

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, April 21, 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. Quarterly Treasurer's Report 9 months ended March 31, 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 March 17, 2025
7. Approval of Agency Warrants for the Month of March, 2025.

TRUSTEE CONSIDERATIONS

8. Presentation on the Library Collection and Usage.
9. Consideration of adding one dual EV charging station.
10. Discussion of possible uses of Bonnie Spiesberger Gift for Capital Expenditures.
11. Consideration of Sculpture addition to I'Lee Hooker Memorial Garden

COMMUNICATIONS & ANNOUNCEMENTS

12. Schedule of 2025 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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



DATE: April 21, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

Our Green Takeover volunteer team is actively organizing a community-wide Green Fair on Saturday, June 21, 2025, from 11 to 2 pm. Centered around the theme *Eco-Everyday: Small Actions, Big Impact*, the event aims to inspire sustainable living through practical, accessible strategies. Plans include 20-minute presentations by environmental experts, outreach booths hosted by local agencies and organizations, and hands-on activities for all ages. Volunteers are currently recruiting vendors and seeking sponsorships to support this community initiative.

In alignment with our strategic plan to curate offerings that reflect and inspire the community, we will host a photography and narrative exhibit *The Newest Americans: New Citizens Reflect on What America Means to Them*, on display from July through September. The exhibit shares the personal journeys, hopes, and reflections of 29 new U.S. citizens, offering a deeply human look at the immigration experience. Through vivid color portraits and firsthand accounts, the exhibition invites viewers to consider the complex and often contentious conversation surrounding immigration in America. This will be the first exhibit managed by staff with other staff-led exhibits planned annually in the summer months.

We are also developing a Local Authors Series to highlight the creative voices of our community and provide a platform for local authors and illustrators to share their work. Once the program is ready, we'll invite creators of all genres and age categories to apply for future events. Authors will be grouped by theme, content, or genre to foster engaging and cohesive panel discussions. Each seasonal program will feature 3 to 4 local authors, each giving a brief 10–12 minute talk followed by a joint Q&A session with the audience. This format builds upon a successful Local Authors program last year and we're eager to continue spotlighting local voices in this way. The ongoing recruitment will be advertised through the local newspaper and various library channels.

As the Library of Things collection continues to grow, we are implementing new lending guidelines and a borrower waiver to ensure the safe and responsible use of items. Beginning next month, borrowers of select higher-risk or specialized Library of Things items will need to complete a waiver agreement. Items may be borrowed for up to three weeks, with a limit of three items per borrower and no renewals. Borrowers are financially responsible for any damage or loss. These updated procedures help protect patrons and the Library while

supporting broader community access to creative tools, technology, and learning experiences. Legal counsel has reviewed the guidelines and waiver form for use.

Some upcoming programs worth highlighting include:

- The Language of Flowers in Asian Art, April 23, 6pm
- Exploring the Great Classical Ballets: Giselle, April 24, 11am
- Marin Poetry Center's Traveling Show Pop-Up, April 26, 3pm
- Coffee with a Cop, April 28, 10-11:30am
- Behind the Scenes Tour of the Marine Mammal Center, April 29 and May 3, 12pm
- Author Talk and Book Signing with Alka Joshi, April 30, 6pm
- Paper Shredding, May 9, 1-4pm

Personnel

Recruitment recently closed for two open positions: Part-Time Library Assistant and Part-Time Librarian. We received over 40 applications for the Library Assistant role, marking our highest applicant pool for this position in the past three years. These vacancies arose as team members transitioned to new professional opportunities.

Staff development remains a priority. Select staff will participate in upcoming trainings including “Let’s Talk About Race in Storytimes,” which supports inclusive and culturally responsive programming. In addition, our supervisors are enrolled in “Intergenerational Leadership: Working Across Generations,” a training focused on strengthening collaboration and communication among multigenerational teams. The training topics demonstrate our commitment to inclusion and growth, two of our recently adopted staff values.

In an effort to enhance our benefits offerings, staff solicited cost proposals for eligible employees. The Compensation Committee reviewed proposed changes and associated costs, and we are moving forward with the following improvements: consolidating life insurance and long-term disability (LTD) coverage under Reliance Matrix, adding vision benefits, and introducing an Employee Assistance Program (EAP). The EAP will provide confidential access to short-term counseling, mental health resources, financial and legal consultation, and other support services to help employees manage personal and professional challenges. The annual cost for these improvements is \$10,340, representing a modest increase of \$1,784 from our current benefits expenses. Reliance Matrix is our current provider for life insurance and consolidating the additional benefits together resulted in cost-savings rather than purchasing through different providers. We have a planned enrollment date of June 1, 2025 to lock in rates before they increase in the new FY.

Administration

The Library has been approved to participate in the BayREN Energy Roadmapping Project, which provides public agencies with tailored technical assistance to advance energy efficiency and climate resilience. Each roadmap includes: a review of community demographics, climate-related vulnerabilities, and local energy goals; a detailed analysis of the Library’s building characteristics, energy usage, and grid reliability; and measure-level recommendations for efficiency, electrification, and resilience upgrades based on no-cost, on-site audits. As the Library explores its role as a future Community Resilience Center (CRC), the roadmap will also include a focused assessment of critical needs and resilience features. This project directly supports our Sustainable Library Certification efforts and will help shape future capital improvement planning related to solar power, battery storage, backup energy systems, and overall energy performance. We are scheduled for a kick-off call in late April to begin the assessment process.

We were scheduled to welcome representatives from the Institute of Museum and Library Services (IMLS) in July to learn more about our sustainability initiatives. Unfortunately, the visit has been canceled due to recent federal cuts to IMLS funding.

BELVEDERE TIBURON LIBRARY AGENCY
QUARTERLY TREASURER'S REPORT
STATEMENT OF CHANGES IN CASH
9 MONTHS ENDED
MARCH 31, 2025

Beginning CASH at Fiscal Year End June 30, 2024	\$ 2,586,355
<u>OPERATING ACTIVITY</u>	
Operating Revenue	2,150,390
Original Bond Debt Service	(124,128)
Operating Expenses	(2,546,278)
Net Operating Income/(Outflow)	(520,016)
<u>RESERVE ACTIVITY</u>	
Computers, Equipment, Furniture	(39,427)
Building Repairs & Improvements	(5,937)
Grounds Improvements	(41,375)
Total Reserve Activity	(86,739)
<u>BALANCE SHEET ACTIVITY</u>	
Prior Year Receivables Received	371,407
Prior Year Prepays Expensed	13,854
Prior Year Accrued Payroll Paid	(6,645)
Prior Year Accounts Payable Paid	(60,582)
Change in Health FSA Accounts	1,209
Net Balance Sheet Activity	319,243
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Designated Fund Inflows	6,132
Designated Fund Outflows	(2,981)
Net Designated Fund Activity	3,151
Ending CASH at March 31, 2025	\$ 2,301,993
<u>CASH BY FUND</u>	
Insurance Reserve	\$ 500,000
Building Reserve	\$ 47,941
Expansion Funds Reserved for Current Projects	\$ 4,636
Fiscal Agent Account Balance	\$ 111,830
Donor/Source Designated Funds	\$ 21,166
Operating Reserve	\$ 1,616,420
Ending CASH at March 31, 2025	\$ 2,301,993

