

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *March 17, 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. Library Director's Report, - Crystal Duran, Library Director
3. Belvedere Tiburon Library Foundation Report, Lucy Churton, Foundation Director
4. Income Statement, 8 months ended February 28, 2025 - Kristin Johnson, Board Clerk
5. Committee Reports

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 February 24, 2025 and the Special Meeting Minutes of March 11, 2025.
7. Approval of Agency Warrants for the Month of February, 2025.

TRUSTEE CONSIDERATIONS

8. Presentation on the Library Makerspace by Librarian Ivan Silva.
9. Consideration of advocacy letter in support of funding for the California Library Services Act.

COMMUNICATIONS & ANNOUNCEMENTS

10. Schedule of 2025 Meeting Dates

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: March 17, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

Our weekly programming roster now includes a bilingual storytime for infants and toddlers. We also hosted children's author Elizabeth Shreeve, who read her new book *On an Ocean Journey: Animals in Motion through the Seas*. Our children's staff are scheduling school visits to promote the summer reading program in the coming weeks.

The Library will close at 4 pm on Thursday, April 24, so the Library Foundation can host a special donor acknowledgment event. Select staff will work that evening to support the event. Notices regarding the closure will be included in all library digital newsletters and throughout the building, and staff will remind patrons in the week leading up to the early closure.

Personnel

The Library's Circulation Lead recently completed a Mental Health First Aid course to learn how to assist another person experiencing a mental health challenge. We've utilized a "train the trainer" approach, and to date, five other front-line staff members have been trained, with others scheduled in subsequent weeks. Similarly, additional staff are registered for courses in de-escalation and how to create a neuro-inclusive library. All the training topics are timely as we're beginning to serve a broader population of adults and children with varying needs. The training topics demonstrate our commitment to inclusion and growth, two of our recently adopted staff values.

Administration

The Finance Committee, comprised of Trustees Slavitz, Goldman, and Weil, will begin meeting to discuss the FY25-26 budget. The Board will hear a complete presentation of the draft budget at its May meeting. Similarly, the Compensation Committee, comprised of Trustees Richards, Weil, and Poplawski, continues to review benefits and may propose changes for Board discussion at a subsequent meeting.

The California Library Association annual conference's call for proposals is open, and staff will submit a proposal to share about the Library's Green Takeover co-design process. State Library staff complemented the library's progress in the co-design process, noting their excitement for a volunteer group comprised of teenagers, older adults, and representation of both men and women. The CLA conference will be in Riverside in early October.

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

8 MONTHS ENDED

FEBRUARY 28, 2025

	<u>ACCOUNT</u>	<u>FY25 ANNUAL BUDGET</u>	<u>Feb. 2025 67% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>	<u>BUDGET REMAINING</u>	<u>FY24 ANNUAL BUDGET</u>	<u>Feb, 2024 67% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>
GENERAL FUND REVENUE								
Revenue								
Basic Library Tax (1)	5010	\$ 2,556,925	1,442,056	56%	1,114,869	\$ 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	67,625	84%	12,775	15,000	\$ 18,270	122%
Book Fines and Reserves	5040	500	1,625	325%	(1,125)	500	\$ 689	138%
Reference Desk Income	5065	50	204	408%	(154)	250	\$ 79	32%
Copier Fees	5070	380	504	133%	(124)	500	\$ 601	120%
Other Revenue (includes EV)	5090	9,303	10,968	118%	(1,665)	7,200	\$ 10	0%
Interest Income	5099	50,000	49,127	98%	873	50,000	\$ 78,996	158%
Total Revenue		\$ 3,572,558	2,142,348	60%	1,430,210	\$ 3,488,502	\$ 1,928,264	55%
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	2,024,670	59%	1,417,988	\$3,359,252	\$1,813,048	54%

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GENERAL FUND EXPENDITURES								
Personnel (4) (5)								
Salaries & Wages	7010	1,409,856	910,735	65%	499,121	1,364,051	843,653	62%
Medical Reimbursement	7015	21,600	14,006	65%	7,594	21,600	13,275	61%
Part Time Salaries & Wages	7020	303,834	157,135	52%	146,699	344,113	135,324	39%
PERS Retirement Benefits	7100	277,377	202,637	73%	74,740	240,299	169,052	70%
115 Trust	7105	25,000	0	0%	25,000	25,000	0	0%
PERS Insurance Benefits	7110	258,499	162,074	63%	96,425	222,540	140,090	63%
PERS OPEB Benefits	7115	10,200	7,494	73%	2,706	9,060	6,723	74%
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	17,697	41%	25,989	46,103	26,533	58%
Unemployment	7140	0.00	3,932	N/A	(3,932)		0	
Professional Development	7200	10,000	11,172	112%	(1,172)	15,200	148	1%
Staffing Recruitment	7210	500	1,766	353%	(1,266)	500	656	131%
Total Personnel		\$ 2,373,990	1,502,676	63%	871,314	\$ 2,301,880	\$ 1,348,643	59%

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

8 MONTHS ENDED

FEBRUARY 28, 2025

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Circulation Materials & Data (6)								
Books and other Materials	7601	100,000	69,125	69%	30,875	125,000	61,874	49%
Vendor Processing Costs	7602	7,000	13,529	193%	(6,529)	7,000	3,256	47%
Supplies for Processing	7603	3,000	1,099	37%	1,901	3,000	2,991	100%
Digital Collection	7606	80,000	61,323	77%	18,677	60,000	50,977	85%
MARINet	7607	112,000	110,834	99%	1,166	100,000	103,955	104%
Total Circulation Materials & Data		\$ 302,000	255,910	85%	46,090	\$ 295,000	\$ 223,053	76%
Technology Services (7)								
Staff Digital Subscriptions	8020	12,276	12,068	98%	208	10,000	3,107	31%
Computers & Peripherals	8035	14,250	4,837	34%	9,413	5,000	5,454	109%
Technical Support	8040	39,732	28,553	72%	11,179	66,924	24,331	36%
IT Infrastructure	8070	31,200	26,228	84%	4,972	18,000	28,114	156%
Website Maintenance	8071	10,000	3,827	38%	6,173	21,500	4,436	21%
Total Technology Services		\$ 107,458	75,513	70%	31,945	\$ 121,424	\$ 65,442	54%
Program Services & Supplies (8)								
Copier Expense	8210	15,520	11,933	77%	3,587	19,284	10,406	54%
Postage Freight	8220	3,500	2,725	78%	775	7,000	1,946	28%
Public Relations	8225	34,000	11,350	33%	22,650	30,000	9,439	31%
Office Supplies	8230	7,000	5,714	82%	1,286	10,000	3,787	38%
Adult Programs	8240	31,900	16,026	50%	15,874	17,000	11,769	69%
Children's Program Supplies	8250	20,000	13,487	67%	6,513	19,450	8,646	44%
Young Adult Programs	8251	6,000	3,145	52%	2,855	9,500	4,004	42%
Telephone	8260	14,600	10,029	69%	4,571	14,600	9,037	62%
A/V Equipment & Peripherals	8270	5,000	3,514	70%	1,486	5,000	0	0%
Maker Space Programs	8280	15,000	4,716	31%	10,284	18,000	7,258	40%
Technology Training Program	8290	4,000	3,200	80%	800	7,000	2,050	29%
Total Program Services & Supplies		\$ 156,520	85,839	55%	70,681	\$ 156,834	\$ 68,342	44%

