | \$ 156,520 | 76,485 | 49% | 80,035 | \$ 156,834 | \$ 59,036 | 38% |

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
7 MONTHS ENDED
JANUARY 31, 2025**

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|-----------------------------------|-------------------------------------|---------------------------|---|--------------------|-------------------------|---------------------------|---|--------------------|
| Building Expenses (9) | | | | | | | | |
| | 8410 | 125,000 | 128,032 | 102% | (3,032) | 140,000 | 112,975 | 81% |
| | 8430 | 17,500 | 14,946 | 85% | 2,554 | 24,800 | 28,961 | 117% |
| | 8440 | 18,000 | 3,792 | 21% | 14,208 | 11,100 | 1,920 | 17% |
| | 8450 | 60,000 | 31,059 | 52% | 28,941 | 60,000 | 31,839 | 53% |
| | 8460 | 9,000 | 1,899 | 21% | 7,101 | 9,000 | 2,333 | 26% |
| | 8480 | 5,360 | 2,078 | 39% | 3,282 | 4,873 | 1,949 | 40% |
| | 8490 | 80,000 | 50,355 | 63% | 29,645 | 80,000 | 39,860 | 50% |
| | 8491 | 6,240 | 4,680 | 75% | 1,560 | 11,040 | 5,167 | 47% |
| | 8492 | 13,000 | 7,714 | 59% | 5,286 | 8,400 | 5,894 | 70% |
| | 8493 | 9,600 | 6,194 | 65% | 3,406 | 3,000 | 4,338 | 0% |
| | 8500 | 7,500 | 9,863 | 132% | (2,363) | 9,900 | 2,207 | 22% |
| | 8501 | 0 | 0 | | 0 | 0 | 0 | |
| | Total Building Expenses | \$ 351,200 | 260,612 | 74% | 90,588 | \$ 362,113 | \$ 237,443 | 66% |
| Agency Administration (10) | | | | | | | | |
| | 8810 | 500 | 171 | 34% | 329 | 1,000 | 51 | 5% |
| | 8815 | 800 | 7 | 1% | 793 | 2,000 | 11 | 1% |
| | 8820 | 120 | 0 | 0% | 120 | 120 | (1) | -1% |
| | 8825 | 4,455 | 3,579 | 80% | 876 | 0 | 0 | 0% |
| | 8830 | 8,000 | 4,131 | 52% | 3,869 | 10,300 | 3,767 | 37% |
| | 8835 | 33,350 | 18,701 | 56% | 14,649 | 34,000 | 20,881 | 61% |
| | 8840 | 50,000 | 65,566 | 131% | (15,566) | 65,000 | 54,597 | 84% |
| | 8850 | 5,000 | 2,133 | 43% | 2,867 | 5,000 | 3,314 | 66% |
| | 8890 | 34,427 | 0 | 0% | 34,427 | 0 | 0 | |
| | Total Agency Administration | \$ 136,652 | 94,288 | 69% | 42,364 | \$ 117,420 | \$ 82,620 | 70% |
| | Total GENERAL FUND | \$ 3,427,820 | 2,076,728 | 61% | 1,351,092 | \$ 3,354,671 | \$ 1,838,298 | 55% |
| | NET OPERATING REVENUE/(LOSS) | \$ 14,838 | (106,174) | | (121,012) | \$ 4,581 | \$ (67,563) | |

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
7 MONTHS ENDED
JANUARY 31, 2025**

| | ACCOUNT | FY25 ANNUAL BUDGET | Jan. 2025 58% OF YEAR TO DATE CASH BASIS | % OF BUDGET | BUDGET REMAINING | FY24 ANNUAL BUDGET | Jan, 2024 58% OF YEAR TO DATE CASH BASIS | % OF BUDGET |
|--|-------------|--------------------|--|-------------|------------------|--------------------|--|-------------|
| ACTUAL BEGINNING CASH - ALL FUNDS | 6/30/2024 | \$ 2,770,523 | 2,586,355 | | (184,168) | | | |
| NET OPERATING REVENUE/(LOSS) | | \$ 14,838 | (106,174) | | (121,012) | | | |
| NON-OPERATING TRANSFERS & USES OF RESERVES | | | | | | | | |
| Building Reserve - Technology & Equip | 9010 | 0 | 0 | | 0 | | | |
| Building Reserve - Furniture & Fixtures | 9020 | 0 | (26,555) | | (26,555) | | | |
| Expansion Line of Credit Interest | 8930 | 0 | 0 | | 0 | | | |
| Expansion Line of Credit Principal | 8935/2460 | 0 | 0 | | 0 | | | |
| Operating Reserve | | 0 | 0 | | 0 | | | |
| Total USES OF RESERVES | | \$ - | (26,555) | | (26,555) | | | |
| EXPANSION ACTIVITY | | | | | | | | |
| Expansion Grants from Foundation | 200-5978 | 0 | 0 | | 0 | | | |
| Expansion Rebates MMWD & TAM | 200-5978 | 0 | 0 | | 0 | | | |
| Expansion Expenditures | 9045 | 0 | 0 | | 0 | | | |
| Total EXPANSION ACTIVITY | | \$ - | 0 | | 0 | | | |
| BALANCE SHEET ACTIVITY | | \$ (70,000) | 238,881 | | 308,881 | | | |
| DESIGNATED FUND ACTIVITY | | | | | | | | |
| Snelling and Epstein Receipts | | 10,000 | 4,088 | 41% | (5,912) | | | |
| Snelling and Epstein Expenditures | | (20,000) | 0 | 0% | 20,000 | | | |
| Net DESIGNATED FUND ACTIVITY | | \$ (10,000) | 4,088 | -41% | 14,088 | | | |
| ENDING CASH - ALL FUNDS | 1/31/2025 | \$ 2,788,537 | 2,696,595 | | (8,766) | | | |
| CASH BY FUND | | | | | | | | |
| LOW POINT | | | | | | | | |
| Mid-December | | | | | | | | |
| Insurance and Building Reserves | 2720 & 2730 | | 547,941 | | 547,941 | | | |
| Cash with Fiscal Agent - Restricted for CFD 1995-1 Bond Service | | | 117,900 | | 117,900 | | | |
| Snelling and Epstein Restricted Funds | | | 36,754 | | 36,754 | | | |
| Expansion Funds reserved for current projects | | | 50,000 | | 50,000 | | | |
| Operating Reserve | | | 1,944,000 | (1) | 434,030 | | | |
| TOTAL ENDING CASH - ALL FUNDS | 1/31/2025 | | 2,696,595 | (2) | 1,186,625 | | | |
| (1) Fiscal Year 2025 Low Point Estimate Operating Reserve \$308,660 | | | | | | | | |
| (2) Fiscal Year 2024 Low Point Estimate Total Cash \$899,248 | | | | | | | | |
| CASH BY BANK ACCOUNT | | | | | | | | |
| LOW POINT | | | | | | | | |
| Mid-December | | | | | | | | |
| Mechanics Operating Checking Plus Petty Cash | | | 482,911 | | 296,409 | | | |
| US Bank Fiscal Agent for CFD-1995-1 Bonds | | | 117,900 | | 2,739 | | | |
| LAIIF | | | 362,597 | | 357,733 | | | |
| Mechanics Wealth Management Goldman Treasuries | 64% | | 1,733,187 | | 529,744 | | | |
| TOTAL ENDING CASH - ALL ACCOUNTS | 1/31/2025 | | 2,696,595 | | 1,186,625 | | | |