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

9 MONTHS ENDED

MARCH 31, 2025

	<u>ACCOUNT</u>	<u>FY25 ANNUAL BUDGET</u>	<u>MARCH 2025 75% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>	<u>BUDGET REMAINING</u>	<u>FY24 ANNUAL BUDGET</u>	<u>MARCH 2024 75% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>
GENERAL FUND REVENUE								
Revenue								
Basic Library Tax (1)	5010	\$ 2,556,925	1,443,899	56%	1,113,026	\$ 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	\$ 250,000	143%
Program Grants (3)	5033	80,400	67,625	84%	12,775	15,000	\$ 3,270	22%
Book Fines and Reserves	5040	500	1,625	325%	(1,125)	500	\$ 689	138%
Reference Desk Income	5065	50	283	566%	(233)	250	\$ 79	32%
Copier Fees	5070	380	504	133%	(124)	500	\$ 601	120%
Other Revenue (includes EV)	5090	9,303	10,969	118%	(1,666)	7,200	\$ 10	0%
Interest Income	5099	50,000	55,246	110%	(5,246)	50,000	\$ 73,085	146%
Total Revenue		\$ 3,572,558	2,150,390	60%	1,422,168	\$ 3,488,502	\$ 2,157,353	62%
Bond Debt Service via Parcel Tax								
Bond Debt Service - Interest	8910	(15,900)	(15,900)	100%	0	(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)	(124,128)	96%	(5,772)	(129,250)	(115,216)	89%
Total Revenue after Bond Service		\$3,442,658	2,026,262	59%	1,416,396	\$3,359,252	\$2,042,137	61%

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

9 MONTHS ENDED

MARCH 31, 2025

	ACCOUNT	FY25 ANNUAL BUDGET	MARCH 2025 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	MARCH 2024 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET
GENERAL FUND EXPENDITURES								
Personnel (4) (5)								
Salaries & Wages	7010	1,409,856	1,023,756	73%	386,100	1,364,051	944,920	69%
Medical Reimbursement	7015	21,600	15,806	73%	5,794	21,600	14,850	69%
Part Time Salaries & Wages	7020	303,834	177,533	58%	126,301	344,113	155,668	45%
PERS Retirement Benefits	7100	277,377	213,406	77%	63,971	240,299	179,372	75%
115 Trust	7105	25,000	0	0%	25,000	25,000	0	0%
PERS Insurance Benefits	7110	258,499	184,983	72%	73,516	222,540	156,718	70%
PERS OPEB Benefits	7115	10,200	8,284	81%	1,916	9,060	7,508	83%
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	20,901	48%	22,785	46,103	28,053	61%
Unemployment	7140	0.00	3,932	N/A	(3,932)		0	
Professional Development	7200	10,000	11,893	119%	(1,893)	15,200	708	5%
Staffing Recruitment	7210	500	1,766	353%	(1,266)	500	968	194%
Total Personnel		\$ 2,373,990	1,676,288	71%	697,702	\$ 2,301,880	\$ 1,501,954	65%

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

9 MONTHS ENDED

MARCH 31, 2025

	ACCOUNT	FY25 ANNUAL BUDGET	MARCH 2025 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	MARCH 2024 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Circulation Materials & Data (6)								
Books and other Materials	7601	100,000	75,067	75%	24,933	125,000	74,381	60%
Vendor Processing Costs	7602	7,000	14,549	208%	(7,549)	7,000	7,957	114%
Supplies for Processing	7603	3,000	1,152	38%	1,848	3,000	3,121	104%
Digital Collection	7606	80,000	59,526	74%	20,474	60,000	54,356	91%
MARINet	7607	112,000	106,203	95%	5,797	100,000	103,955	104%
Total Circulation Materials & Data		\$ 302,000	256,497	85%	45,503	\$ 295,000	\$ 243,770	83%
Technology Services (7)								
Staff Digital Subscriptions	8020	12,276	13,121	107%	(845)	10,000	4,095	41%
Computers & Peripherals	8035	14,250	5,676	40%	8,574	5,000	5,950	119%
Technical Support	8040	39,732	28,553	72%	11,179	66,924	24,331	36%
IT Infrastructure	8070	31,200	34,593	111%	(3,393)	18,000	30,297	168%
Website Maintenance	8071	10,000	6,107	61%	3,893	21,500	5,086	24%
Total Technology Services		\$ 107,458	88,050	82%	19,408	\$ 121,424	\$ 69,759	57%
Program Services & Supplies (8)								
Copier Expense	8210	15,520	14,985	97%	535	19,284	11,832	61%
Postage Freight	8220	3,500	2,755	79%	745	7,000	2,434	35%
Public Relations	8225	34,000	11,508	34%	22,492	30,000	17,078	57%
Office Supplies	8230	7,000	6,236	89%	764	10,000	4,897	49%
Adult Programs	8240	31,900	18,907	59%	12,993	17,000	12,961	76%
Children's Program Supplies	8250	20,000	14,053	70%	5,947	19,450	10,715	55%
Young Adult Programs	8251	6,000	4,085	68%	1,915	9,500	4,791	50%
Telephone	8260	14,600	11,335	78%	3,265	14,600	10,175	70%
A/V Equipment & Peripherals	8270	5,000	3,514	70%	1,486	5,000	0	0%
Maker Space Programs	8280	15,000	4,891	33%	10,109	18,000	11,641	65%
Technology Training Program	8290	4,000	3,700	93%	300	7,000	2,450	35%
Total Program Services & Supplies		\$ 156,520	95,969	61%	60,551	\$ 156,834	\$ 88,974	57%