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

8 MONTHS ENDED

FEBRUARY 28, 2025

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Building Expenses (9)								
Building & Contents Insur.	8410	125,000	128,032	102%	(3,032)	140,000	112,975	81%
Building Maintence	8430	17,500	16,179	92%	1,321	24,800	29,615	119%
Grounds Maintenance	8440	18,000	3,792	21%	14,208	11,100	1,920	17%
Janitorial Expense	8450	60,000	35,496	59%	24,504	60,000	31,839	53%
Custodial Supplies	8460	9,000	1,899	21%	7,101	9,000	2,333	26%
Trash	8480	5,360	2,375	44%	2,985	4,873	2,225	46%
Electricity & Gas	8490	80,000	57,334	72%	22,666	80,000	46,323	58%
Parking	8491	6,240	4,680	75%	1,560	11,040	5,167	47%
Maintenance Contracts	8492	13,000	8,289	64%	4,711	8,400	7,038	84%
EV Public Charging Stations	8493	9,600	7,302	76%	2,298	3,000	10,002	0%
Water	8500	7,500	9,915	132%	(2,415)	9,900	2,207	22%
Furniture & Fixtures	8501	0	0		0	0	0	
Total Building Expenses		\$ 351,200	275,293	78%	75,907	\$ 362,113	\$ 251,644	69%
Agency Administration (10)								
Bank Charges	8810	500	171	34%	329	1,000	51	5%
Credit Card Fees	8815	800	7	1%	793	2,000	11	1%
Cash Over/(Under)	8820	120	0	0%	120	120	(1)	-1%
Membership and Dues	8825	4,455	3,907	88%	548	0	0	0%
Accounting	8830	8,000	4,995	62%	3,005	10,300	4,962	48%
Auditing	8835	33,350	18,701	56%	14,649	34,000	20,881	61%
Legal & Consulting Services	8840	50,000	105,087	210%	(55,087)	65,000	67,582	104%
Staff, Vol, Board	8850	5,000	3,572	71%	1,428	5,000	5,262	105%
Contribution to Reserves	8890	34,427	0	0%	34,427	0	0	
Total Agency Administration		\$ 136,652	136,440	100%	212	\$ 117,420	\$ 98,748	84%
Total GENERAL FUND EXPENDITURES		\$ 3,427,820	2,331,671	68%	1,096,149	\$ 3,354,671	\$ 2,055,872	61%
NET OPERATING REVENUE/(LOSS)		\$ 14,838	(307,001)		(321,839)	\$ 4,581	\$ (242,824)	

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 8 MONTHS ENDED
 FEBRUARY 28, 2025**

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ACTUAL BEGINNING CASH - ALL FUNDS	6/30/2024	\$ 2,770,523	2,586,355		(184,168)			
NET OPERATING REVENUE/(LOSS)		\$ 14,838	(307,001)		(321,839)			
NON-OPERATING TRANSFERS & USES OF RESERVES								
Building Reserve - Technology & Equip	9010	0	0		0			
Expansion Reserve - Furniture & Fixtures	9020	0	(28,086)		(28,086)			
Expansion Reserve - Children's Patio	9045	0	0		0			
Operating Reserve - Grounds	9025	0	(37,583)		(37,583)			
Operating Reserve		0	0		0			
Total USES OF RESERVES		0	(65,669)		(65,669)			
BALANCE SHEET ACTIVITY		(70,000)	313,594		383,594			
RESTRICTED FUND ACTIVITY								
Restricted Fund Receipts		10,000	4,088	0	(5,912)			
Restricted Fund Expenditures		(20,000)	(2,981)	0	17,019			
Net RESTRICTED FUND ACTIVITY		(10,000)	1,107	(0)	11,107			
ENDING CASH - ALL FUNDS	2/28/2025	2,788,537	2,528,386		(176,975)			

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 8 MONTHS ENDED
 FEBRUARY 28, 2025**

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					LOW POINT			
CASH BY FUND		<u>% of Budgeted Operating Expenses</u>		<u>% of Budgeted Operating Expenses</u>	<u>Mid-December</u>			
Cash with Fiscal Agent - CFD 1995-1 Bond Service			117,933		117,933			
Restricted Funds			22,271		22,271			
Expansion Funds reserved for current projects			21,914		50,000			
Insurance and Building Reserves	2720 & 2730	16%	547,941	16%	547,941			
Operating Reserve		53%	1,818,326	13%	448,479			
TOTAL ENDING CASH - ALL FUNDS		2/28/2025	2,528,386	12/15/2025	1,186,625			
(1) Fiscal Year 2025 Low Point Actual								
(2) Fiscal Year 2024 Low Point Actual								
					LOW POINT			
CASH BY BANK ACCOUNT		<u>% of Total Cash</u>		<u>% of Total Cash</u>	<u>Mid-December</u>			
Mechanics Operating Checking/Petty Cash			159,066		296,409			
US Bank Fiscal Agent for CFD-1995-1 Bonds			117,933		2,739			
LAIF		20%	512,597	30%	357,733			
Mechanics Wealth Management Fed Treas		69%	1,738,789	45%	529,744			
TOTAL ENDING CASH - ALL ACCOUNTS		2/28/2025	2,528,386	12/15/2025	1,186,625			

BELVEDERE TIBURON LIBRARY AGENCY			
FEBRUARY 2025 NOTES: DETAIL BUDGET VS ACTUAL			
	67% 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 60%, normal for this time of year.		
(2)	5032 BTLF Grant for Children's Patio \$58,000		
	Art Committee Grant of \$15,000		
(3)	5033 Sustainability Phase Grant \$65,200, ZipBooks, \$2,200		
(3A)	5090 EV Connect \$10,967		
	(compared to line 8493 EV cost-to-date of \$7,302)		
(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 4.21%.		
(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 85% , Magazine, digital subscriptions and MARINet are front-loaded		
	Processing Costs with Baker & Taylor added this year.		
	67% of Budget Year		
(7)	8000's Technology at 70% Online Services and IT Infrastructure are front-loaded		
(8)	8200's Program Services at 55% , increased budges and increased activity this year.		
(9)	8400-8500's Building at 78% Insurance is front-loaded, with a \$16K increase from the prior year.		
	Electricity costs are also up \$11,000 Year-to-Date		
(10)	8800's Admin at 69% Unanticipated Legal costs along with Benefits Study and Staff Coaching		
	have added to this area.		
	GENERAL FUND EXPENDITURES IN TOTAL at 68%	Very close to par of 67%.	
	67% of Budget Year		
9010/9020	Equipment and Furniture: (Expansion Reserve Use)	\$7,300 Signage, \$12,000 Furniture, \$8,800 Patio	
9025	Grounds Improvements (FDN Grant & Operating Reserve Use)	Gardners Guild \$35,044, Land Culture \$2,539	

BELVEDERE TIBURON LIBRARY AGENCY			
FEBRUARY 2025 NOTES: DETAIL BUDGET VS ACTUAL			
Cash by Fund			
Expansion Designated Fund Balance has been Reserved		Original Reserve	\$50,000
for the Project Refresh Furniture		Signage	(7,255)
and the Children's Patio Expenses		Interior Furniture	(12,033)
and Signage		Patio Furniture	(8,798)
		Balance 2/28/2025	\$21,914
TOTAL Cash:		OPER Reserve:	
\$ 2,590,000	\$ 1,840,000	at June 30, 2024	
\$ 2,528,386	\$ 1,818,326	at February 28, 2025	
\$ 1,186,725	\$ 448,479	Low Point mid-December 2024	
35%	13%	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		
February	\$255,000	\$2,332,000	
Thereafter	\$274,500	Average monthly available in budget for remaining 4 months	

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
February 24, 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 6:16 pm**

OPEN Forum:

Chair Hooker announced that the order of the meeting would be changed. Comments on either session shall be made at the beginning of the meeting. He asked that comments be limited to 3 minutes.