| BELVEDERE TIBURON LIBRARY AGENCY | | | |
|---|---|---|---|
| JANUARY 2025 NOTES: DETAIL BUDGET VS ACTUAL | | | |
| 58% of Budget Year | | | |
| (1) | 5010, 5020, 5025, | Basic Tax is at 56%, exact for this time of year. Parcel Tax is at 56%, exact for this time of year. ERAF is at 65%, above average for this time of year. Overall revenues at 58%, exactly on par. | |
| (2) | 5032 | BTLF Grant for Children's Patio \$42,000 + \$16,000 received in January Art Committee Grant of \$15,000 | |
| (3) | 5033 | Sustainability Phase Grant \$32,600 (additional \$32,600 received in February) | |
| (3A) | 5090 | EV Connect \$5,852 (\$5,113 received in February, total \$10,965) (compared to line 8493 EV cost-to-date of \$6,194) | |
| (3B) | 5099 | Interest rates on the Wealth Management Account have been favorable at 5.2% through October Wealth Management is now in Federal Funds Money Market, yielding 4.24%. | |
| (4) | 7000's - 7200's Personnel | closer to budget with a full staff, on par. | |
| (5) | 7100-7115 Benefits | CalPERS UAL retirement payment front-loaded, health benefits increased 11% in January | |
| (6) | 7600's Circulation Materials at 80%, | Magazine, digital subscriptions and MARINet are front-loaded | |
| 58% of Budget Year | | | |
| (7) | 8000's Technology at 64% | Online Services and IT Infrastructure are front-loaded | |
| (8) | 8200's Program Services at 49%, | increased budges and increased activity this year. | |
| (9) | 8400-8500's Building at 74% | Insurance is front-loaded, with a \$16K increase from the prior year. Electricity costs are also up | |
| (10) | 8800's Admin at 69% | Legal costs along with Benefits Study and Staff Coaching have added to this area. | |
| GENERAL FUND EXPENDITURES IN TOTAL at 61% | | Very close to par of 58%. | |
| 58% of Budget Year | | | |
| 9010/9020 | Equipment and Furniture: | \$7,300 Signage, \$11,100 Furniture, \$8,800 Patio | |
| Cash by Fund | | | |
| Expansion Designated Funds have been retained for the Furniture Project Refresh | | | \$50,000 |
| TOTAL Cash: | | OPER Reserve: | |
| | \$ 2,590,000 | \$ 1,840,000 | at June 30, 2024 |
| | \$ 2,696,595 | \$ 1,944,000 | at January 31, 2025 |
| | \$ 1,187,000 | \$ 543,000 | Low Point mid-December 2024 |
| | 35% | 16% | Low Point % of Operating Budget FY25 |
| Annual Expenditure Budget FY25: | | | |
| | | \$ 3,430,000 | |
| Monthly Operational Cost: | | | |
| | July | \$608,000 | front-loaded Insurance, CalPERS UAL, MariNET, and Subscriptions |
| | August | \$228,000 | |
| | September | \$257,000 | |
| | October | \$261,000 | |
| | November | \$266,000 | |
| | December | \$243,000 | |
| | January | \$214,000 | \$2,077,000 |
| | Thereafter | \$270,600 | Average monthly available in budget for remaining 6 months |

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
January 27, 2025

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

Members Absent: Treasurer Jeff Slavitz

Also Present: Crystal Duran, Lucy Churton, Kristin Johnson

CALL TO ORDER: **Chair Hooker called the meeting to order at 5:00 pm**

PUBLIC COMMENT:

Chair Hooker opened the floor to comments or questions from the public.

Marty Winter of Tiburon asked if more than 3 minutes could be allowed per person, as is allowed by the City of Belvedere Council. Chair Hooker affirmed.

Steve Silberstein of Belvedere, a former Agency and Foundation Member who has been using and supporting the library since pre-1995, having donated over \$1,000,000, addressed the Agency. Mr. Silberstein mentioned a recent email to the Agency from an attorney last week, with 33 community letters included, and said that he hoped the Trustees read his letter, especially the last 4 paragraphs.

Mr. Silberstein added that, from his reading of the June Agency meeting minutes, he read that Trustee Poplawski had raised a question regarding the possibility of the Belvedere Tiburon Library hosting more programs, in line with the Mill Valley Library. At that time, Director Duran had responded that Mill Valley has a larger population than Belvedere-Tiburon (to which Mr. Silberstein noted that Mill Valley doesn't have double Belvedere-Tiburon's population, just a little bit more). In other words, the Trustee's question was shot down by the Director.

Mr. Silberstein also commented on the October Agency minutes, in which Chair Hooker reported on a study of library communications, and suggested that the In the Stacks newsletter include more information about programs, and was told by Director Duran that that wasn't possible.

From the November Agency minutes, Mr. Silberstein commented on the report from Dr. Reggie Thomas about how dysfunctional and low morale the Library Staff had been. Mr. Silberstein interpreted this as an indictment, i.e., the Director's problem, since the Director runs the Library. He urged the Trustees to have Dr. Thomas report directly to them, and not just to the Director, and to hire another consultant to determine independently the source of low morale and employee turnover. Mr. Silberstein feels that, for people who love this library, this is a serious and embarrassing problem.

Marty Winter, 35-year Tiburon resident, who has served on various public agencies and been very active in the construction and organization of both the 1995 building of and current library renovation commented that, in every year (of the Library's history), there have been a few contributors who have stood out as brilliant, donating of themselves and acting as sparks for this community. They include Joan Halverson, Glenn Isaacson, and Debbie Mazzolini. Milos Petrovic is this kind of person, with a Ph.D. and numerous other degrees,

including one in architecture. He asked if the community is in a “One Flew Over the Cuckoo’s Nest” scenario. He added that Mr. Petrovic is a rambunctious guy who has produced good results, and is being terminated because of some comments in his emails. While the email comments reveal a sense of humor and a puppyish way of speaking, emails are not a “hanging” event. Mr. Winter believes that in the interest of the ongoing programmatic health of the Library, Mr. Petrovic should not be terminated. Rather, Mr. Petrovic should be encouraged and given boundaries. Mr. Winter read aloud one of the suspect emails addressed to local patron Alice Shelton.

Violet Marshall, a resident of Belvedere and Tiburon for 60 years spoke of how fortunate the community is to have a gorgeous library building and good funding. Ms. Marshall said that she met Mr. Petrovic in April of 2024. She feels that he should have been hired as a freelancer because he doesn’t fit in to the policies that a school or library have. Ms. Marshall had inquired of Mr. Petrovic about inviting a speaker to the Library who would be an informative expert on a provocative subject that was emotional for her, a speaker who could inform people about medical assistance for end-of-life (as is offered in Switzerland for non-citizens). Mr. Petrovic listened and gave Ms. Marshall the go ahead to take on the project of inviting such a speaker. Ms. Marshall did find a speaker who presented a Library program, and it was a huge success. Mr. Petrovic gave Ms. Marshall all the credit for the program. She presents this information as evidence of Mr. Petrovic’s knowledge, caring, and willingness to give his time to patrons and support programs which patrons desire. As a result of this experience with Mr. Petrovic, Ms. Marshall decided to be volunteer to help Mr. Petrovic find top speakers for potential programs. In gratitude, Ms. Marshall has introduced Mr. Petrovic to her family. Ms. Marshall admits that her relationship with Mr. Petrovic doesn’t mean that things are not right for those in the Library workplace, and feels that perhaps there should be a new agreement with Mr. Petrovic to freelance for the Library. With his background, Ms. Marshall feels that Mr. Petrovic is very much in command of providing wonderful programs for the Library. She asks, why not give him a long leash and let him continue, with rules and regulations, for the community at large. Ms. Marshall feels that the Library could be a southern Marin cultural center. She added that tonight’s speaker, local patron George Landau, is one of the people that Mr. Petrovic has solicited to give a Library program. She says she speaks from the perspective of a senior walking in to the Library and receiving more help than she ever expected. She feels that the community will regret losing Mr. Petrovic.

Barbara Winter, Tiburon resident, and Corner Books Volunteer, and good friend of Corner Books manager Heather Lobdell, spoke. Mrs. Winter feels that what Mr. Petrovic has done at the Library is electrifying. She said that Mr. Petrovic has spirit and compassion, and listens to everyone and cares about them. He also has joy, and while he can be over-spirited at times, this is not bad. Losing Mr. Petrovic would be an extreme loss. Mrs. Winter feels that there is something wrong in the Library, that Staff are cordial, but it appears to her that no one is enjoying their job. She feels that it would be a terrible and shameful loss to lose Mr. Petrovic.