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

9 MONTHS ENDED

MARCH 31, 2025

	ACCOUNT	FY25 ANNUAL BUDGET	MARCH 2025 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	MARCH 2024 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Building Expenses (9)								
Building & Contents Insur.	8410	125,000	128,032	102%	(3,032)	140,000	112,975	81%
Building Maintenance	8430	17,500	18,894	108%	(1,394)	24,800	34,943	141%
Grounds Maintenance	8440	18,000	0	0%	18,000	11,100	1,920	17%
Janitorial Expense	8450	60,000	39,933	67%	20,067	60,000	41,098	68%
Custodial Supplies	8460	9,000	3,193	35%	5,807	9,000	2,639	29%
Trash	8480	5,360	2,672	50%	2,688	4,873	2,501	51%
Electricity & Gas	8490	80,000	63,385	79%	16,615	80,000	46,323	58%
Parking	8491	6,240	6,240	100%	0	11,040	6,727	61%
Maintenance Contracts	8492	13,000	8,289	64%	4,711	8,400	7,190	86%
EV Public Charging Stations	8493	9,600	8,120	85%	1,480	3,000	10,002	0%
Water	8500	7,500	9,915	132%	(2,415)	9,900	2,972	30%
Furniture & Fixtures	8501	0	0		0	0	0	
Total Building Expenses		\$ 351,200	288,673	82%	62,527	\$ 362,113	\$ 269,290	74%
Agency Administration (10)								
Bank Charges	8810	500	171	34%	329	1,000	51	5%
Credit Card Fees	8815	800	7	1%	793	2,000	12	1%
Cash Over/(Under)	8820	120	0	0%	120	120	(5)	-4%
Membership and Dues	8825	4,455	3,907	88%	548	0	0	0%
Accounting	8830	8,000	5,602	70%	2,398	10,300	5,841	57%
Auditing	8835	33,350	21,412	64%	11,938	34,000	22,760	67%
Legal & Consulting Services	8840	50,000	106,081	212%	(56,081)	65,000	82,782	127%
Staff, Vol, Board	8850	5,000	3,621	72%	1,379	5,000	6,238	125%
Contribution to Reserves	8890	34,427	0	0%	34,427	0	0	
Total Agency Administration		\$ 136,652	140,801	103%	(4,149)	\$ 117,420	\$ 117,679	100%
Total GENERAL FUND EXPENDITURES		\$ 3,427,820	2,546,278	74%	881,542	\$ 3,354,671	\$ 2,291,426	68%
NET OPERATING REVENUE/(LOSS)		\$ 14,838	(520,016)		(534,854)	\$ 4,581	\$ (249,289)	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
9 MONTHS ENDED
MARCH 31, 2025

	<u>ACCOUNT</u>	<u>FY25 ANNUAL BUDGET</u>	<u>MARCH 2025 75% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>	<u>BUDGET REMAINING</u>	<u>FY24 ANNUAL BUDGET</u>	<u>MARCH 2024 75% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>
ACTUAL BEGINNING CASH - ALL FUNDS	6/30/2024	\$ 2,770,523	2,586,355		(184,168)			
NET OPERATING REVENUE/(LOSS)		\$ 14,838	(520,016)		(534,854)			
NON-OPERATING TRANSFERS & USES OF RESERVES								
Building Reserve - Technology & Equip	9010	0	0		0			
Expansion Reserve - Furniture & Fixtures	9020	0	(39,427)		(39,427)			
Building Repairs & Improvements	9022		(5,937)		(5,937)			
Expansion Reserve - Children's Patio	9045	0	0		0			
Operating Reserve - Grounds	9025	0	(41,375)		(41,375)			
Total USES OF RESERVES		0	(86,739)		(86,739)			
BALANCE SHEET ACTIVITY		(70,000)	319,242		389,242			
RESTRICTED FUND ACTIVITY								
Restricted Fund Receipts		10,000	6,132	61%	(3,868)			
Restricted Fund Expenditures		(20,000)	(2,981)	15%	17,019			
Net RESTRICTED FUND ACTIVITY		(10,000)	3,151	(0)	13,151			
ENDING CASH - ALL FUNDS	3/31/2025	2,788,537	2,301,993		(403,368)			

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
9 MONTHS ENDED
MARCH 31, 2025

	<u>ACCOUNT</u>	<u>FY25 ANNUAL BUDGET</u>	<u>MARCH 2025 75% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>	<u>BUDGET REMAINING</u>	<u>FY24 ANNUAL BUDGET</u>	<u>MARCH 2024 75% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>
					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			111,830		111,830			
Restricted Funds			21,166		21,166			
Expansion Funds reserved for current projects			4,636		50,000			
Insurance and Building Reserves	2720 & 2730	16%	547,941	16%	547,941			
Operating Reserve		47%	1,616,419	13%	455,688			
TOTAL ENDING CASH - ALL FUNDS		3/31/2025	2,301,993	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			183,004		296,409			
US Bank Fiscal Agent for CFD-1995-1 Bonds			111,830		2,739			
LAIF		22%	512,597	30%	357,733			
Mechanics Wealth Management Fed Treas		65%	1,494,561	45%	529,744			
TOTAL ENDING CASH - ALL ACCOUNTS		3/31/2025	2,301,993	12/15/2025	1,186,625			

BELVEDERE TIBURON LIBRARY AGENCY					
MARCH 2025 NOTES: DETAIL BUDGET VS ACTUAL					
	75% 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 \$10,969				
	(compared to line 8493 EV cost-to-date of \$8,170)				
(3B)	5099 Interest rates on the Wealth Management Account have been favorable at 5.2% through October				
	Wealth Management is currently in Federal Funds Money Market, yielding 4.21%.				
(4)	7000's - 7200's Personnel	closer to budget than prior year with a full staff, at 71% 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.			
	75% of Budget Year				
(7)	8000's Technology at 82%	Online Services and IT Infrastructure are front-loaded			
(8)	8200's Program Services at 61%,	increased budges and increased activity this year over prior year.			
(9)	8400-8500's Building at 82%	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 103%	Unanticipated Legal costs along with Benefits Study and Staff Coaching			
		have added to this area.			
	GENERAL FUND EXPENDITURES IN TOTAL at 74%	Very close to par of 75%.			
	75% of Budget Year				
9010/9020	Equipment and Furniture:	(Expansion Reserve Use) \$7,300 Signage, \$25,000 Furniture, \$8,800 Patio			
9025	Grounds Improvements	(FDN Grant & Operating Reserve Use) Gardners Guild \$38,836, Land Culture \$2,539			

BELVEDERE TIBURON LIBRARY AGENCY							
MARCH 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	(23,374)	
		and Signage			Patio Furniture	(8,798)	
					Building Repairs	(5,937)	
					Balance 3/31/2025	\$4,636	
		TOTAL Cash:		OPER Reserve:			
		\$ 2,590,000	\$ 1,840,000	at June 30, 2024			
		\$ 2,310,993	\$ 1,616,419	at March 31, 2025			
		67%	47%	YTD % of Operating Budget FY25			
		\$ 1,186,725	\$ 448,479	Low Point mid-December 2024			
		35%	13%	Low Point % of Operating Budget FY25			
		Annual Expenditure Budget FY25:					
			\$ 3,428,000				
		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				
		March	\$214,000	\$2,546,000			
		Thereafter	\$294,000	Average monthly available in budget for remaining 3 months			

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
March 17, 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, Ivan Silva, Betty Chao, Kristin Johnson, members of the public

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

OPEN Forum:

Chair Hooker opened the floor to comments or questions from the public, and encouraged members of the public to stay for his statement after the public comment.