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

Steve Silberstein of Cliff Road, Belvedere, referred to the staff survey by consultant Dr. Reggie Thomas' which included responses regarding library culture. Mr. Silberstein said that, although the consultant has come in to the Library to do trainings to improve things and reported that there has been some improvement, Mr. Silberstein doesn't believe there has been improvement. He clarified that, a few weeks ago, one of the "most popular" employees (with the community) was fired. He encouraged the Board to solicit an independent attorney to represent them and to arrange mediation to attempt a resolution of the recent firing. Previous communications gave the employee a choice to resign or be fired, which Mr. Silberstein feels should have been a negotiation. He would like to see a resolution of the conflict without the expense of a lawsuit.

Violet Marshall of Belvedere seconded Mr. Silberstein's comments, and said that she feels and would like the Agency to consider that this is not only a problem between Mr. Petrovic and the Library Director, but also an "underground toxic environment for the staff. She believes that there is no crime here, and asks that Agency Board take into consideration understanding fully what took place, and undergo a complete evaluation of the situation.

Siobhan Castiglia, a Library worker of 30 years, currently working at the Sausalito Library, said that she worked at this Library for five happy years under Director Debbie Mazzolini. She added that a venue for programs has long been desired, and progress has been now been stifled. Ms. Castiglia believes that Belvedere Tiburon was the best events Library in Marin, and is no longer in that category.

Mo Newman of Tiburon has been a patron and supporter of the Library for 50 years, and fought hard for the new library in all of the Capital Campaign meetings. The first thing she noticed after COVID and the new opening was that almost all of the old employees disappeared. In addition, Director Debbie Mazzolini was always out in the Library greeting everyone.

Jeanette Carr of Belvedere, longtime supporter, and founder of the Library Art Committee and the Gently Used Art Auction, said that she was very disappointed that the Agency has

come to the point of hiring lawyers to solve problems. She feels that the Agency and the supporting community should be able to resolve this problem internally.

Rick Grossman, of Tiburon said that Mr. Petrovic had recruited him to present a Library program on litigation. He is a lawyer and a critic of our current civil justice system. He echoes the sentiment that the Library doesn't need more lawyers. He added that the current situation is headed to litigation, and, speaking as a lawyer, the only winners in a litigation will be the lawyers. He recommended appointing a neutral monitor to assure adherence of all parties to the written guidelines and expectations and to report on a periodic basis to satisfy the Agency that all parties are working in a positive and constructive manner to serve the public, and to return to a positive environment and programming. Mr. Grossman would be happy to donate his time to see to that outcome.

Dr. Angelo Capozzi, Tiburon resident of 55 years, expressed agreement with Mr. Grossman.

Joe Sillo of Kentfield said that he came to the Agency meeting to express three things: Congratulations to the Library Staff for creating a good venue for programs and a wonderful Maker Space with Librarians Ivan Silva and Birgitta Danielson. He was so impressed with the space and the librarians that he visits the Maker Space Regularly, and decided to purchase and donate a twin nozzle 3-D Printer to the Library for the Maker Space. He added that no other library or space in Marin-Sonoma has that capability, and that this presents an opportunity for the Library

William Rothman, 52-year resident of Cliff Road, Belvedere, noted the Library Expansion selling point was that it wasn't just a library, that the role of librarians had changed, and that Libraries are now community centers. Mr. Rothman feels that Mr. Petrovic was significantly responsible for the recent excellent programming, and for small group use of the new meeting rooms. Mr. Rothman added that, if the Agency were to go into a litigation those facts were juxtaposed, at the outset the Agency would have trouble. He urged the Agency not to carry through with the firing, and to retain the asset of Mr. Petrovic, rather than position on the opposite side of a litigation.

Julia Shumelda, 25-year Tiburon resident, said that she was disheartened, discouraged, and demotivated by the recent events. She was disappointed to read about a culture of fear, a toxic culture within the Library. She feels that Mr. Petrovic brought light, humanity, passion, and spark to the Library.

Adam Gavzer of Belvedere said that he has been a master of ceremonies and otherwise engaged in the fundraising for the Library, and more recently involved in the Belvedere Homemade Film Festival, which is partnering with the Library in hosting the film workshops. He said that Ivan Silva and Mr. Petrovic jumped in to the film project with supportive energy. He feels that whatever Mr. Petrovic did, there are [internal] ways to deal with issues via sensitivity training and learning to be respectful in a work environment.

Marty Winter, Tiburon resident since 1989, said that he and his wife Barbara have been enthusiastic supporters of Library since 1991, when the planning for first 1997 building began. He added that the Library has always been the heart, soul, light, and source of pride in this community. He said that the programs have always been good, but Mr. Petrovic brought them to the next level. He said that Director Debbie Mazzolini was a great leader, and [under her] people were encouraged to thrive. He asked Director Duran and the Agency to bring Mr. Petrovic back. He suggested that the Agency re-educate Director Duran or replace her, and that they bring back Mr. Petrovic.

Diane Green of Tiburon, past president and member of the Library Art Committee for 18 years, said that she works closely with staff, and is taken aback by tonight's public comments and by the tone of those comments. She said that Mr. Petrovic had not proven trustworthy in that team capacity. She added that, although she hesitates to speak badly of anyone, she noted that staff morale has improved since Mr. Petrovic has been away from the Library.

Vikki Fong of Tiburon said that she has been supporting the Library since it was in the post office building. She is a retired librarian, and has served as Agency Chair and on the State Board of Library Services. She expressed agreement with Mr. Silberstein and encouraged the Agency Trustees to recognize Mr. Petrovic as an asset to the Library. She feels it's more important for the Agency Board to serve the public than it is for them to serve some internal rules in the Library. She entreated the Agency Trustees to serve their community.

Chair Hooker closed the public comment at 6:53 pm.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Hooker reported that the Library is moving forward and adding to its programs and collections. Also, looking back, Agency and Staff are finding things that need to be improved on, including compensation and benefits.

2. Library Director's Report

Director Duran reported that the Green Takeover project continues to be a success, with volunteers working beside staff. The group has been adding more items to the Library of Things collection, including cake decorating tools, an energy meter, garden tools, a GoPro camera kit, a portable photo scanner, and a bird-watching kit. Selections were based on community input.

Library programs are going well, with six librarians (not just one person) involved in the planning and implementation of library programs. New programs include the Library Rainy Day Café, which is adding puzzle working to the activities, supported by Corner Books.

Usage data at a glance, from January 2024 vs January 2025, shows that the Library sponsored 77 programs this year vs 43 last year, with attendance increasing from 926 to 1408, and meeting room reservations, an incredible resource, increasing from 301 to 447. Information Desk inquiries also increased, from 1,192 to 1,940. Materials Borrowed decreased slightly from 18,661 to 18,354, and Visitors decreased from 12,910 to 9,577.

Project Refresh Phase I, a response to the Strategic Plan community input, continues, with public access computers and copiers moved into the old digital classroom, and shelving moved in the east Nave to allow a relaxing space with chairs, side tables, and a couch near the foyer, between the 2 main service desks. Additional seating will also be added in the Gallery space. Assistant Director Joey Della Santina coordinated furniture ordering and delivery and facilitated and executed the rearrangement.