Victoria Fong, Tiburon resident, has been a Foundation member and serves on various organizations. Mrs. Fong said that her son attended local schools with Chair Hooker’s daughter and grew up with Trustee Sutton’s parents. Mrs. Fong emphasized that the speakers tonight are the constituents of the Library Agency. She added that she is not happy with the public money being spent on attorneys and consultants. She is interested in music programs at the Library and has offered to give support. She has been glad to finally

see an Adult Services Librarian as good as Mr. Petrovic who brought quality, and even “too many” programs. The programs have been interesting. This is a special community, the members of which appreciate stimulating programs and the energy of a public servant who is enthusiastic about the job. This library has been uninviting. Trustees have the experience and power to restore the quality of programs and to harness the difference in the workers and to harness community volunteers for Library programs. Community involvement is what makes a great library. Mrs. Fong thanked the Agency Trustees for their work, and asked them to please use their wisdom. She concluded that it is important to have vibrant, invigorating Adult Programs again at the Library.

Chair Hooker concluded the public comment at 5:26 pm. He announced that the Agency would now go into Closed Session for Public Employee evaluation.

CLOSED SESSION

The Agency returned from Closed Session at 7:00 pm. Chair Hooker announced that there was no action taken in the Closed Session.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair’s Report

Chair Hooker reported that he has been visiting the Library frequently and observing more and more use of the Library. The patrons participating in the Hootenanny have expressed their appreciation for the program to him.

2. Library Director’s Report

Director Duran reported that the State Library Sustainability grant of \$72,000 is being used to create a “Green Takeover” project, working with community members to design an event and to expand the Library of Things collection. The Library of Things currently includes ukuleles, internet hot spots, jumper cables, and a telescope, among other items. The Green Takeover needed 5 volunteers which were recruited via advertisements in the Ark Newspaper and the In the Stacks Newsletter. The volunteers will be actively working with staff to bring the Library of Things more in line with green initiatives. They will also be assigned homework to research items to include in the collection, and meet regularly to source the items selected. Then, the volunteers will continue their work with hands-on popups, and other events to market the items and the greening ideas to the community. Trustee Weil asked if the volunteers are first-time new volunteers for the Library. Director Duran said that, yes, new folks were attracted by the project, including a high school student and a new resident. The volunteers are also across the age spectrum.

The requirements of the Sustainability grant include community involvement, a motivation to develop a framework for Staff to collaborate on an ongoing basis with community members. The collaboration allows for in-person and virtual participation, accommodating different types of Library enthusiasts.

Staff are also planning a sustainability-focused newsletter in their work toward the grant-based sustainability certification.

Some work is being done to enhance and repair the Library Building. In the Founder’s Room Kitchen, the upper kitchen cabinets will be added, enhancing its

use for programming, especially for Art Committee events, with additional storage to facilitate food service. Also, the water heater, which is located in the attic, has been leaking and will be replaced with a tankless heater.

Project Refresh (rearrangement and new furniture) is underway. New lounge area furniture will be delivered in mid-February for the gallery and the foyer between the checkout and information desk service points. Computers previously in the east nave area will be moved to the former technology classroom, and some of the stacks in the nave will be rearranged. Outside vendors will assist with moving shelves and replacing some carpet squares.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that the 25th anniversary Teddy Bear Tea is almost sold out. Trustee Poplawski asked whether large donors were part of the Teddy Bear Tea. Director Churton said the Tea has 3 large sponsors: Cal Plastic Surgery, Carson Wealth, and the Tiburon Peninsula Foundation.

The Foundation is planning a donor celebration in April, with a party to honor the Library Donors' generosity. For the Fall, a Legacy 30th anniversary is planned, in partnership with the Landmarks Society, to be held in the Founders' Room. Work on the Children's patio is still in progress, as are updates to the Foundation's website and annual report.

4. Financial Statements, six months ended December 31, 2024

Clerk Johnson reported that cash is at \$2,153,782 as of December 31. The low point of the year in Mid-December was higher than expected at \$1,186,625, with low-point operating reserve at \$543,245 or about 16% of the annual Operating Expense budget.

Liabilities include Compensated absences of \$110,000, CFD 1995-1 Bond Obligations of \$234,500, and Pension and OPEB liabilities of \$2,111,730. The Pension and OPEB liabilities can change substantially, depending on the discount rate used by CalPERS.

With 50% of the year passed, Revenues are at 34% as of December 31. In January, additional taxes of \$605,052 were received, bringing the total year-to-date tax revenues to \$1,696,390, or 50% of budget, on par.

Operating Expenses are at 54% of budget overall, a bit higher than 48% at this time last year. Although spending has occurred at a higher rate than the prior year, projections indicate a fiscal year-end fairly close to budget at this point in time.

Personnel is at 49% of budget, compared to 45% at this time last year, due to the milestone of being fully staffed up for the first time since pre-pandemic and expansion construction.

Circulation Materials and Data are at 78% of budget, compared to 64% at this time last year. Many Data subscriptions, Magazine subscriptions, and MARINet consortium costs are paid early in the fiscal year.

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Technology Services are at 58% of budget, compared to 42% at this time last year. This is due to a lower budget in some areas, and a higher rate of pre-payment on Staff Digital Subscriptions than last year.

Program Services and Supplies are at 45% of budget, compared to 34% at this time last year, due to ramping up of program offerings.

Building Expenses are at 72% of budget, compared to 62% at this time last year, due to increased insurance costs, utilities costs, and water costs. A water leak was repaired and a partial rebate on water costs is expected.

Agency Administration Expenses are at 64% of budget, compared to 68% at this time last year. The budget was increased in this area for Memberships and Dues and a contribution to Reserves (which has not yet been made).

5. Committee Reports

Trustees Goldman and Weil reported that the Finance Committee met recently and reviewed the audit and financial statements and the proposed employee benefits change.

Trustee Richards reported that the Compensation Committee met regarding the proposed employee benefits change, also.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of November 13 and November 18, 2024, and the Warrants for the Months of November and December, 2024, made by Trustee Poplawski, seconded by Trustee Richards.

Ayes: all present in favor

Absent: Treasurer Jeff Slavitz

Noes: None

All in Present in Favor, Motion passed.

TRUSTEE CONSIDERATIONS:

8. Approval of Audit Draft

Maze and Associates Audit Partner Whitney Crockett explained that this was her first year on the Agency audit, replacing prior Partner Vikki Rodriguez, due to a requirement for Ms. Rodriguez to rotate off the audit after 6 years.

The auditors work with Library Staff in the spring for an interim audit, during which they audit internal control to make sure there are proper segregations of duties. Then, a final phase of the audit takes place in the fall, in which additional transactions are tested.

The audit opinion, on Page 37 of tonight's packet, is "unmodified," which is the highest level of assurance provided by an audit. Management-prepared discussion and analysis begins on Page 38. On Page 83, "required communications" from the auditor delineate anything significant discovered in the audit, i.e., any disagreements,

difficulties, discrepancies, misstatements, or other problems. No issues were found. On Page 91, the “memorandum on internal control” is used to indicate any issues with process, separation of duties, etc. There were no issues to report.

Page 38 begins management’s discussion and analysis of the financial statements. To highlight an important area, the Agency had annual Pension and OPEB costs of \$169,000, and the Agency’s Pension Liability increased by \$195,000. All California Agencies experienced Pension Liability increases in Fiscal 2024 because CalPERS investment returns were below prior estimates. Notably, also, in terms of liabilities, the Agency Paid off its Building Expansion Line of Credit balance of approximately \$2,300,000, substantially reducing liabilities and cash.

Chair Hooker called for a motion to approve the Audit Draft.

**Motion to approve the Audit Draft for the Fiscal Year ended June 30, 2024
Made by Trustee Richards, seconded by Trustee Weil.**

Roll Call Vote:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Trustee Goldman, Trustee Richards, Trustee Sutton, Trustee Weil

Absent: Treasurer Jeff Slavitz

Noes: None

All in Present in Favor, Motion passed.

9. Proposed Employee Benefits Change

Chair Hooker asked about the source of Director Duran’s narrative that the changes in benefits allowance would maintain personnel at 68% of budgeted operating expenses, with a goal of personnel not exceeding 70% for the future. Director Duran said that the target maximum was gleaned from a consultant’s review of local government agencies in conjunction with the recent Salary and Benefits studies.