Ann Aylwin, a resident of Belvedere, said that she has been involved with the Library for 25 years, filling many roles on the Foundation and the Agency. She is one of the founders of Blackie's Hey Day, has been on many committees, and has worked with staff and volunteers. Ms. Aylwin said that she is speaking tonight as a member of public, and has been shocked and dismayed by the recent community statements and by the information in the Ark Article [regarding the Library personnel issue], and feels that not all sides of the story have been heard. She added that, prior to the Ark article, the only perspective on the issue reaching the public has been from the former employee. In addition, none of the speakers at the February meeting stayed to hear a different side of the story [after the public comment]. Ms. Aylwin personally checked in, recently, with a number of long-term Library Staff. She said that the Library is serving the public well, that the former visions of the Teen and Maker Spaces are now reality, and that these are just two of many positive facets of the current Library. She implored critics to trust the judgements and actions of the Agency Trustees and to give the Agency and Staff the respect and trust they deserve.

Bill Smith, a resident of Belvedere for 56 years, said that he has a long-standing relationship with the Library. He was on the Board of Belvedere Community Foundation when it was the conduit toward building the first Library [in the current location]. He suggested that those who are interested in the history of the Library read First A Dream. Mr. Smith addressed the Agency Trustees, stating that each of them has been selected by a local Government Agency (Town of Tiburon, City of Belvedere, Reed School District) after an application process. He has known a number of Trustees for over 50 years, and feels that they are intelligent and level headed. He is aware of the nature of legal matters, requirements of Closed Sessions, and requisite limitations on discussion of the contents of each of these. He said that he and his wife, Ann Aylwin have recently received emails containing 84 pages of writings from the former employee, Milos Petrovic. In addition, he noted that the Ark article contained a statement by the former employee stating that one of Trustees is too young. Mr. Smith feels that this indicates a fundamental misunderstanding of the Agency's role in the community. He felt that these writings represent one unhappy employee among all the other happy ones. He added that complaints about fair and thorough personal and legal issues should not be debated in a public forum. Mr. Smith expressed support for Director Duran in what she is doing.

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Jeanette Carr, Belvedere resident, who has also been here for many years, said that her main concern is that this [public discussion and pending legal action] is too divisive in the community. She wishes the conflict would have gone to mediation before lawyers became involved. She asked why discussion and compromise were not engaged before the matter became a legal one. Spending money on lawyers is not what the community wanted in its Library. Mrs. Carr hopes that the situation will be resolved outside of costly legal action.

Mo Newman, a Belvedere resident for 50 years and long library supporter said that she came to last month's meeting to support Milos Petrovic, and has not able to get any information on the other side, and was not able to stay at the last meeting. She said that she does not like the secrecy, that the local public citizens have paid everything for the Library, which includes legal fees, and that freedom of speech is the most important component of democracy. She wants to hear what is going on. She said that "this is our Library, and we have a right to be at every meeting, there should not be closed meetings."

Dr. Thomas Cromwell, long-time Belvedere resident, said that he was dismayed about the Ark article, and that it was his first exposure to the current issue. He previously served on the Agency for 2 terms, including Chairmanship. He said that this library, a project completed, is the bell-weather of libraries in this community. He added that he served as Agency Trustee on a nationwide search for the new Library Director. Crystal Duran was the candidate appointed, and Dr. Cromwell is happy to have been a part of appointing her. He has also given lectures here on disaster preparedness, and the Staff have been more than helpful. He was personally involved in expanding a music program at the Library, and Director Duran was very enthusiastic and supportive. The program, "Hootenanny," has now grown from 5 to 35 members. Every other Friday afternoon, the community comes to the Library to sit and sing. Dr. Cromwell has also worked with Director Duran in preparing to use the Library as a hub during a disaster, and has been meeting with Tiburon and Belvedere Council Members to prepare an MOU. Both are extremely enthusiastic about current Library Director. He advised the community not to let a personnel problem get in the way of this major asset to the community.

Lisa Essa, a resident of Belvedere, said that she has been enjoying the Library for many years and loves the Maker Space. She said that has encouraged friends in other communities to use the Maker Space, and she also emphasized that the expensive equipment needs to be used maximally. She expressed thanks to Maker Space Librarians Ivan Silva and Birgitta Danielson, whose trainings make the equipment user friendly. Ms. Essa said that she has used items which she created in the Maker Space to decorate at home, and to decorate hospital rooms for children at USCF in a program started by Belvedere resident Lindsey Holmes. She said also plans to make holiday greeting cards for veterans and will seek the support of Maker Space Staff to assist her with this project; she couldn't do it without them. She added that the Staff are patient, highly knowledgeable, and assets to the community.

Annette Harris, Tiburon resident, asked the Agency Trustees to answer the question: "What is the reason that the consultant's report was not made public to the other residents of the Town of Tiburon?"

Susan Norton, a Library Volunteer since 2013, says that she works in the Library's back office repairing books. From that vantage point, she has heard and seen a fair amount of the culture and interaction, directly from employees and from general conversations. Ms. Norton has seen a number of Staff come and go over the years, and she has observed both

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great results and strife during her tenure. She feels that the Library works best for everyone when a cohesive Staff get along and respect one another. Each Staff member is equally important, no one Staff is more important than any other. When there is lack of respect for other Staff and for the rules of the organization by any Staff, that doesn't work for Staff as a whole. The Agency and Library Director are charged with managing the inner workings of the Library. There are policies and procedures in place for this purpose. Ms. Norton said that she is confident in the Library's processes and in the Agency and Management to accomplish their charge. She supports the termination of employees when necessary. With respect to employee morale, a consultant's report is one thing, but Ms. Norton hopes that those concerned for employee morale extend their consideration to the chilling effect on Staff when people from outside the Agency come in and want to disrupt internal decisions.

Brenda Bottum, a Tiburon resident for 10 years said that she began volunteering at the Library in order to be more involved, and has since become even more involved, and feels that was great decision for her. Ms. Bottum serves on the Library Foundation and the Art Committee. She speaks tonight representing herself, not as a part of the organization. She noted that, having just returned from several weeks away, she was recently approached by six Staff members, regarding the article in the Ark newspaper. The Staff were frustrated by the article, love working here, agree with the internal personnel decision, and want to work with team players. Ms. Bottum also asked Staff how they feel about the Library Director, and heard from all six of them that things have gotten so much better. The Staff expressed a liking for Director Duran and for their jobs, and a desire for the personnel issue to end. Ms. Bottum said that she has personally worked with Director Duran, and has encountered an open door. She added that Director Duran came to the Library just three years ago, and had many goals to accomplish while coming into a new organization. A new leader coming in to an organization always requires creating a new culture, which takes time. The Staff expressed appreciation for Director Duran bringing them together with the help of the consultant. Ms. Bottum feels that it is legitimate for a leader to hire a consultant, who can enhance the work to be done, especially when a specific goal is desired. She appreciates that Staff recognize the changes Director Duran is trying to make.

Jodi Roberts, Director of Marin Museum of Contemporary Art, said that she has had the pleasure of attending the Library Art Openings and had participated in many Library Art Events. As a director of a small nonprofit, she gives huge kudos to Director Duran and the Library Art Committee for their outstanding programs. She said that programs like the Library's Art events don't happen without great leadership and partnerships between Staff and Volunteers. Ms. Roberts said that she wished to remind everyone in attendance of tonight's meeting of what has been accomplished at the Library.