The Library's 8-page newsletter, In the Stacks will be mailed to all of the 94920 area and emailed this week. The newsletter highlights programs and services and includes a staff feature and a 2-page Foundation spread.

The Maker Space activity has been a highlight for the Library, and Joe Sillo was lovely to share his experience with Librarians Ivan Silva and Birgitta Danielson. The printer that Mr. Sillo donated is the prime of 3-D printing. The Maker Space equipment and activities continue to grow based on community input. Another recent donation of equipment was a laser cutter by Mill Valley Resident Teri Symonds. Patrons from outside the community are using and supporting the library.

Chair Hooker asked how patrons are made aware when something new is added to Library collections or equipment. Director Duran said that the Volunteers and Staff adding the items will be ambassadors, disseminating the new information with interactive displays, in person introduction, open houses to promote the materials, and a planned separate sustainability newsletter.

Trustee Richards asked how staff are monitoring the materials expense for new Maker Space activities. Director Duran said that Librarian Ivan Silva is tracking Maker Space materials purchases, and has developed a fee schedule for materials usage. The fee schedule is posted on the Library website and in the Maker Space. The desired objective is that the activities be cost neutral. Librarian Silva buys materials in bulk, and patrons have the option of using their own materials or paying the fee for Library-provided materials.

Trustee Richards asked Director Duran explain how library programming has been changed with the 6 staff members currently responsible and how this is different from past staffing. Director Duran said that, before her tenure, the programming was led by volunteer committees. Current practice is for the staff to experience the process of procuring and leading programs, as program leadership is standard for most professional Librarians. Currently, the staff are taking the reins and actively managing programs. With the Green Takeover, a balance between Volunteers and Staff will be developed with collaborative participation in program development, leadership, and delivery. Maker Space activities, speaking engagements, and other programs are staff led. Trustee Richards asked if there is a specific programming department. Director Duran said that programming is currently structured by function, with responsibilities carried out as appropriate by Children's, Teen's, Adult Services, Information Desk, Maker Space, and Technology. Trustee Richards asked if there is leadership in each of those functional areas. Director Duran said that each Department Head takes on the leadership for programs in their area.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that she had just sent a letter to Joe Sillo, thanking him for his donation of the 3-D printer in the Maker Space. She said that Librarian Ivan Silva is largely responsible for this. This is the second time that Ivan has so inspired a patron to donate to the Maker Space. She wants to make sure that the Library thanks these donors in special way.

Some annual fund donations are still coming in. The Foundation has had a very successful campaign and is grateful that the community has been so incredibly supportive. The Foundation goals, accomplishments, and financials will be published in an Annual Report, scheduled to be published in September.

The Teddy Bear Tea was held on February 8th and was very successful. This was a 25th Anniversary celebration, so it was made extra special, featuring a slide show of the past 25 years of the Tea. The event was sold out, with 300 guests, and included incredible food, photos with the bear, story time with Children’s Librarian Alicia Bell, and a bear craft workshop. Director Churton offered special thanks to Celeste Ibraeva, Michelle Thomsen, Jessica Etchevers and Mickey Hubbell.

The Foundation is busy planning 2 more events:

1. A select Donor Celebration at the Library in April.
2. A Legacy Celebration in October to commemorate The Library’s 30th Anniversary! To mark this special occasion, the Foundation will be hosting a Legacy Party at the Library. This event will honor all those who have helped shape our library into what it is today, reflecting on our beginnings and celebrating how far we’ve come.

Task members are in the process of selecting colors for the pour in place surfacing for the Children’s outside patio. The pour will be scheduled in the next week or two.

The Foundation has created a Volunteer Task Force to organize community members who have registered on the Foundation’s website. The project will launch in the fall. Trustee Poplawski Emily asked why the launch will not be until fall. Director Churton said that this project requires planning, the help of 5 people, and a software application to support the work, so it will take some time to get ready. Trustees Richards and Sutton are on the Task Force.

In the Library Art Gallery, the annual high school show is currently up. This show celebrates 21 local high school artists from Marin Academy, Redwood High School, San Domenico School, Tamalpais High School, and the Art School of San Francisco Bay. This show is beautiful and represents the imagination of young artists in our community. Four pieces have already been sold. The high school show will run through March 12th.

The next show in Library Art Gallery will be “Artists’ Narratives: Their History and Identity,” which will run from March 2nd through May 7th. The Call for Entry for this show invited artists to submit works that reveal themselves. Artworks representing the artists themselves, either something from a photograph, or a childhood memory, mythology, spiritual imagery or even an identification with an animal will be featured.

The following sponsors and donors helped make TBT a success and a low-cost event for us:

2025 Teddy Bear Tea Valued Sponsors:

NorCal Plastic Surgery
 Carson Wealth
 The Tiburon Peninsula Foundation

2025 Teddy Bear Tea Generous Donors:

PAAM ARTS
 The Caviar Co.
 Five Mountains Tea
 Skin Spirit
 Crown and Crumpet
 Tiburon Wine
 Rebounderz
 Safeway
 Diana's of Tiburon
 Starbucks
 Trader Joe's

Director Duran thanked Director Churton for her hard work, and added that Director Churton's Foundation position is volunteer and equates to a full-time job.

Chair Hooker commended the work of the Foundation's Corner Books volunteers, including volunteer and store manager Heather Lobdell, and added that Corner Books has 43 volunteers, quite a number.

Financial Statements, January, 2025

Clerk Johnson reported that, with 58% of the fiscal year passed, revenues are at 58%, right on par. All expected taxes were received in December-January-February. For the Bond Debt Service (funded by the Parcel Tax), one interest payment in March remains for this fiscal year. Three additional scheduled payments of principal and interest remain, with payoff in September, 2026.

Total Expenditures are at 61% of budget, compared to 55% of budget at this time last year. Many large expenses such as Property, Liability, and Workers Comp insurance, Digital Subscriptions including MARINet consortium costs, and CalPERS Unfunded Pension annual payment, are made early in the year. While the percentage increase from the prior year indicates a faster rate of spending year-to-date, projection analysis indicates a fiscal-year-end on par with budget in Expenditures.

Areas of Expenditure increase include personnel, due to full staffing (savings in the prior several years were achieved due to not being fully staffed up after the grand opening), increases in programming, increased utilities costs with the new building, and insurance rates increases both in property/liability and in health, and

extraordinary legal costs. Water costs have been high, even after a refund from a leak and repair. Trustee Richards asked that research be done to determine inside versus outside water usage. Chair Hooker said that the extraordinary legal costs should be moved to use of reserves. Clerk Johnson will check with the auditors regarding that move.

Total cash is about \$2.7 million, with \$1.9 million in operating reserve. Most cash revenue is received in December/January and April/May, with operational draw-down between those inflows. The low point of cash this fiscal year in Mid-December was higher than expected in total at \$1.86 million, with \$0.43 million in operating reserve (12.7% of operating budget), and \$0.55 million in insurance and building reserves (15.9% of operating budget).

Expenditures on new furniture and on the l'lee Hooker garden project this fiscal year are reported on page 4-4 as uses of reserves. \$50,000 of remaining Expansion funds were set aside for these purposes.