Director Duran said that Staff and Committees have been analyzing the Library’s employee benefits programs for the past year. The ad hoc Compensation Committee was formed for that purpose with Trustees Poplawski, Richards, and Weil. In October, staff were surveyed regarding satisfaction with current benefit offerings, any issues they had with the current benefits, and preferences for future offerings. This survey informs the Committees’ work going forward.

The staff was offered a Flexible Spending Account (FSA) and Dependent Care Account (DCA), with pre-tax employee contributions under a Cafeteria 125 plan. This benefit helps to mitigate the impact of increasing health premiums and out-of-pocket medical health costs. The plan, Ameriflex, comes with a low cost to the employer along with tax benefit to staff. Staff fund the accounts through payroll deductions, have discretion to review the funds, and use the funds through a prepaid card or direct submission of Ameriflex. Employees who elected to participate in the plan were enrolled as of January 1, 2025. The FSA is capped at \$3,300, DCA is \$5,000 annual contributions and use. Total contribution commitments were \$17,000. This is a very manageable offering to employees, with a low cost to the Agency.

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Trustee Richards said that she favors Health Savings Accounts (HSA), which are differently structured than FSAs, but HSAs are not offered by CalPERS because CalPERS doesn't offer high deductible health plans.

Director Duran wishes to engage the Agency in an informed conversation regarding how to address increasing health premiums with advantages to both employees and the Library's budget. The allowance for premiums was last updated in 2021 at \$1,687 per month to cover health, dental, Long-Term-Disability (LTD), and life insurance premiums for plans elected by the employee. Increasing the allowance is one way to address the cost for employees, so that it doesn't cost them more to work at the Library than it would at other local agencies. Administrative Staff and the Compensation Committee studied various possible increases to the allowance and how each level would affect operational costs. Increasing the allowance from \$1,687 to \$2,000 would impact the current fiscal year (2025) for the remaining 6 months with a cost of about \$8,500. The impact on the next full Fiscal year (2026) was projected to be about \$17,000 (over and above any estimated premium increases).

The \$2,000 allowance level positions the Agency within the range offered by local competitors, which is \$2,000 to \$2,400. This more conservative amount also allows a minimal impact on the Agency's budget. The level of allowance will be revisited as part of the Fiscal Years' 2026 and 2027 Budget Planning. The Compensation Committee will be meeting over the next few months to determine an appropriate new benefits package as part of the Annual Budget Preparation.

Trustee Richards said that moving the allowance to \$2,000 is a stop-gap measure to lower the impact of high premium increases on employees, and that the allowance as part of the entire benefits package will be re-examined going forward in future Agency budget planning. The Finance and Compensation Committees have reviewed and favored the \$2,000 level.

Trustee Weil expressed appreciation for the illustrative comparisons to the Kaiser plan cost level, which is standard and widely used by many public employees. Director Duran added that, yes, most municipalities use the Kaiser family premium as the basis for determining a health allowance. Looking toward the future, Director Duran suggests that what is examined for employee benefits, be additions to, not takeaways from what employees already have. She asked for an action by the Agency to approve the Cafeteria Allowance at \$2,000.

Motion to approve the proposed Employee Benefits change made by Trustee Goldman, seconded by Trustee Sutton.

Roll Call Vote:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Trustee Goldman, Trustee Richards, Trustee Sutton, Trustee Weil

Absent: Treasurer Jeff Slavitz

Noes: None

All in Present in Favor, Motion passed.

10. Schedule of Meeting Dates

The next Agency meeting date is scheduled for February 24th, 2025 (4th Monday due to the President's Day Holiday).

Chair Hooker announced that the Agency would return to closed session, and opened the floor to public comment before the closed session.

Public Comments on Closed Session Items:

Marty Winter, Tiburon resident, repeated his earlier comments, and urged the Agency not to permit the employment termination of Mr. Petrovic. Mr. Winter feels that Mr. Petrovic is an excellent asset to the Library, and with proper management could continue to generate excellent programs. His departure would be a tragedy and loss of human potential. Mr. Winter said that if he was Mr. Petrovic's employer, he wouldn't want to lose him. Victoria Fong, Tiburon resident, also asked the Agency to listen to the cares of the community and to maximize all of the Library's potential for the benefit of all people.

Chair Hooker announced that the Agency would return to Closed session.

Closed session entered at 7:18pm.

CLOSED SESSION

The Agency returned from Closed Session at 9:10 pm. Chair Hooker stated that there was no action taken and nothing to report from the Closed Session.

Chair Hooker adjourned the meeting at 9:15 pm.

Respectfully Submitted,

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

DRAFT FOR AGENCY REVIEW

SPECIAL Meeting
BELVEDERE TIBURON LIBRARY AGENCY
Belvedere Tiburon Library, Tiburon, California
January 31, 2025

Roll Call, Present: Chair Anthony Hooker, Treasurer Jeff Slavitz, Roxanne Richards, Kenneth Weil

Members Absent: Vice Chair Emily Poplawski, Pamela Goldman, Katherine Sutton

Also Present: Crystal Duran, Library Director and Lori Liu, Legal Counsel for the Agency

CALL TO ORDER: Chair Hooker called the meeting to order at 2:03pm

PUBLIC COMMENT ON CLOSED SESSION ITEMS: Chair Hooker opened the floor to comments or questions from the public. There were none.

CLOSED SESSION: Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2).

RETURN FROM CLOSED SESSION: Chair Hooker announced the return from CLOSED SESSION at 2:47pm

REPORT FROM CLOSED SESSION: Chair Hooker declared that no reportable action took place in the closed session.

ADJOURNMENT: Chair Hooker adjourned the meeting at 2:49pm.

Respectfully submitted, Crystal Duran, Library Director

BELVEDERE TIBURON LIBRARY AGENCY
 WARRANTS
 NOVEMBER 2024

| Check Date | Check Number | Payee | Fund Code | GL Code | GL Title | Expenses | Check Total |
|------------------------------|--------------|---------------------------------------|-----------|-----------------|----------------------------------|----------------------|----------------------|
| OPERATING EFT'S | | | | | | | |
| 1/1/2025 | ACH | Mechanics Credit Card | 100 | 2080 | Credit Card Clearing | 5,093.88 | \$ 5,093.88 |
| 1/2/2025 | EFT | Pitney Bowes | 100 | 8220 | Postage | 200.00 | \$ 200.00 |
| 1/2/2025 | EFT | CalPERS Retire CLASSIC DEC. | 100 | 7100 | CalPERS Retirement Benefit | 10,201.13 | |
| | EFT | CalPERS Retire PEPRA DEC | 100 | 7100 | CalPERS Retirement Benefit | 7,988.22 | \$ 18,189.35 |
| | EFT | CalPERS Health EE December | 100 | 7110 | CalPERS Insurance Benefits | 23,409.54 | |
| | EFT | CalPERS Health OPEB December | 100 | 7115 | OPEB Insurance Benefits | 790.00 | \$ 24,199.54 |
| | EFT | Lincoln Life | 100 | 7110 | CalPERS Insurance Benefits | 121.70 | \$ 121.70 |
| 1/2/2025 | EFT | Delta Dental - January | 100 | 7110 | CalPERS Insurance Benefits | \$ 1,369.76 | \$ 1,369.76 |
| 1/6/2025 | ACH | Amazon | 100 | Various | Amazon Account Charges | \$ 1,001.44 | \$ 1,001.44 |
| 1/6/2025 | ACH | Reliance LTD | 100 | 7110 | CalPERS Insurance Benefits | \$ 560.78 | \$ 560.78 |
| 1/15/2025 | ACH | ADP Payroll | 100 | Various | Library Wages & Payroll Taxes | \$ 61,780.84 | \$ 61,780.84 |
| 1/17/2025 | ACH | Connect Your Care | 100 | 7110 | CalPERS Insurance Benefits | \$ 5.18 | \$ 5.18 |
| 1/22/2025 | EFT | Reliance LTD | 100 | 7110 | CalPERS Insurance Benefits | \$ 718.21 | \$ 718.21 |
| 1/22/2025 | ACH | Ameriflex FSA Admin Fees | 100 | 7110 | 3 New Accounts | \$ 787.43 | \$ 787.43 |
| 1/27/2025 | ACH | ADP Payroll Fee | 100 | 8830 | Accounting | \$ 599.41 | \$ 599.41 |
| 1/27/2025 | ACH | PG&E | 100 | 8490 | Power | \$ 6,269.43 | \$ 6,269.43 |
| 1/31/2025 | ACH | Ameriflex FSA Usage | 100 | 2041 | FSA Withheld Liability | \$ 1,098.72 | \$ 1,098.72 |
| 1/31/2025 | ACH | ADP Payroll | 100 | Various | Library Wages & Payroll Taxes | \$ 66,030.57 | \$ 66,030.57 |
| | | | | NOVEMBER | TOTAL EFT / ACH | \$ 188,026.24 | \$ 188,026.24 |
| OPERATING HAND CHECKS | | | | | | | |
| | 000633 | US Bank Financing | 100 | 8210 | Copier Expenses | \$ 1,320.89 | \$ 1,320.89 |
| | 000634 | US Bank Fiscal Agent (Parcel Tax TRF) | 100 | 1020 | Cash With Fiscal Agent | \$ 153,098.70 | \$ 153,098.70 |
| | 000635 | Diana Marie Estey | 100 | 8240 | Adult Programs | \$ 350.00 | \$ 350.00 |
| | 000636 | Wayne Huey | 100 | 8250 | Children's Programs and Supplies | \$ 975.00 | \$ 975.00 |
| | | | | NOVEMBER | TOTAL HAND CHECKS | \$ 155,744.59 | \$ 154,769.59 |