Marty Winter, a Belvedere and Tiburon resident of 35 years, said that, to look for our community attitude, look at those who built this Library over many years, meetings, and volunteer hours. He added that the Library previously had a dynamic, personable Library Director, Debbie Mazzolini, and the community was happy with the way the Library was going. The community wasn't looking for dynamic change. The issue at hand is unfortunate. Hopefully, the two sides can come together. Mr. Winter said that he is not recommending the removal of Director Duran, but that is a possibility. He added that the director search must have included a number of capable leaders. He doesn't believe that Director Duran has leadership qualities. Mr. Winter feels that the Agency is responsible for Management of the Library, while the Foundation is responsible for fundraising, and asked why the Library Director would be taking on the role of the Foundation? He added that he

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wants Director Duran to be “re-trained.” He added that the Library needs to be a dynamic, creative space, with lifelong learning, and doesn’t need remedial reading. He said that the Library is a community center, a nexus for intellectual development, for adults continuing to grow, and he wants the community to be able to come together and resolve this personnel issue.

Cynthia Ostroff, who is new to the Belvedere community, said that what she has been hearing in the public comments is unwelcoming and intimidating. The situation should not have gotten as far as it has in such an acrimonious way. She said that Milos Petrovic would greet her at the door, and that she had never before laid eyes on the Director, and didn’t know who she was. She said that the Agency and the Director need to keep this Library welcoming to people with strong personalities and to people who are introverts. She said that she heard from a long-time resident that this Library is dysfunctional. She added that she feels it takes many different personalities to run a Library. The level of enthusiasm that Mr. Petrovic showed was appreciated by her, and she feels that the Director should have had the consultant work with him.

Barbara Winter, Tiburon and Belvedere resident of 35 years and Corner Books Volunteer, said that she enjoys working with Corner Books Manager Heather Lobdell, and that she remembers Debbie Mazzolini’s greetings. Mrs. Winter is a major donor, and said that she has never been greeted by the current Director. She said that the Library needs people that greet people and are friendly, not a CEO, and that the Director should be out among the people. Mrs. Winter added that she is disappointed in the treatment of Mr. Petrovic, which followed no procedure that the public has been allowed to know. She asked that the Agency at least give him due process, and feels that they will find that he is needed in the Library. The Library needs different personalities. She said that the Library is a special place, that the bookstore is well used and has raised \$20,000. She added that she will be disappointed if the Agency continues to treat Mr. Petrovic in this way without revealing the process to the public.

Julia Shumelda, Belvedere resident, and a professional in leadership and cultural development nationally and internationally, said that she wanted to comment about the consultant’s report. She said that, in her experience, when there is a toxic culture, that it is impossible to turn around. She feels that once a leader loses trust and is perceived to manage by fear and intimidation, trust cannot be re-established, and even if the leader’s behavior changed, it wouldn’t make a difference in a cultural context. She added that research shows that toxic culture doesn’t turn around.

Mo Newman, Belvedere, asked to be added to the Public Records request for the consultant’s report.

Chair Hooker closed the Public Comment at 6:56 pm. He thanked the community for talking about the personnel matter, and added that it is good for the Agency to hear what’s important to the community.

Chair Hooker then read the following statement: The Belvedere Tiburon Library Agency follows the Town of Tiburon’s Appeal Process Policy pertaining to disciplinary action. Employees have the right to appeal disciplinary action through this process and the Board ensures that all appeal procedures shall follow this policy.

A Library employee has appealed his termination from the Belvedere Tiburon Library Agency. Per the Library Agency’s Appeal Process Policy, the Library Board must respect the

employee's right to an impartial hearing before an independent hearing officer. The hearing officer will be selected by both parties from a list provided by the California Public Employee Relations Board. After the hearing officer evaluates all of the evidence and provides the Library Board with an advisory decision, the Library Board will make a final decision regarding the employee's termination. It is not appropriate for members of the Board to comment on the employee's termination, as such statements could be perceived as an attempt to improperly influence the appeal. The Library Board respects the employee's right to privacy and the confidentiality of personnel matters. While the employee has discussed some of those details in public, the Board is required by state law to keep personnel information confidential.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Hooker said that his statement, above, was his report.

2. Library Director's Report

Director Duran reported that Library will close early on April 24th, as the Foundation will host a special Donor Acknowledgement event that evening. Library Staff will support the event, and will notify patrons of the early closure ahead of time.

Library Staff have recently attended a variety of trainings, including a mental health first aid course. Skills gleaned from this training will be helpful for Staff in supporting individuals with different needs. Staff have also attended de-escalation trainings, and trainings on how to create a "neuro-inclusive" Library. Maker Space staff will attend Memory Lab training at the San Francisco Public Library.

The Compensation Committee will be meeting soon to discuss benefits. Ideas will be integrated into the budget process, and more information will be presented to the Agency soon.

The Library Green Takeover project has been Federally funded so far. In a check-in last week, participating libraries were compared on their co-design (with volunteers) progress. The Library has marked the greatest progress of any of the grantees in the development of volunteer collaboration and in the expansion of resources. Library Staff will host a program at the annual California Library Association meeting to share experience with other libraries. In light of the recent Executive Order regarding library funding, and in light of the Library having received \$100,000 total in grants from Federal Funding over several years, Director Duran asked the Agency to take up the challenge of advocating for libraries at the State and Federal levels. She stressed the importance of maintaining Federal funding for libraries, and referred to the related action item on tonight's Agenda. She encouraged Agency members to be a voice to government leaders on behalf of libraries, to work in unity with community members, and to strengthen the collective voice of the library community.

Trustee Richards and Chair Hooker asked about volunteer numbers at the Library. Director Duran said that the Library Green Takeover project is comprised of 2 Staff and 10 Volunteers, and that all Volunteers are new except for one high school student who has previously worked in the Teen Room. Director Duran said that new Volunteers have been attracted by the sustainability issues. Beyond the project,

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Corner Books has 43 volunteers, the Library also hosts a number of Teen Volunteers, and the Art Committee has a large number of Volunteers.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that the Foundation continues to receive annual fund donations. The annual fund achieved great results this year, and the numbers will be reported in the fall annual report.

Former Foundation member, Agency Chair, and amazing long-time volunteer and Library supporter Bonnie Spiesberger has left a generous bequest to the Foundation, and Directors Churton and Duran are working on a plan to best allocate the funds.

Foundation members are planning the aforementioned April 24th select donor celebration along with an October legacy celebration for the Library's 30th anniversary.

The Children's patio project remains underway with the current task of color selection for the surface pour. The pour work is awaiting a Town of Tiburon permit.

The Foundations' Volunteer Task Force committee will begin work in the fall to create a formal system for coordinating all of the volunteers in various capacities at the Library.