Director Duran said that MARINet currently has a surplus, and the MARINet Board, of which she is a member, is doing more work to analyze and determine how funds are spent. A large portion is eBooks. The Marin County Free Library brings in a lot of revenue for that, and benefits other libraries. MARINet has its own board, staff, and director, and is overseen by the Marin County Library Director. There is also an Executive Committee, and joint decisions are made there regarding personnel and budget. Approval is made by the full board with collective oversight.

Vice Chair Poplawski asked whether enterprise contracts were simply paid or negotiated. Director Duran said that contracts are negotiated and reviewed every two years.

Trustees requested future financial statements in larger print.

4. Committee Reports

There were no committee reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of January 27 and January 31, 2024 and the Warrants for the Month of January, 2025 made by Trustee Weil, seconded by Trustee Sutton.

Ayes: All present in favor
Absent: Treasurer Jeff Slavitz.
Noes: None
Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Presentation by Dr. Reggie Thomas of PeakePotential

Chair Hooker introduced Dr. Reggie Thomas of PeakePotential, and asked if members of the public had seen Dr. Thomas' report. Director Duran said, no, that the public comments

tonight had been based on minutes from the November Agency meeting. Chair Hooker asked Dr. Thomas to note items related to the prior public comment.

Dr. Thomas said that he would forward a PowerPoint presentation on tonight's presentation to the Agency.

Dr. Thomas said that things are improving at the Library. He went on to outline the process of his engagement at the Library: As a Management Consultant, he started with an organizational assessment, which he likened to an annual physical, and followed up with remedies prescribed. He said that the medicine is working, and that this is the first time in his career when his original assessment and report have been made public.

Dr. Thomas started with a review of organizational documents, one-on-one interviews of the Library Staff, followed by Staff focus groups. He then tabulated the various narratives by the Staff describing the Library culture and their experience with it. He qualified that these initial narratives should be considered simply positive and negative comments from staff, and not indictments. He said that, normally, these types of studies do not go public, and he feels that the initial report was weaponized by the public comment tonight. The original analysis is actually meant to reveal themes for the Staff to work together toward growth and improvement. Dr. Thomas worked with staff and came up with apropos recommendations, based on the themes of low morale, communication issues, unresolved conflict. Key issues of concern in the staff focus groups were communication, silo mentality, management efficiency, and empathy.

From this evidence-based analysis, Dr. Thomas recommended the following actions:

1. Core Values Discernment Session
2. Leadership Skills Development Training
3. Work to create a Feedback-Rich Environment
4. Establish a Recognition Program
5. Strengthen Employee Engagement
6. Organize Team Building Activities
7. Establish a Meaningful Meeting system

Significant progress and improvements have been made with and by the Library Staff in the last seven months. Every organization has dysfunction, and the Belvedere Tiburon Library is no different than other organizations experiencing change. Dr. Thomas said he was hired to flesh out the dysfunctions at the Library.

Dr. Thomas noted the progress made, including improved morale, reduced toxicity and dysfunction, and enhanced teamwork and collaboration. He feels that the Library culture is shifting, and says he has received positive feedback from individually coached Staff members. He feels, that the Agency, Director, and Staff commitments to improve will result in even further cultural enhancement.

Dr. Thomas recently held two sessions with Library Staff to develop Core Values (which were not included in the Library's Strategic Plan). Staff came up with a consensus of 5 core values of inclusion, creativity, growth, integrity, and respect. The Core Values were defined and will guide the behavior of the Library as an organization. Agency Trustees will collaborate to add 2 more values. Dr. Thomas is working with the management team to define how each value translates into operational action.

Dr. Thomas said Staff have received 6 months of professional development training, and they have expressed that they love coming together to learn and to foster growth in their careers. The Staff Management Team has also met for several separate sessions focused on leadership training. Dr. Thomas is working with Director Duran to create a more formalized and updated annual performance review process, a staff recognition program, and a meaningful meeting system (meaning neither too few nor too many meetings, and more structure and participation by all staff in meeting leadership).

Dr. Thomas is positive and optimistic, and committed to help the Staff work through additional development and organization.

Trustee Richards thanked Dr. Thomas for his work and Director Duran for recognizing the need for his help, and for setting the goal of focusing internally on staff after the external Strategic Plan work. She said that she looks forward to the Agency adding 2 additional values, and to better understanding what the organizational structure of the staff is. Director Duran will provide an organizational chart for the next Agency meeting.

Chair Hooker added that it is helpful to have Dr. Thomas' broader perspective from outside the Library. The Library was previously smaller, and grew with the construction project and a change in director, and a change in philosophy with the Strategic Plan. The Library has expanded greatly from what it was in the past, with a broad expanse of additional collection items and additional spaces. The Agency, Management, and Staff need to adapt to manage the changes for the future in a way that still values the Library's history and all who have contributed to its growth. Dr. Thomas agreed, and said that in his experience, he has seen that this juxtaposition of respecting history and the past while adopting new approaches can be very painful.

Dr. Thomas added that the first report of any organizational assessment is never pretty, but it articulates hearsay into a framework for improvement. The challenge for management is to focus on the recommendations made, and the subsequent progress and improvements.

Trustee Poplawski added, in support of Director Duran, that good leaders provide transparency, and that a leader who wants to take the organizational flaws public so that plans and changes can be discussed as a starting point is exceptional. Sometimes it is productive for the executive strategy leader to do some the work, but the leader's priority is to anchor the strategy. The Agency wants Director Duran to take the Library to its next level according to the Strategic Plan vision. Public comment tonight indicated that the community wants more program events. The Agency and Director Duran should use the questions and feedback to take the opportunity to showcase what is planned and in the works for programming. Trustee Poplawski would like to know more about the "culture of fear" mentioned by some of the public commenters.

Trustee Goldman asked about the next steps and implementations of Dr. Thomas' recommendations, and the process going forward. Director Duran reiterated that Dr. Thomas' recommendations have been laid out, and the plan will, hopefully, include more of Dr. Thomas' assistance with the process. Director Duran will present a recommendation for a continuance of Dr. Thomas' contract at the next Agency meeting. She emphasized that this continuance would be an investment in Staff, which the Library hasn't focused on so much in the past.

Director Duran added that, during Dr. Thomas' January training, she approved a light service model to keep the Library open while staff receive development. There are still a lot

of action items to continue to invest in and develop staff. The trainings have been a welcome and critical component for developing staff teamwork. Director Duran hopes to plan staff training in a way that minimizes service disruption. In addition to the onsite trainings, staff have been encouraged to and are attending and participating in offsite conferences.

Dr. Thomas commented on the individual Staff coaching for six of the Library Staff members. He said that this is the highest level of professional development and can be life changing. He has targeted areas for growth in each Staff, and they each now have a learning growth plan; all of them are learning and implementing their plans. One of the staff, a first-time manager, has been learning to coach his own group of staff, including how to support them, plan, and communicate updates. He has implemented a number of procedures and communications, and the group is working more effectively, with good relationship building.

Trustee Richards asked when the coaching can be complete, and what is sustainable in this realm. Dr. Thomas said that there is a point in every coaching relationship where the maximum individualized benefit gone has been achieved. He added, that while it is up to the Agency and Director Duran, he is open to continuing to work with Library Staff.

Trustee Richards said that she felt the Library would be missing out if the coaching was cut off too early. Chair Hooker said it was a matter of when the timing is right when Staff are ready take over and continue to advance on their own with what they have learned. He feels that timing would be at the point where Senior Management has acquired the skill set to replace Mr. Thomas. Dr. Thomas agreed, that the point is to have Management Staff up at a basic skill level, so they can manage other Staff, lead meetings, and support Director Duran in the leadership function.