BELVEDERE TIBURON LIBRARY AGENCY
 WARRANTS
 NOVEMBER 2024

| Check Date | Check Number | Payee | Fund Code | GL Code | GL Title | Expenses | Check Total |
|---|--------------|-------------------------|-----------|------------------|---------------------------------------|----------------------|----------------------|
| OPERATING ACCOUNTS PAYABLE BATCHES | | | | | | | |
| 1/2/2025 | 102487 | A&PMOVINGCOMPANY | 100 | 8430 | Building Maintenance Incidental | 100.00 | \$ 100.00 |
| 1/2/2025 | 102488 | BAKER | 100 | 7601 | Books and other Materials | 870.32 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7602 | Processing Costs & Fees | 197.75 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7601 | Books and other Materials | 652.74 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7602 | Processing Costs & Fees | 165.10 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7601 | Books and other Materials | 359.10 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7602 | Processing Costs & Fees | 93.40 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7601 | Books and other Materials | 528.06 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7602 | Processing Costs & Fees | 147.75 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7601 | Books and other Materials | 1,068.89 | |
| 1/2/2025 | 102488 | BAKER | 100 | 7602 | Processing Costs & Fees | 308.45 | \$ 4,391.56 |
| 1/2/2025 | 102489 | BELLPRODUCTS | 100 | 8492 | Building Maintenance Contracts | 3,811.28 | \$ 3,811.28 |
| 1/2/2025 | 102490 | BRODARTCO | 100 | 7601 | Books and other Materials | 189.32 | 189.32 |
| 1/2/2025 | 102491 | KYOCERA | 100 | 8210 | Copier Expense | 600.20 | 600.20 |
| 1/2/2025 | 102492 | MARINITINC | 100 | 8070 | IT Infrastructure | 400.00 | 400.00 |
| 1/2/2025 | 102493 | MARINWATER | 100 | 8500 | Water | 51.75 | 51.75 |
| 1/2/2025 | 102494 | MISSIONSQUARE | 100 | 2040 | Deferred Comp Deductions | 2,000.00 | 2,000.00 |
| 1/2/2025 | 102495 | NBS | 100 | 8920 | Bond Fiscal Agent Fees | 2,776.32 | 2,776.32 |
| 1/2/2025 | 102496 | OPTIONCLICKCONSULTING | 100 | 8290 | Technology Training Program | 200.00 | 200.00 |
| 1/2/2025 | 102497 | REDWOODBUILDINGMAINT | 100 | 8460 | Custodial Supplies | 282.98 | |
| 1/2/2025 | 102497 | REDWOODBUILDINGMAINT | 100 | 8450 | Janitorial Expense | 4,437.00 | \$ 4,719.98 |
| 1/2/2025 | 102498 | RWGLAW | 100 | 8840 | Legal & Consulting Services | 12,761.63 | 12,761.63 |
| 1/2/2025 | 102499 | SDRMA | 100 | 8410 | Property & Liability Insurance | 500.00 | 500.00 |
| 1/2/2025 | 102500 | SWANKMOVIE | 100 | 8020 | Staff Digital Subscriptions | 640.00 | 640.00 |
| 1/2/2025 | 102501 | TERMINIXPROCESSINGCENTE | 100 | 8492 | Building Maintenance Contracts | 118.00 | 118.00 |
| 1/2/2025 | 102502 | VOID | | | | 0.00 | 0.00 |
| | | | | 1/2/2025 | ACCOUNTS PAYABLE BATCH | \$ 33,260.04 | \$ 33,260.04 |
| 1/13/2025 | 102503 | BAKER | 100 | 7601 | Books and other Materials | 461.67 | |
| 1/13/2025 | 102503 | BAKER | 100 | 7602 | Processing Costs & Fees | 132.45 | |
| 1/13/2025 | 102503 | BAKER | 100 | 7601 | Books and other Materials | 888.80 | |
| 1/13/2025 | 102503 | BAKER | 100 | 7602 | Processing Costs & Fees | 204.15 | 1,687.07 |
| 1/13/2025 | 102504 | BLACKSTONEPUBLISHING | 100 | 7601 | Books and other Materials | 3.98 | 3.98 |
| 1/13/2025 | 102505 | COMPUTYPEINC | 100 | 7603 | Supplies for Processing | 632.33 | 632.33 |
| 1/13/2025 | 102506 | DEBBIEMAZZOLINI | 100 | 7115 | OPEB Health Obligation | 1,203.72 | 1,203.72 |
| 1/13/2025 | 102507 | GARDENERS GUILD | 200 | 9025 | Grounds Improvements | 35,044.00 | 35,044.00 |
| 1/13/2025 | 102508 | INGRAMLIBRARYSERVICES | 100 | 7601 | Books and other Materials | 219.61 | |
| 1/13/2025 | 102508 | INGRAMLIBRARYSERVICES | 100 | 7601 | Books and other Materials | 181.65 | 401.26 |
| 1/13/2025 | 102509 | LANDCULTURELLC | 200 | 9025 | Grounds Improvements | 2,538.90 | 2,538.90 |
| 1/13/2025 | 102510 | MARINITINC | 100 | 8070 | IT Infrastructure | 297.50 | |
| 1/13/2025 | 102510 | MARINITINC | 100 | 8040 | Technical Support | 3,421.00 | 3,718.50 |
| 1/13/2025 | 102511 | MILLVALLEYREFUSE | 100 | 8480 | Trash | 296.91 | 296.91 |
| 1/13/2025 | 102512 | MISSIONSQUARE | 100 | 2040 | Deferred Comp Deductions | 2,000.00 | 2,000.00 |
| 1/13/2025 | 102513 | MUCHMORE | 100 | 8840 | Legal & Consulting Services | 1,606.95 | 1,606.95 |
| 1/13/2025 | 102514 | OPTIONCLICKCONSULTING | 100 | 8240 | Adult Programs | 200.00 | |
| 1/13/2025 | 102514 | OPTIONCLICKCONSULTING | 100 | 8240 | Adult Programs | 200.00 | 400.00 |
| 1/13/2025 | 102515 | OVERDRIVEINC | 100 | 7606 | Digital Collection | 2,197.59 | 2,197.59 |
| 1/13/2025 | 102516 | PACIFICGASELECTRIC | 100 | 8493 | EV Charging Station Costs | 959.77 | 959.77 |
| 1/13/2025 | 102517 | PEAKE | 100 | 8840 | Legal & Consulting Services | 4,000.00 | 4,000.00 |
| 1/13/2025 | 102518 | PROJECT6DESIGNINC | 100 | 8071 | Website Maintenance | 729.30 | 729.30 |
| 1/13/2025 | 102519 | TPXCOMMUNICATIONS | 100 | 8260 | Telephone | 1,261.52 | 1,261.52 |
| | | | | 1/15/2025 | ACCOUNTS PAYABLE BATCH | \$ 58,681.80 | \$ 58,681.80 |
| | | | | JANUARY | TOTAL ACCOUNTS PAYABLE BATCHES | \$ 91,941.84 | \$ 91,941.84 |
| | | | | JANUARY | TOTAL WARRANTS | \$ 435,712.67 | \$ 434,737.67 |