The Library Art Gallery is currently featuring the "Artist Narratives" show, in which the featured artists illustrate their own history and identity. This show will be featured in the Gallery until May 7th. A reception for the show will be held on Thursday, March 20th. An Art Call fundraising event with artist Deborah Orapollo will be offered on April 7th, and will probably sell out.

Director Duran commended Director Churton for her Foundation work, and noted that her work in her volunteer capacity keeps her at the Library on a full-time basis.

Trustee Richards asked for clarification regarding the Foundation's income, given numbers stated in one of the public comments this evening. Director Churton and Director Duran will clarify.

4. Financial Statements, February, 2025

Clerk Johnson reported that, with 67% of the budget year passed, revenues are at 60% of budget, normal for this time of year. One additional interest payment on the 1995 bonds will be made this fiscal year, followed by 3 final principal and interest payments through September of 2026.

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Total operating expenditures stand at 68% of budget, with spending ahead of last year's 61% due to full staffing and increased programming.

Personnel expenditures are at 63% of budget, on par, Circulation Materials and Data at 85% due to subscription purchases, including MARINet early in the fiscal year, Technology Services are at 70%, just above par, due to early subscription purchases, Program Services are at 55% of budget, low for fiscal year-to-date, Building Expenditures are at 78% due to higher insurance, building maintenance, and utilities costs, and Agency Administration costs are at 100% due to extraordinary legal expenses.

About \$28,000 of the \$50,000 expansion excess funds have been used to create better internal Library signage, buy furniture for Project Refresh (as indicated by community preference in the Strategic Plan), and fund part of the Children's Patio Expense. About \$38,000 has been spent on the I'lee Hooker Memorial Garden. These items are uses of reserves, and some will be partially funded by donors.

The Library currently has about \$2.5 million in cash (due to recent receipt of half-year taxes), with 16% or \$550,000 in Building and Insurance Reserve, and 53% or \$1.8 million in Operating Reserve.

5. Committee Reports

The Compensation Committee will meet this week, and a Finance Committee meeting will be scheduled soon.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of February 24 and March 11, 2024 and the Warrants for the Month of February, 2025 made by Trustee Weil seconded by Trustee Poplawski.

Ayes: all present in favor

Absent: Treasurer Slavitz.

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Presentation on the Library Makerspace by Librarian Ivan Silva

Maker Space Librarian Ivan Silva, said that the Maker Space aligns with the Library's Strategic Plan goal for all ages to be creative, to connect, and to engage in lifelong learning. He expressed appreciation for expanded staffing in the Maker Space, with Librarian Birgitta Danielson working on his team. He looks forward to working with more volunteers through the Foundation's fall Volunteer Committee launch.

Mr. Silva said that the Maker Space began with only one small 3D printer, and now has much additional equipment, including a laser cutter, a heat press, 2 sewing machines, and

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all of the digitization equipment in the Digi-lab. All Maker Space stations have “how to use” documentation in place, and will soon have “how to use” online videos, making it easier for Staff and Volunteers to help patrons get started.

The reservation system for using the Maker Space has been updated, and is now more mobile phone-friendly. The system also allows Staff to distinguish between new and returning reservations.

Mr. Silva presented statistics on the Maker Space, showing that appointments increased to 1,930 from 351 in the prior year, a 450% increase. He is tapping the space’s potential for teaching/training events, which increased from 27 to 39, with attendance at 4-to-6 patrons. The space is not practical for more than 10 attendees

Patrons are using the space for podcasts (both experienced and new users), publishing: a 10-year-old recently published a history of Nintendo, and preserving memories (2,000 hours of memories have been preserved so far, including weddings, births, and 1970’s Jeopardy shows). Mr. Silva hears “great stories” as patrons are in the process of preserving their special history.

All of the work that patrons are doing can help Staff develop prototypes to support more patrons, local organizations, and to collaborate with schools.

Mr. Silva has been working with Landmarks and California Revealed (a digital archive). Patrons and organizations can create additional content with the stories behind their creations. Mr. Silva would like to purchase kits, including digital media creation tools for patrons to check at to do projects at home. He would also like to create Badging Curriculum for kids who use the space, to encourage them to learn and to accomplish maker goals, and to attract more young users. The main users of the Maker Space are currently local artists and entrepreneurs.

Mr. Silva has been involved National Maker Space Leadership. This Friday, he will be hosting the Berkeley Public Library so that their staff can learn more toward launching their own maker space.

Librarian Birgitta Danielson recently attended a Maker Space workshop with the San Francisco Public Library, also increasing her skills to lead creative projects.

Mr. Silva expressed appreciation for the Agency and Foundation fundraising, their championing of the space, and sharing of their networks for community collaboration and wider visibility and use of the Library’s offerings.

Trustee Richards expressed gratitude to Mr. Silva for being a steadfast employee and for creating new activities. She asked how Staff might control the fabrication of undesirable products. Mr. Silva said that the Maker Space Staff follow an internal policy and check each file/request received to make sure that the requested product is appropriate.

Chair Hooker suggested a Maker Space show of items created. Director Churton added that items could be showcased at donor event.

Trustee Sutton asked how the cost of supplies is managed. Mr. Silva said that supplies are purchased in bulk, and patrons are offered a fee schedule for supplies, or they can provide their own materials. The Maker Space fee schedule is maintained at a level of break-even/cost neutrality on the supplies.

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Trustee Weill praised Librarians Silva and Danielson for their personal touch beyond the equipment in managing the space and supporting patrons.

Public Comment on the Matter: Victoria Fong expressed her appreciation for Mr. Silva's assistance in the Maker Space, and Vice Chair Poplawski agreed, along with Trustee Goldman, who said that her son uses the space frequently and speaks highly of it.

Director Duran said that Librarian Silva is always thinking about growth, with examples of the badging, public use of data, and citizen science, and that he is ahead of the curve and becoming a leader in the makerspace field. He represents the Library well, and has presented at a national American Library Association meeting. Mr. Silva said that he enjoys representing the Library and working with patrons, supporting free will and creativity. He reiterated that many stories are revealed in the process of patron projects and that he would like to explore how to share those stories. He added that there always remains much to do. He expressed appreciation for Librarian Birgitta Danielson's patron support and ideas.

9. Consideration of advocacy letter in support of funding for the California Library Services Act

Director Duran said that the Executive Order news on Friday regarding Federal funding for libraries and museums had been disheartening. California has been fortunate to receive \$16million annually from the Federal funding. The cuts mean that the Library will no longer have opportunities available to apply for additional grants. Federal funding was previously used to equip the Digi-lab. Director Duran said that it is now critical for this community to communicate with local and national legislators in support of Federal funding for libraries, that public pressure can potentially create change.

Director Duran referred to the letter included in the packet, which is addressed at the State Level. She encouraged the Trustees to approve the Chair's signing of the letter.