Director Duran added that, as part of the Professional Development Plan, the Library needs to hire a Human Resources specialist who can play that role more effectively. She has pursued the prospect of sharing a Human Resources professional with the Town of Tiburon. Trustee Weil asked what progress has been made in that pursuit. Director Duran said that she participated in an interview panel for Human Resources candidates last week at the Town of Tiburon. The Town will already be sharing the position's time with Mill Valley, and the Library will scale, the use of the position's time as needed. The Library does not need a full time Human Resources position.

9. Discussion and consideration of Compensation Policy

Director Duran said that this is the second presentation of the Compensation Policy, originally discussed by the Agency in November. At that time there was a general consensus to approve, and the Library's counsel has since reviewed the Policy and added transparency. Director Duran is asking for approval tonight, to provide guidelines for merit increases, cost of living increases etc.

Trustee Richards asked whether individual performance awards are separate from cost of living (COLA) increases. Director Duran said that steps are performance awards, and the update of the entire pay schedule for COLA (based on financial circumstances and Board approval each year) incorporates the cost of living factor. In the prior fiscal year, the pay scale was adjusted to conform to the local market in May, and a COLA increase was incorporated on July first. Most of the staff received step and COLA increases last year. Y-Rated (6 staff outside the approved salary ranges) were separately defined and scheduled,

and received neither a step (merit) increase nor a cost of living adjustment. These factors altogether created a distinction of market changes versus performance versus cost of living.

Director Duran reiterated that, while the Step progression is defined and awarded based on merit, the Agency has the discretion to make COLA adjustments to the schedule. This is stated in the compensation policy, and related to the budget planning process. The Finance Committee would review and approve this during the spring budget process, and the Agency would get a first look for approval in May each year, with final approval in June. Trustee Richards said that she felt that a May review would be too late for the Agency to give input on the COLA issue within the budget. Director Duran said that the COLA can be reviewed at any time, and if there is a situation such as serious inflation, a mid-year review and update could always be achieved. The policy provides a framework and makes the process transparent for staff.

Chair Hooker called for a motion to approve the Compensation Policy.

Motion to approve the Compensation Policy as presented made by Trustee Goldman, seconded by Trustee Richards.

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

Absent: Treasurer Jeff Slavitz

Noes: None

Motion passed.

10. Discussion and consideration of Art and Exhibits Policy

Art Committee leader Diane Green said that, in her work with Library Staff, she has been observing improvements in Staff morale.

Ms. Green said that she is the Arts Exhibition Chair of the Library Art Committee and is responsible for Art Talk Programs. She has been on the Library Art Committee for 25 years.

Ms. Green gave an historical perspective Art Programs as managed in the pre-Expansion Library building. The exhibits were hung in the old Founders' Room, a multi-purpose room for Library Programs. If a Program was in progress, it was impossible for visitors to view the Art Exhibit. Also, the jury/review process did not really exist at that time, due to one local artist at a time being featured for each exhibit. When artists applied, Committee members only had one piece of the artist's work to review. The art shown at that time was considered family friendly with mostly landscapes presented. A good turnout at an Art Opening at that time was about 35 people. The new Gallery now attracts about 135 guests at each Art Opening.

The application process has transformed from a local application to a competitive juried review online. The Committee is using Art Call software, and artists from all over the Bay Area can submit their works. The artists the Committee is able to feature now are outstanding. The Committee is currently selecting artwork by a consensual process with the guardrails of the Library as a family destination. The Committee is vigilant regarding audience appropriateness. Brenda Bottum and Diane Green personally vet the art and collaborate with Director Duran, if necessary. The actual jury process is blind by the

Committee. The team looks for aesthetic appeal, technical proficiency, and for themes previously determined by a Steering Committee. They also curate the shows to create a balance between artistic expressions, show cohesion, and showing as many artists as possible.

The mission of the Library Art Committee is: “We build community around art.” Hospitality is a core value, and the Committee aims to be gracious and welcoming to all constituencies. The Gallery reputation is growing to be known for its hospitality and professionalism. The Committee has prioritized engaging viewers respectfully, while challenging them at the same time. Some of the art is beautiful and pleasing, while some is statement and issue oriented. This all serves an educational purpose and a purpose of reaching throughout the Bay Area to give opportunity to extremely good artists who couldn’t afford to live here, but can connect with local patrons through their shows here.

Ms. Green said that the Art Policy up for Agency approval has been reviewed by counsel, and is written so that the creative leeway of the Committee is protected. The Committee is aware of the responsibility not to trigger issues, and understands the need for guidelines. In the 2-1/2 years since the new Library’s Grand Opening, the Committee has solicited, sponsored, and curated 15 shows with 600 artworks, and has not received a single complaint about any of the works.

Director Duran added that the Policy illustrates current practices, creates a framework to empower decisions, and is backed by Library Administration and Agency Board. Staff reviewed other library advertising and public exhibit spaces, and Library counsel has reviewed the policy. She thanked Ms. Green and Ms. Bottum for their work.

Trustee Richards asked about liability insurance for the Art Shows. Director Duran said that the Library includes a rider in it’s Property and Liability Policy for the art on site.

Chair Hooker called for a motion to approve the Art Policy.

Motion to approve the Art Policy as presented made by Trustee Richards, seconded by Trustee Sutton.

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

Absent: Treasurer Jeff Slavitz

Noes: None

Motion passed.

11. Schedule of 2025 Meeting Dates

The next Regular Agency meeting is scheduled for March 17, 2025.

Chair Hooker announced a Closed session would begin at 9:00 pm.

CLOSED SESSION

RETURN from CLOSED SESSION at 9:40pm

REPORT from CLOSED SESSION: Chair Hooker announced that no action was taken during the CLOSED SESSION and there was nothing to report.

Chair Hooker adjourned the meeting at 9:42 pm

Respectfully Submitted,

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

**SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
March 11, 2025**

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

Members Remote: Emily Poplawski (remote, not voting)

Also Present: Crystal Duran, Kristin Johnson

CALL TO ORDER: Chair Hooker called the meeting to order at 11:15 am

PUBLIC COMMENT:

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

TRUSTEE CONSIDERATIONS:

1. Consideration of Resolution No. 306-2025 entering into a legal services agreement with the firm Boucher Law, PC

Director Duran introduced attorney Marc Zafferano, joining remotely. Mr. Zafferano works with the firm Boucher Law, PC, and has had a long career in public service. He is a retired City attorney from the City of San Bruno. He said that the firm, headed by attorney Christopher Boucher, has served mostly public Agencies and public agency-affiliated non-profits. Mr. Zafferano specializes in labor law and employment-types of appeal hearings.

Director Duran said that the contract with Boucher Law, PC has been reviewed by the Library's legal counsel.

Mr. Zafferano's team includes an Administrative Assistant and a Paralegal. He will do most of the work of legal consulting and advice, and assign administrative tasks to his team at the lower costs.

Chair Hooker called for a motion to approve Resolution No. 306-2025 entering into a legal services agreement with the firm Boucher Law, PC.

Motion to approve Resolution No. 306-2025 entering into a legal services agreement with the firm Boucher Law made by Treasurer Slavitz, seconded by Trustee Sutton.

Roll Call Vote: Chair Anthony Hooker, Treasurer Jeff Slavitz, Trustee Pamela Goldman, Trustee Roxanne Richards, Trustee Katherine Sutton, Trustee Kenneth Weil.