Belvedere Tiburon Library Board Meeting Final Report

By Dr. Reggie Thomas
February 24, 2025

Purpose of Organizational Assessment

This report builds on the report submitted to the board on November 18, 2024. In this report, you will find the following:

- Overview of the consulting process as documented in the November 18, 2024 report
- Assessment of the organizational culture
- Recommendations to improve the culture
- Assessment of progress made
- Update on implementation of recommendations

Organizational culture is the shared values, beliefs, behaviors, and norms that shape how employees interact and work together to achieve the organization's goals. It influences every aspect of an organization, from decision-making to employee engagement. A strong culture fosters collaboration, innovation, and alignment with the organization's mission, enhancing performance and competitiveness. Conversely, a misaligned culture can lead to disengagement, inefficiency, and conflicts, making it crucial to cultivate and maintain a healthy culture.

An organizational culture assessment aims to understand the current cultural landscape by identifying strengths, weaknesses, and areas for improvement. It provides insights into how employees perceive the organization's values, leadership, communication, and overall environment. This evaluation is essential for aligning the culture with strategic goals, addressing challenges such as low morale or poor communication, and fostering a workplace where employees thrive and contribute to long-term success.

Overview of Consulting Process

To facilitate an assessment of the library's culture, your consultant utilized three diagnostic tools to assess and diagnose the culture:

- **Review of Organizational Documents**
- **Employee Interviews**
- **Staff Focus Groups**

Concerns Consultant Was Listening For

- Employee Engagement
- Effective Leadership
- Communication
- Unresolved Conflicts
- Efficient Management
- Team Collaboration
- Employee Retention
- Employee Satisfaction & Well-being
- Performance & Productivity

Assessment of Organizational Culture

Employee Interviews:

Each library employee had a 1-hour interview with the consultant during his August 15-16, 2024 On-Site Consultation Visit. Questions were asked about what they have observed about the culture and how they have experienced it. In an organization assessment, consultants listen for themes. Various opinions, thoughts and feelings emerge during these interviews, but after they are compiled and analyzed, they usually organize around common themes

Common Themes

1. Low Morale
2. Communication Issues
3. Unresolved Conflict

Focus Groups:

On September 6, 2024, during his On-Site Consultation Visit, the consultant facilitated Focus Groups. The staff was divided into two groups. Management was not a part of these groups, to allow psychological safety and freedom for the staff to express themselves. **The purpose of these Focus Groups was to listen to everyone's views, and gather insights and suggestions for improving the library's culture.**

The Consultant facilitated discussions around the current state of the culture. Each group had the opportunity to share aspects of the culture and morale that are positive. As part of the current state, members of the group also shared issues that concerned them. We identified key issues within the culture and explored solutions. The key issues will be stated below and some of the solutions shaped the "Consultant Recommendations" at the end of this update.

Common Themes

1. Communication
2. Silo Mentality
3. Management Efficiency
4. Empathy

Under the proposed Scope of Work (SOW) outlined in the proposal, three areas were identified as priorities: a) Organizational Assessment, b) Professional Coaching and c) Conflict Management.

The consultant is providing Executive Coaching to the following staff members:

- Crystal Duran
- Joey Della Santina
- Alicia Bell
- Ivan Silva
- R.J. Stevens
- Kristin Johnson
- Sarah Kreuzer

During the October 10-11 On-Site Consultation Visit, the consultant facilitated a 3-hour ***Conflict Management Seminar*** for the entire staff. The staff learned what conflict is, how to use it for collaboration and creativity, the levels of conflict, the styles of conflict management and techniques for conflict resolution.

Recommendations to Improve the Culture

1. **Core Values Discernment Session:** To improve culture, it is important to begin with core values. Since the library staff has not determined and defined its core values, I feel that this is of utmost importance. I am recommending that in November, I facilitate a Core Values Discernment Session to identify 5-7 key values that will drive the culture, staff behavior, decision making and how employees treat one another, as well as its patrons. This collaborative and team building exercise will identify 5-7 core values and we will spend time defining what each word means and what they look like operationally.
2. **Leadership Skills Development Training:** I recommend that in November, December and January, I lead leadership and management specific training with your Leadership Team to address the essential skills of leadership. These sessions will equip you and your Leadership Team with the skills needed to inspire, lead with empathy and handle conflicts effectively. A leadership development program could also cover emotional intelligence, active listening, communication and inclusive leadership.
3. **Create a Feedback-Rich Environment:** Establish mechanisms for ongoing, two-way feedback loops between employees and leadership. This also involves ensuring that feedback is not only encouraged by acted up. **The consultant's recommendation is to help you establish a solid Annual Performance Review Process and a system for providing two-way feedback throughout the year.** This will also help in measuring progress.
4. **Establish a Recognition Program:** It is important to celebrate successes and contributions. One of the best practices of healthy organizations is to recognize

employees for high performance, a job well done and for embodying the company values. This creates an environment that boosts morale and sets a standard for others. Your staff will be more motivated because they feel more connected, included, valued and appreciated.

5. **Strengthen Employee Engagement:** I recommend implementing a Professional Development Program that offers opportunities to grow their skills and advance their careers. A culture that invests in development fosters long-term commitment. Your staff responded very positively to the “Conflict Resolution” workshop and it is my opinion that more of these are needed.
6. **Team Building Activities:** Organize events, workshops, and initiatives that promote collaboration and trust among team members. This can help break down silos and improve working relationships.
7. **Establish a Meaningful Meeting System:** There are many reasons why meetings do not work in organizations. One is not enough meetings; thus, communication is poor, or even lacking. Another meeting dysfunction is too many meetings. When an organization has too many meetings, employees simply do not have enough time to do their work. Finally, there is the issue of meetings being poorly run. I like the idea of having different departments lead the Monthly Staff Meetings, as it will promote more autonomy and variety. We also need to determine other types of meetings between the Monthly All Staff Meetings that will foster better communication and collaboration. This will improve decision, making, collaboration and communication.

Assessment of Progress Made

Over the past seven months, the Belvedere Tiburon Library has made significant strides in improving its organizational culture. Through dedicated efforts, the team has fostered a more positive, collaborative, and productive work environment. This report outlines the progress made, the key factors contributing to this success, and the ongoing steps necessary to maintain and build upon this momentum.

Progress Achieved

1. Improved Morale: Staff morale has seen a noticeable increase, with team members expressing greater job satisfaction and a stronger sense of purpose. The previously reported feelings of frustration and disengagement have diminished, replaced by a renewed enthusiasm for the library's mission and services.

2. Reduction in Toxicity and Dysfunction: Toxic behaviors and dysfunctional dynamics have significantly decreased. Interpersonal conflicts have lessened, and team members have adopted healthier, more respectful communication practices. The implementation of clear behavioral expectations and regular check-ins has contributed to this positive shift.

3. Enhanced Teamwork and Collaboration: Collaboration among departments has improved, with staff members more willing to share ideas, support one another, and work toward common goals. The development of cross-functional teams and the introduction of team-building activities have strengthened these relationships.

Contributing Factors to Success

- **Leadership Commitment:** Library leadership has been actively engaged in the cultural transformation, modeling desired behaviors and consistently reinforcing the organization's core values.
- **Training and Development:** Workshops on effective communication, emotional intelligence, and conflict resolution have equipped staff with essential skills for navigating workplace challenges.
- **Open Communication Channels:** The leadership is committed to improving communication by being more transparent, more inclusive in decisions and providing staff with systems that foster effective communication.