Public Comment on the Matter: Victoria Fong said that she had been fortunate to serve libraries at the State level, and thanked the board in advance for signing any advocacy letters, and encouraged them to share the letter and the push for advocacy with other communities. She thanked Director Duran for bringing this issue to light in the community so that communication with State and Federal legislators can be expanded. She suggested that the Library send a letter to the Ark and to the Marin Independent Journal to encourage the larger community to speak out to legislators on this issue.

Trustee Richards added that this is a call to action for the public. Director Duran said that the California Library Association provides easy efficient tools for advocacy and legislative communication online. This year the Association is having to fight at both the Federal and State levels. As Belvedere-Tiburon is a community which supports libraries, the more those present tonight can encourage other local constituents to speak up, the better.

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Chair Hooker called for a motion to approve the advocacy letter.

Motion to approve the advocacy letter 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.

All in Favor. Motion Passed.

10. Schedule of 2025 Meeting Dates

The next Agency meeting is scheduled for April 21, 2025.

Chair Hooker concluded that, with finances in good shape, the Maker Space activity, the good work of the Foundation, and the amazing number of volunteers, the Library is rolling along and doing well due to everyone's efforts.

Chair Hooker adjourned the meeting at 7:55 pm

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY

WARRANTS

NOVEMBER 2024

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	3,725.78	\$ 3,725.78
	EFT	CalPERS Retire CLASSIC DEC.	100	7100	CalPERS Retirement Benefit	10,235.49	
	EFT	CalPERS Retire PEPRA DEC	100	7100	CalPERS Retirement Benefit	8,912.60	
	EFT	CalPERS Health EE December	100	7110	CalPERS Insurance Benefits	24,199.54	
	EFT	CalPERS Health OPEB December	100	7115	OPEB Insurance Benefits	-	
	EFT	Lincoln Life	100	7110	CalPERS Insurance Benefits	121.70	\$ 121.70
	EFT	Delta Dental - Mar	100	7110	CalPERS Insurance Benefits	\$ 1,369.76	\$ 1,369.76
	ACH	Amazon	100	Various	Amazon Account Charges	\$ 2,948.98	\$ 2,948.98
	ACH	Mechanics Analysis Charges	100	8810	Bank Charges		\$ -
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 60,453.62	\$ 60,453.62
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	EFT	Reliance LTD	100	7110	CalPERS Insurance Benefits	\$ 1,093.12	\$ 1,093.12
	ACH	Ameriflex FSA	100		3 New Accounts	\$ 1,838.35	\$ 1,838.35
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 606.64	\$ 606.64
	ACH	PG&E	100	8490	Power	\$ 6,051.16	\$ 6,051.16
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 61,968.80	\$ 61,968.80
				MARCH	TOTAL EFT / ACH	\$183,605.72	\$140,258.09
OPERATING HAND CHECKS							
3/3/2025	640	Diana Marie Estey	100	8240	Adult Programs and Supplies	\$ 525.00	\$ 525.00
3/12/2025	641	Diana Marie Estey	100	8240	Adult Programs and Supplies	\$ 525.00	\$ 525.00
3/24/2025	642	Mission Square	100	2040	Deferred Comp Deduction	\$ 2,000.00	\$ 2,000.00
3/31/2025	643	Sarah Kreuzer	100	2080	Payroll	\$ 447.68	\$ 447.68
				MARCH	TOTAL HAND CHECKS	\$ 3,497.68	\$ 3,050.00
OPERATING ACCOUNTS PAYABLE BATCHES							
3/15/2025	102567	A&PMOVINGCOMPANY	100	8430	Building Maintence Incidental	100.00	\$ 100.00
3/15/2025	102568	ACVARGOTIBURON	100	8491	Parking	1,560.00	\$ 1,560.00
3/15/2025	102569	BAKER	100	7601	Books and other Materials	765.29	\$ 765.29
3/15/2025	102569	BAKER	100	7602	Processing Costs & Fees	212.85	\$ 212.85
3/15/2025	102569	BAKER	100	7601	Books and other Materials	930.78	\$ 930.78
3/15/2025	102569	BAKER	100	7602	Processing Costs & Fees	265.20	\$ 265.20
3/15/2025	102569	BAKER	100	7601	Books and other Materials	408.06	\$ 408.06
3/15/2025	102569	BAKER	100	7602	Processing Costs & Fees	123.75	\$ 123.75
3/15/2025	102570	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	40.00	\$ 40.00
3/15/2025	102571	BRODARTCO	100	7601	Books and other Materials	52.61	\$ 52.61
3/15/2025	102572	CINTAS	100	8230	Office Supplies	22.73	\$ 22.73
3/15/2025	102572	CINTAS	100	8230	Office Supplies	36.13	\$ 36.13
3/15/2025	102573	COMMUNICO	100	8070	IT Infrastructure	3,750.00	\$ 3,750.00
3/15/2025	102574	ENVISIONWAREINC	100	8070	IT Infrastructure	575.00	\$ 575.00
3/15/2025	102574	ENVISIONWAREINC	100	8070	IT Infrastructure	689.06	\$ 689.06
3/15/2025	102575	ERICHUMPHREY	100	8251	Young Adult Programs	200.00	\$ 200.00
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	78.20	\$ 78.20
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	12.36	\$ 12.36
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	31.42	\$ 31.42
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	3.05	\$ 3.05
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	59.77	\$ 59.77
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	8.24	\$ 8.24
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	20.85	\$ 20.85
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	2.06	\$ 2.06
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	33.20	\$ 33.20
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	0.99	\$ 0.99
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	170.63	\$ 170.63