Remote, not voting: Vice Chair Emily Poplawski

Absent: None.

Noes: None

Motion passed.

Chair Hooker announced a CLOSED SESSION and adjourned the public meeting at 11:21 am.

CLOSED SESSION entered into at 11:25 am.

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

RETURN from CLOSED SESSION AT 12:55 pm.

REPORT from CLOSED SESSION: Chair Hooker announced that no action was taken during the CLOSED SESSION and there was nothing to report.

Chair Hooker adjourned the meeting at 12:56 pm

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 FEBRUARY 2025

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	4,185.23	\$ 4,185.23
	EFT	CalPERS Retire CLASSIC DEC.	100	7100	CalPERS Retirement Benefit	10,441.56	
	EFT	CalPERS Retire PEPRA DEC	100	7100	CalPERS Retirement Benefit	9,804.52	\$ 20,246.08
	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
	EFT	Delta Dental - Feb.	100	7110	CalPERS Insurance Benefits	\$ 1,369.76	\$ 1,369.76
	ACH	Amazon	100	Various	Amazon Account Charges	\$ 1,670.34	\$ 1,670.34
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 59,670.32	\$ 59,670.32
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.55	\$ 5.55
	ACH	Ameriflex FSA	100	204X	FSA/LSA/DCA Liability	\$ 285.99	\$ 285.99
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 400.00	\$ 400.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 864.35	\$ 864.35
	ACH	PG&E	100	8490	Power	\$ 6,978.65	\$ 6,978.65
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 57,527.58	\$ 57,527.58
	ACH	Pitney Bowes	100	8220	Postage & Freight	\$ 200.00	\$ 200.00
				FEB	TOTAL EFT / ACH	\$ 177,725.09	\$ 177,725.09
OPERATING HAND CHECKS							
2/7/2025	HC000637	Milos Petrovic	100	2080	Payroll	\$ 1,198.53	\$ 1,198.53
2/7/2025	HC000638	Milos Petrovic	100	2080	Payroll	\$ 1,476.71	\$ 1,476.71
2/15/2025	HC000639	Clair R COhn	100	8240	Adult Programs	\$ 450.00	\$ 450.00
				FEB	TOTAL HAND CHECKS	\$ 3,125.24	\$ 3,125.24
OPERATING ACCOUNTS PAYABLE BATCHES							
2/4/2025	102520	A&P	100	8430	Building Maintenance	100.00	\$ 100.00
2/4/2025	102521	BAKER	100	7601	Books and other Materials	525.72	
2/4/2025	102521	BAKER	100	7602	Processing Costs & Fees	156.30	
2/4/2025	102521	BAKER	100	7601	Books and other Materials	544.55	
2/4/2025	102521	BAKER	100	7602	Processing Costs & Fees	145.60	
2/4/2025	102521	BAKER	100	7601	Books and other Materials	584.53	
2/4/2025	102521	BAKER	100	7602	Processing Costs & Fees	99.95	
2/4/2025	102521	BAKER	100	7601	Books and other Materials	714.41	
2/4/2025	102521	BAKER	100	7602	Processing Costs & Fees	182.50	
2/4/2025	102521	BAKER	100	7601	Books and other Materials	480.94	
2/4/2025	102521	BAKER	100	7602	Processing Costs & Fees	123.80	
2/4/2025	102521	BAKER	100	7601	Books and other Materials	44.17	
2/4/2025	102521	BAKER	100	7601	Books and other Materials	39.40	3,641.87
2/4/2025	102522	BRODARTCO	100	7601	Books and other Materials	58.54	58.54
2/4/2025	102523	CINTAS	100	8230	Office Supplies	47.18	47.18
2/4/2025	102524	DIANAMARIEETSEY	100	8240	Adult Programs	350.00	350.00
2/4/2025	102525	EMPLOYMENTDEVELOPMENT	100	7140	Unemployment	454.00	454.00
2/4/2025	102526	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	35.39	
2/4/2025	102526	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	97.92	133.31
2/4/2025	102527	KYOCERA	100	8210	Copier Expense	678.55	678.55
2/4/2025	102528	LIBRARYIDEASLLC	100	7606	Digital Collection	6.50	6.50
2/4/2025	102529	MARINITINC	100	8070	IT Infrastructure	400.00	
2/4/2025	102529	MARINITINC	100	8070	IT Infrastructure	297.50	
2/4/2025	102529	MARINITINC	100	8040	Technical Support	3,421.00	4,118.50
2/4/2025	102530	MISSIONSQUARE	100	2040	Deferred Comp Deductions	2,000.00	2,000.00
2/4/2025	102531	OPTIONCLICKCONSULTING	100	8240	Adult Programs	200.00	200.00
2/4/2025	102532	OVERDRIVEINC	100	7606	Digital Collection	1,050.93	
2/4/2025	102532	OVERDRIVEINC	100	7606	Digital Collection	521.24	1,572.17
2/4/2025	102533	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	4,437.00	4,437.00
2/4/2025	102534	RWGLAW	100	8840	Legal & Consulting Services	6,258.30	6,258.30
2/4/2025	102535	USBANKEQUIPFIN	100	8210	Copier Expense	1,320.89	1,320.89
				2/4/2025	ACCOUNTS PAYABLE BATCH	\$ 25,376.81	\$ 25,376.81