Sustaining and Building Upon Progress

While the improvements are noteworthy, maintaining a healthy culture requires ongoing effort. The following steps are recommended to sustain progress and continue fostering a positive work environment:

1. **Consistent Leadership Engagement:** Continue to provide leadership training and ensure that leaders remain accessible and supportive.
2. **Regular Cultural Check-Ins:** Conduct periodic assessments to monitor morale, identify potential issues early, and celebrate successes.
3. **Ongoing Professional Development:** Offer continuous learning opportunities to reinforce effective communication, collaboration, and conflict resolution skills.
4. **Recognition and Appreciation:** Implement a formal recognition program to acknowledge and reward behaviors that align with the library's values and contribute to a positive culture.

The Belvedere Tiburon Library has made remarkable progress in transforming its organizational culture. The enhanced morale, reduced toxicity, and improved teamwork are clear indicators of this success. By maintaining a focus on cultural health through consistent leadership, open communication, and ongoing development, the library can continue to thrive as a positive and productive workplace for years to come.

Update on Implementation of Recommendations

1. **Core Values Discernment:** The full staff engaged in two sessions with the consultant to discern and identify five core values. The staff agreed on the following core values that will drive their behaviors, relationships, decisions and operations: a) Integrity, b) Respect, c) Inclusion, d) creativity, and e) Growth. The staff also did some work on defining these words to make them relative to their work. The consultant facilitated a

meeting with the management team to discuss ways to operationalize these five core values. **The Belvedere Tiburon Library Board of Directors will engage in this process to discuss the values discerned by the staff and identify 2-3 additional values that will set the culture and drive the work of the library.**

2. **Professional Development Training:** In October, November, December and January, the staff engaged in 2-hour training workshops that addressed issues to foster a healthier workplace environment. The topics included conflict management, responsibilities of employees, culture and communication. The staff responded well to this initiative. They enjoyed these sessions, were fully engaged and this also strengthened the cohesion of the staff.
3. **Create a Feedback-Rich Environment:** The consultant provided tools and suggestions to Crystal for developing an effective Annual Performance Process. The process and the tools/forms that accompany the process are currently being developed. The consultant also recommended to management to begin doing one-on-one sessions with their direct reports. This has been implemented and is proving to enhance communication and relationships within the organization.
4. **Establish a Recognition Program:** Crystal has committed to launch an intentional and strategic program for showing the staff that they are valued and appreciated. Being intentional means having an organized system in place to ensure that this happens. Crystal has been given a model that will help her and the management team build a system that is useful and unique to the needs of the library.
5. **Strengthen Employee Engagement:** Employee engagement has improved because the culture is shifting in the right direction. Crystal would like to take stock in the improvement by offering more opportunities to grow their skills through professional development. Nothing is final as of yet, as this initiative is driven by the budget. Crystal would like for the staff to have more training and coaching.
6. **Team Building Activities:** Crystal has already begun to organized events and other opportunities for the team to collaborate and build trust with each other.
7. **Establish a Meaningful Meeting System:** Communication was one of the issues that grew out of the Organizational Culture Assessment. The recommended remedy to fix this problem was to establish a meeting system. The consultant will provide training to the management team to bring this to fruition in February 2025.

Thank you for the opportunity to serve the Belvedere Tiburon Library. It was a pleasure! Let me know if you have any questions about this report.

Respectfully Submitted,



Dr. Reggie Thomas, President
PeakePotential, Inc.



DATE: February 24, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Compensation Policy

A recommendation from the compensation study completed in 2024 included the development of a compensation policy to provide transparent guidelines for establishing compensation for Library positions. The Compensation Committee, comprised of trustees Weil, Richards, and Poplawski, worked with staff to draft the attached compensation policy. Staff presented the policy at the November 2024 board meeting, which was met with general approval, pending a legal review. The Library's legal counsel has conducted the review and made slight edits, including adding the Transparency section. Attached is the Compensation Policy for your consideration.



COMPENSATION POLICY

February 2025

Purpose

The Belvedere Tiburon Library Compensation Policy aims to provide fair and transparent guidelines for establishing competitive compensation for all Library positions. Attractive compensation practices are vital to the Library's mission of serving the community and reflect its commitment to employees, organizational values, and strategic goals. The Library recognizes that staff is vital in providing exceptional service, and it strives to offer compensation packages that attract and retain talented individuals while ensuring the Library's financial health.

Definitions

- Merit increase. A pay raise awarded to an employee based on their performance, contributions, and overall merit within the organization is typically awarded annually following the performance evaluation to recognize performance. Merit increases are usually awarded by moving an employee one step up within their classification, resulting in at least a 5% increase.
- COLA. Cost of Living Adjustment. An increase typically made to counteract the effects of inflation and rising prices in the economy. COLAs are applied to all employee classifications simultaneously, typically at the start of a new fiscal year.
- Advanced Step Increase. This is an additional within-classification increase to reward employees who display outstanding performance or retain select employees. The advanced step increase may result in upward movement within a classification of more than 5%.
- Equity Adjustment. An adjustment in salary and/or total compensation made to compensate for inequities between classifications or related to market competitiveness.

Policy

The Library is dedicated to offering a competitive compensation package that reflects the Library's commitment to employees and the community. The Library's compensation philosophy seeks to:

- Attract and retain talented individuals who are passionate about public service.
- Ensure compensation is fair, equitable, and competitive with similar organizations and neighboring libraries.
- Avoid any financial decisions that might negatively impact the Library's ability to serve the community or lead to budget deficits.

Consistent with this policy, the Library intends to consider increasing total compensation through equity adjustments or cost-of-living increases for one or more positions only when the following conditions exist:

- Total compensation is no longer competitive in the marketplace as measured by the appropriate comparators and/or

- Internal parity and/or compaction concerns between supervisory and subordinate classifications have been identified and/or
- There are significant pay disparities between positions that may impact the viability of positions.

If these conditions do not exist, increases will not generally be made. From time to time, the Board may elect to award one-time pay incentives. For purposes of this policy, the application of merit increases based on individual performance are separate from regular compensation adjustments.

Cost of Living Adjustments (COLA) and equity adjustments are not synonymous.

- Equity adjustments are applied to bring total compensation for identified classifications in line with the labor market.
- COLAs are applied to provide general pay increases to maintain or increase employee buying power in a shifting economy.

FACTORS CONSIDERED IN ESTABLISHING COMPENSATION

The Library considers various factors to ensure employees are compensated fairly and transparently. Each of the factors described below contributes to the final compensation decision-making process.

Total Compensation

The Library considers total compensation to include wages earned by all positions within a classification (as opposed to incentives that may be earned only by qualified positions or individuals within a classification) and the value of those benefits received by employees such as health insurance, pension and retirement benefits, paid time off, and any other valuable perks that enhance the employee experience. Benefits include active employee benefits and post-employment (retirement) benefits. When reviewing marketplace competitiveness, the Library considers the short-term and long-term financial impacts on the Library.

Market Competitiveness

The Library actively assesses how compensation compares to other libraries and public service entities within the region to ensure that the Belvedere Tiburon Library remains an attractive employer. Relevant considerations include the size, services provided, and proximity to other institutions.

The Library selects comparators based on the following criteria:

- Similarity of agencies regarding revenue mix, size, and services provided. This generally means:
 - Other libraries or similar public service entities with comparable funding and revenue growth
 - Other libraries or similar public service entities with a comparable number of employees
 - Other libraries or similar public service entities that provide similar municipal services to the public and seek similarly qualified employees to provide public service
 - Population served is also of a comparable size
- Geographical location and, often, relative proximity to the Library to establish a labor market from which the Library draws applicants.
- Regional Economic Area is used to establish the Cost of Living.

Cost of Living Adjustments (COLA's)

COLA's are applied to provide uniform adjustments to wage rates across all job categories, intending to maintain the purchasing value of wages under varying regional economic conditions. The Library Board has the discretion to determine when COLA adjustments will be made to employees. The Library uses the federal US Bureau of Labor Statistics San Francisco Bay Area Consumer Price Index (Bay Area CPI) to evaluate the need for COLAs. The Library will refer to the CPI-U which covers approximately 94% of wage earners including professionals, managerial, and technical workers as well as wage and clerical. The Library will reference the CPI-U in January to inform budget planning purposes, and again in April before final budget adoption.