BELVEDERE TIBURON LIBRARY AGENCY
 OPERATING WARRANTS
 FEBRUARY 2025

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
2/15/2025	102536	BAKER	100	7601	Books and other Materials	1,209.73	
2/15/2025	102536	BAKER	100	7602	Processing Costs & Fees	323.70	
2/15/2025	102536	BAKER	100	7601	Books and other Materials	638.09	
2/15/2025	102536	BAKER	100	7602	Processing Costs & Fees	206.40	2,377.92
2/15/2025	102537	BRODARTCO	100	7601	Books and other Materials	257.70	257.70
2/15/2025	102538	CINTAS	100	8230	Office Supplies	12.38	12.38
2/15/2025	102539	GOLDENGATE	100	8492	Building Maintenance Contracts	250.00	250.00
2/15/2025	102540	MBCONTRACTFURNITURE	200	9020	Furniture, Fixtures & Improvements	1,530.87	1,530.87
2/15/2025	102541	MILLVALLEYREFUSE	100	8480	Trash	296.91	296.91
2/15/2025	102542	MISSIONSQUARE	100	2040	Deferred Comp Deductions	2,000.00	2,000.00
2/15/2025	102543	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	200.00	200.00
2/15/2025	102544	TPXCOMMUNICATIONS	100	8260	Telephone	1,248.59	1,248.59
2/15/2025	102545	TRIPEPI	100	8840	Legal & Consulting Services	866.25	866.25
				2/15/2025	ACCOUNTS PAYABLE BATCH	\$ 9,040.62	\$ 9,040.62
2/28/2025	102546	BAKER	100	7601	Books and other Materials	1,479.92	
2/28/2025	102546	BAKER	100	7602	Processing Costs & Fees	434.40	
2/28/2025	102546	BAKER	100	7601	Books and other Materials	572.34	
2/28/2025	102546	BAKER	100	7602	Processing Costs & Fees	206.25	
2/28/2025	102546	BAKER	100	7601	Books and other Materials	642.87	
2/28/2025	102546	BAKER	100	7602	Processing Costs & Fees	154.25	
2/28/2025	102546	BAKER	100	7601	Books and other Materials	298.25	
2/28/2025	102546	BAKER	100	7602	Processing Costs & Fees	73.90	
2/28/2025	102546	BAKER	100	7601	Books and other Materials	836.69	
2/28/2025	102546	BAKER	100	7602	Processing Costs & Fees	228.00	\$ 4,926.87
2/28/2025	102547	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	40.00	\$ 40.00
2/28/2025	102548	CCHINCORPORATED	100	7601	Books and other Materials	252.99	\$ 252.99
2/28/2025	102549	CLAIRERCOHN	100	8240	Adult Programs	300.00	\$ 300.00
2/28/2025	102550	COFAM	100	8240	Adult Programs	200.00	\$ 200.00
2/28/2025	102551	COMMUNICO	100	8070	IT Infrastructure	1,875.00	\$ 1,875.00
2/28/2025	102552	ERICHUMPHREY	100	8251	Young Adult Programs	200.00	\$ 200.00
2/28/2025	102553	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	780.00	\$ 780.00
2/28/2025	102554	JANETLEESINGS	100	8240	Adult Programs	200.00	\$ 200.00
2/28/2025	102555	MARINITINC	100	8070	IT Infrastructure	400.00	\$ 400.00
2/28/2025	102556	MARINWATER	100	8500	Water	51.75	\$ 51.75
2/28/2025	102557	MISSIONSQUARE	100	2040	Deferred Comp Deductions	2,000.00	\$ 2,000.00
2/28/2025	102558	MUCHMORE	100	8840	Legal & Consulting Services	2,983.75	
2/28/2025	102558	MUCHMORE	100	8840	Legal & Consulting Services	2,570.40	\$ 5,554.15
2/28/2025	102559	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	200.00	\$ 200.00
2/28/2025	102560	OVERDRIVEINC	100	7606	Digital Collection	456.45	
2/28/2025	102560	OVERDRIVEINC	100	7606	Digital Collection	613.24	
2/28/2025	102560	OVERDRIVEINC	100	7606	Digital Collection	1,292.42	
2/28/2025	102560	OVERDRIVEINC	100	7606	Digital Collection	28.00	\$ 2,390.11
2/28/2025	102561	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	1,107.42	\$ 1,107.42
2/28/2025	102562	PEAKE	100	8840	Legal & Consulting Services	4,000.00	\$ 4,000.00
2/28/2025	102563	REDWOODSECURITYSYSTEMS	100	8492	Building Maintenance Contracts	318.00	\$ 318.00
2/28/2025	102564	RWGLAW	100	8840	Legal & Consulting Services	22,842.56	\$ 22,842.56
2/28/2025	102565	TERMINIXPROCESSINGCENTE	100	8492	Building Maintenance Contracts	6.78	\$ 6.78
2/28/2025	102566	USBANKEQUIPFIN	100	8210	Copier Expense	1,432.59	\$ 1,432.59
				2/28/2025	ACCOUNTS PAYABLE BATCH	\$ 49,078.22	\$ 49,078.22
				FEB.	TOTAL ACCOUNTS PAYABLE BATCHES	\$ 83,495.65	\$ 83,495.65
				FEB.	TOTAL WARRANTS	\$ 264,345.98	\$ 264,345.98



March 17, 2025

Honorable Assemblymember Damon Connolly
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0012

Dear Honorable Connolly,

On behalf of the Belvedere Tiburon Library, we respectfully request your support in restoring the 50% cut to the California Library Services Act program in the 2025-26 State Budget from \$1.8M to \$3.6M. While we know the state is facing a challenging Budget this year, this program is providing vital services to Californians, particularly your district, and is very worthy of your continued support.

CALIFORNIA LIBRARY SERVICES ACT – 6120-211-0001

\$3.6 million requested (ongoing appropriation)

The California Library Services Act supports libraries in ensuring all Californians can access free materials to support their lifelong learning goals. The state is broken down into nine library regions or “Cooperative Library Systems” to maximize resources among libraries in that geographic footprint more effectively. The California Library Services Act has existed for more than five decades and provides direct funding to the Systems. The California Library Services Act exists for resource sharing, and of the 187 library jurisdictions statewide, 181 of them are affiliated with a system and use these funds to resource share, creating an economy of scale much larger and more efficient than if each library were to purchase materials on their own.

Our library is affiliated with the NorthNet Library System (NLS), a cooperative library system of 41 public and law libraries located in Northern California, covering 57,838 square miles in the northern part of the state from the Pacific Coast to the Nevada border and from Marin and the Sacramento area to the Oregon border. Of the 58 California counties, 48% are in NLS, and 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches. Library budgets range from a few thousand dollars to several million.

At its highest point, approximately 25 years ago, the CLSA was funded at \$26 million. In 2011, during the Recession years, the CLSA baseline was \$12.9 million, and Governor Brown zeroed out every last dollar in the fund. Since then, libraries have worked to restore the funding, raising the baseline to \$3.6 million in recent years, which is still substantially below the amount appropriate to fund the needs of the library systems and the millions of patrons in California who use the public library annually. Governor Newsom proposed zeroing out the funding to address last year’s Budget deficit. However, the legislature felt it was essential to restore half of the funding in the

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Office: 415.789.2661 | www.beltibrary.org

2024-25 State Budget last year. The CLSA baseline now stands at \$1.8 million, which equates to 5 cents per person in California.

The highest uses of CLSA funds statewide include:

- Support delivery service between libraries to share over **5 million items** annually, at 18 cents per item. Funding ensures that materials reach rural and isolated populations.
- Purchase shared eCollections (eBooks, eMagazines) used nearly **2 million times** annually.
- Support a shared collection of physical materials among 70 library jurisdictions statewide of over **2 million items**.

NorthNet benefits greatly from the California Library Services Act funds in the following ways:

- Supporting the courier services that delivered over 800,000 books and library materials among libraries, traveling 195,000 miles to reach the more densely and sparsely populated areas.
- Investing in shared eBook collections that last year were used over 1.7 million times by nearly 76,000 people, with items in multiple languages and collections for students and adults. Providing eBooks and digital audiobooks provides accessibility specifically to the large swath of our community residents who are homebound or have limited mobility and are unable to access the physical library regularly.
- Investing in a shared eMagazine collection with 27 libraries, which was used more than 277,000 times last year. Physical magazines are expensive, and sharing a collection dramatically reduces the cost. Several libraries note that because of the availability of CLSA funds and the high cost of print magazines, they have stopped all print magazines and only utilize digital versions. With the 50% reduction, libraries must pay for a portion of this with local funds, which creates a significant financial burden on most small and rural libraries.
- Smaller libraries use it to support broadband access.

NorthNet receives the most significant portion of CLSA funds because the formula used includes geographic distance as one of its factors. In FY 2023-24, NorthNet received \$829,887, and in FY 2024-25, it received \$431,390. Providing funding to support sharing physical and electronic materials ensures that people with and without access to the Internet can remain engaged and informed.

A 50% reduction in funds, from \$3,630,000 to \$1,880,000, results in severe, drastic cuts that impact small and rural libraries, which cannot afford to close the funding gap. The original funding has not increased in years, but our courier and subscription costs continue to rise by approximately 5% annually.

We ask that you consider reinstating the full funding to \$3.6M to provide a baseline of necessary services across the state.

Sincerely,

Anthony Hooker
Chair of the Belvedere Tiburon Library Agency

Belvedere-Tiburon Library Agency Future Meeting Dates

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

March 16, 2026

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