Regional Market Comparison Benchmarks

The Library has selected comparison benchmarks from other municipalities and similar public entities and periodically conducts compensation surveys to compare its compensation to that of the identified benchmarks. Salaries of comparative benchmarking agencies may be considered annually and more comprehensive studies may be considered periodically. These benchmarking comparison agencies and their respective employee classifications are the Library's market competition for attracting and retaining high-quality staff:

- Larkspur Library
- Marin County Free Library
- Mill Valley Public Library
- San Anselmo Public Library
- San Rafael Public Library
- Sausalito City Library

For select classifications, the Library may also use the following entities for comparison benchmarks: Berkeley, Burlingame, San Francisco, Santa Clara, and St. Helena.

Integrity, Fiscal Responsibility, and Sustainability

The Library prioritizes sustainable practices by assessing the budget, revenue projections, and community service demands to ensure the Library can provide fair compensation without compromising services or resource management. The Library will carefully consider the following before making any changes to the total compensation package:

- The current and anticipated budget and projections of revenues and expenditures
- Organizational staffing and structure issues
- Level of service and community demand for services
- The Library's ability and willingness to pay in the context of competing priorities related to the public interest without sacrificing the level of services, maintenance of the Library's infrastructure, or prudent reserves.

Sustainability and fiscal responsibility require considering the short and long-term impacts of changes to the total compensation package. Decisions about total compensation must meld the need to maintain an engaged and effective workforce with the Library's duty and responsibility to provide services and programs that the community and taxpayers pay for and expect. The Library manages its compensation and resulting total cost of labor as one of several significant components that influence the Library's financial sustainability.

Transparency

The pay scale is typically posted on the Library's website once approved through the Library budget. Any applicant for employment may request the pay scale for a position to which they are applying from the Library. Additionally, upon request, the Library will provide an employee with the pay scale for their current position.

Collaboration

The Library fosters a collaborative environment and maintains open communication about compensation matters. Library administration encourages regular input and dialogue with employees regarding their needs and feedback and strives for annual employee performance discussions. The goal is to responsibly anticipate and navigate benefit cost increases, working with staff to find solutions that enrich the overall employee experience.

DRAFT



DATE: February 24, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Art and Exhibits Policy

The art gallery has become a valued feature of the renovated library, welcoming guests daily, during well-attended exhibit openings and supplemental programs. Gallery exhibits are primarily curated by a dedicated group of volunteers who plan exhibit themes, issue calls for artwork, jury and hang pieces, and carry out many other tasks essential to running the gallery. Library staff provide support as needed and participate in bimonthly planning meetings.

While art exhibits at the library are not new, the art gallery committee has intentionally refined its focus and operations since reopening to create a more welcoming and inclusive space. Changes include diversifying exhibit themes, hosting multi-artist shows, and actively reaching out to artists across the broader Bay Area.

Attached is a draft of the Art and Exhibits Policy outlining content guidelines, selection criteria, and general exhibit procedures. Staff drafted the policy in collaboration with the Library Art Gallery co-chairs after reviewing similar policies from other library galleries and exhibit spaces. Legal counsel has also reviewed the document and provided input. Diane Green, co-chair, will co-present the policy and is available to address questions.



ART AND EXHIBITS February 2025

Purpose

The Library operates a dedicated art gallery and exhibit space to provide an aesthetically appealing, welcoming and inclusive space for all. The Belvedere Tiburon Library Art Gallery presents cohesive displays of high-quality, curated group art-shows with works that complement each other and tell a visual story. Art on the walls includes paintings, multi-media, prints, sketches, textiles, photography, fabric art, etc. The Library may also organize unified collections for an annual summer educational exhibition, intended to be informational and cultural in nature and to enhance the public space adding variety. All the art exhibitions and the Library sponsored educational show aim to engage and challenge our viewers as well as offer enjoyment and an inviting place to gather.

The following guidelines are written to assist library administration, staff, and volunteers in their efforts to produce programs and exhibits that further the goals and mission of the Library to nurture curiosity, spark connections, and foster lifelong learning.

Responsibility

Library Administration, under the jurisdiction of the Agency Board of Trustees, oversees all library-sponsored events, services, and resources. Community leaders volunteer to support the Library in sourcing and promoting educational exhibits. The Library Art Gallery Committee curates and hosts quality art shows, holding artist receptions, and sponsoring ARTalks and related programming. The Library Art Gallery Committee includes members of the community who actively contribute their time and energy into various aspects of volunteer work related to the art gallery. The Library Art Gallery Committee is led by the Library Director or her designee, and a designated chair or co-chairs.

Eligibility and Selection Criteria

The Library Art Gallery offers "Calls for Entry" to artists in the Bay Area inviting them to submit art online for consideration of acceptance into a planned exhibition. These Calls are posted on the Library website and promoted through various networks. A committee of volunteer professional gallerists, art scholars, curators, established artists, and art aficionados will anonymously jury submissions for inclusion in the planned exhibit. Submissions will be evaluated on their engagement with the theme, technique, overall mastery, creativity, and originality. Artists under 18 who are accepted into an exhibition must have parental or guardian consent to exhibit their work.

By submitting the images, accepted artists agree the artwork, in whole or in part, may be used by the Library for publicity in various forms including print, online and social media. Any artist exhibiting in the Library Gallery must agree and adhere to the Artist Contract.

Content Guidelines

The Gallery offers an opportunity for our extended community to experience a compelling variety of unique exhibitions. To meet the diverse needs, tastes, and interests of a broader

community, themes developed for art exhibitions come from a wide range of topics, mediums, art historical, and literary references expanding the appeal.

With both Educational and Art Exhibitions, the Library does not advocate or endorse the viewpoints of exhibits and exhibitors and is not responsible for ensuring that all points of view are represented in any exhibit.

Library staff and designated volunteers will exercise judgment in determining that the art and educational exhibits are suitable for presentation and viewing by all members of the public, including children and families.

Additionally, the following criteria are recommended to be considered in selecting artists, artworks, and educational displays for exhibit:

- For Art Exhibitions, artworks are selected based on originality, mastery of technique, uniqueness in both form and materiality, as well as creativity.
- Art Exhibits that are selected must serve educational, informational, or cultural value to the community and must be compatible with the Library's purpose. The committee should take into consideration general standards of decency and respect for diverse beliefs and values .
- For Educational exhibitions, Library staff will consider various formats and generally address local and California-focused themes to help visitors learn and understand a topic more thoroughly.
- Any exhibit, be it an art or an educational exhibit, must not be so objectionable under contemporary community standards as to be reasonably foreseeable that it will result in harm to, disruption of, or interference with the Belvedere Tiburon Library .
- All works must be original and created by the submitting artist or properly licensed. No plagiarized or copyrighted materials without permission.

Access

The art gallery and exhibit space is open to the public only during the library's regular business hours unless by special arrangement approved by the Library Director.

Display and Installation Requirements

Exhibits typically last six to eight weeks, however, each Call will specify the exhibit length. Artists must adhere to the various deadlines for dropping artwork(s) off, picking up, and submitting required information.

The Library reserves the right to change or cancel planned exhibitions and exhibition dates as needed.

Insurance and Liability

In the event the artwork is lost, stolen, damaged or destroyed (for reasons outside the control of the artist) while in the care, custody, and control of the Foundation or Agency and between the delivery date/date of acceptance of the artwork and the specified pick-up date, the artwork will be covered by the Library's liability insurance. Likewise, artists are encouraged to also carry their own insurance for their artwork. The artist is responsible for any damage and/or loss of artwork in transit to and from the Belvedere Tiburon Library exhibition.

Venue Rights

For exhibitions, accepted work will be hung in either the gallery or the gallery hallway at the discretion of the gallery hanging team. The Library reserves the right to refuse, remove, or relocate artwork at any time. In addition to the physical gallery and gallery hallway, all accepted artwork is displayed in a virtual web gallery.

DRAFT

Belvedere-Tiburon Library Agency Future Meeting Dates

March 17, 2025

April 21, 2025

May 19, 2025

June 16, 2025

July 21, 2025

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

September 15, 2025

October 20, 2025

November 17, 2024

No meeting in December unless necessary (December 15, 2025)

January 26, 2026

February 23, 2026

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