BELVEDERE TIBURON LIBRARY AGENCY

WARRANTS

NOVEMBER 2024

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	8.08	\$ 8.08
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	21.41	\$ 21.41
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	0.99	\$ 0.99
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	56.06	\$ 56.06
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	1.98	\$ 1.98
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	127.84	\$ 127.84
3/15/2025	102576	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	7.01	\$ 7.01
3/15/2025	102577	INSIDESOURCE	200	9020	Furniture, Fixtures & Improvements	11,340.47	\$ 11,340.47
3/15/2025	102578	VOID	100	8070	IT Infrastructure	0.00	\$ -
3/15/2025	102579	MARINITINC	100	8070	IT Infrastructure	297.50	\$ 297.50
3/15/2025	102580	MILLVALLEYREFUSE	100	8480	Trash	296.91	\$ 296.91
3/15/2025	102581	MISSIONSQUARE	100	2040	Deferred Comp Deductions	2,000.00	\$ 2,000.00
3/15/2025	102582	OCLCINC	100	8070	IT Infrastructure	299.19	\$ 299.19
3/15/2025	102583	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	200.00	\$ 200.00
3/15/2025	102584	OVERDRIVEINC	100	7606	Digital Collection	775.85	\$ 775.85
3/15/2025	102585	PROJECT6DESIGNINC	100	8071	Website Maintenance	1,230.00	\$ 1,230.00
3/15/2025	102586	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	622.07	\$ 622.07
3/15/2025	102586	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	4,437.00	\$ 4,437.00
3/15/2025	102587	THEFLOORSTORE	100	8430	Building Maintenance Incidental	1,057.40	\$ 1,057.40
3/15/2025	102588	TPXCOMMUNICATIONS	100	8260	Telephone	1,305.61	\$ 1,305.61
3/15/2025	102589	TRIPEPI	100	8840	Legal & Consulting Services	993.75	\$ 993.75
				3/15/2025	ACCOUNTS PAYABLE BATCH	\$ 35,231.35	\$ 35,231.35
3/19/2025	102590	BAKER	100	7601	Books and other Materials	561.92	
3/19/2025	102590	BAKER	100	7602	Processing Costs & Fees	121.65	
3/19/2025	102590	BAKER	100	7601	Books and other Materials	271.06	
3/19/2025	102590	BAKER	100	7602	Processing Costs & Fees	73.90	
3/19/2025	102590	BAKER	100	7601	Books and other Materials	539.62	
3/19/2025	102590	BAKER	100	7602	Processing Costs & Fees	141.25	\$ 1,709.40
3/19/2025	102591	CLAIRERCOHN	100	8240	Adult Programs	150.00	\$ 150.00
3/19/2025	102592	ERICHUMPHREY	100	8251	Young Adult Programs	200.00	\$ 200.00
3/19/2025	102593	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	689.21	
3/19/2025	102593	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	36.41	\$ 725.62
3/19/2025	102594	MARINITINC	100	8070	IT Infrastructure	400.00	\$ 400.00
3/19/2025	102595	MAZEASSOCIATES	100	8835	Auditing	2,711.00	\$ 2,711.00
3/19/2025	102596	OVERDRIVEINC	100	7606	Digital Collection	2,176.30	\$ 2,176.30
3/19/2025	102597	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	818.37	\$ 818.37
3/19/2025	102598	PHILIPKING	100	8290	Technology Training Program	300.00	\$ 300.00
3/19/2025	102599	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	339.56	
3/19/2025	102599	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	332.38	\$ 671.94
3/19/2025	102600	USBANKEQUIPFIN	100	8210	Copier Expense	2,641.78	\$ 2,641.78
				3/31/2025	ACCOUNTS PAYABLE BATCH	\$ 12,504.41	\$ 12,504.41
				MARCH	TOTAL ACCOUNTS PAYABLE BATCHES	\$ 47,735.76	\$ 47,735.76
				MARCH	TOTAL WARRANTS	\$234,839.16	\$191,043.85



DATE: April 21, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Expansion of EV Charging Stations

Since the launch of our public EV charging stations in April 2023, the Library has seen strong and steadily increasing community usage. The three chargers installed in the shared Library/Town Hall parking lot currently support an average of 151 charging sessions per month or approximately five sessions daily. The typical session lasts just over three hours and generates \$7.14 in revenue each session, amounting to roughly \$13,000 annually.

Initial implementation costs for equipment and installation totaled \$16,000. These costs were fully offset through rebates from Marin Clean Energy (MCE) and the Transportation Authority of Marin (TAM). We entered a three-year service and warranty contract with EV Connect for \$5,000. Upon contract expiration, we will likely renew our service contract with EV Connect for a five-year term since our equipment has an average lifespan of ten years; the cost for the renewal is yet to be determined, but we expect a lower cost per year based on a 5-year term over the shorter 3-year term.

Cost Overview

Electric utility costs for the program are currently the primary ongoing expense. In FY 2023–24, PG&E charges totaled \$8,500. As of the current fiscal year, we have already accrued \$9,000 in utility costs. Based on usage and rate trends, we project annual electricity costs to rise approximately 10% yearly, reaching \$13,000 in 2026, \$14,500 in 2027, and \$16,000 in 2028.

Revenue growth since launch has been strong, with a 48% increase in FY 2022–23 and an 80% increase in FY 2023–24. The average annual growth rate stands at approximately 64%. At the end of FY24-25, we expect the charging stations to generate modest revenue. While these trends are encouraging, we are applying a conservative forecast model moving forward. When we renew the service contract, we anticipate a deficit in the renewal year but anticipate revenue growth in the subsequent years. Our projections show we can expect a cumulative revenue generation of \$25,000 over eight years.

Usage Trends and Benefits

Top peak charging times are:

- Mondays at 10 AM
- Wednesdays at 12 PM
- Thursdays at 7 AM

- Saturdays at 4 PM
- Sundays at 8 AM

These patterns can help us anticipate demand and inform the implementation of a tiered cost system better aligned with utility costs. Notably, the EV chargers have seen daily use since they became operational.

Beyond financial returns, the EV charging program contributes meaningfully to local environmental goals:

- 200 gallons of fuel saved per month
- Carbon offset equivalent to 50 trees per month

The EV charging stations require minimal staff oversight, and our service provider will notify us of any outages immediately. Any equipment outages we've experienced over the past 2.5 years have been minimal and have not impacted usage, as equipment is generally back online within hours.

Service Expansion

The Town of Tiburon's Local Climate Action Plan notes a goal around increasing the number of public EV charging stations and has offered to cover the equipment, service, and warranty costs to add a dual station to the shared parking lot. The purchase would include subscription fees for a five-year service period. We have the infrastructure to add a dual-charging station adjacent to the current dual station, making five stations available to the public. The Library would cover the utility cost, which would be offset by revenue generated from the additional unit. If approved, the installation and launch of a new dual station would align with the Library's contract renewal so the warranty periods are aligned. Providing additional charging stations would also support the library's strategic plan goals and highlight the library's role in the community as a partner in sustainability and resiliency.

Recommended Action

- Approve an agreement with the Town of Tiburon to fund adding a dual EV charging station to the shared parking lot.



DATE: April 21, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Proposed Use of Restricted Gift

In January 2025, the Belvedere Tiburon Library Foundation received a significant distribution from donor Bonnie Spiesberger's trust. Bonnie's dedication to our library translated into three decades of service, including raising funds for the capital expansion project and co-creating the New Yorker discussion group in 2010. Her generous gift provides an opportunity to further enhance the library and honor her legacy. The trust stipulates that funds be used towards the building and/or placed in an endowment fund for future general use. The Foundation will consider action regarding the funds at its upcoming May Board meeting and has asked staff to draft a proposal for building projects.

This draft proposal requests to use \$100,000 in restricted grant funds for targeted capital improvements as part of Project Refresh, Phase 2. These updates enhance user comfort, building functionality, and staff productivity, reflecting community feedback and internal priorities identified during our strategic planning process.

Project Overview

For Project Refresh, Phase 1, staff collaborated with a volunteer interior designer and a commercial architect to implement improvements, including adding comfortable seating to both lobbies, relocating computers and public copiers to the digital classroom, creating new display areas, and installing lighting solutions throughout the nave. Library users have responded positively to the enhancements and the changes are serving their planned purposes.

Phase 2 focuses on reimagining key interior spaces to support a more welcoming, efficient, and accessible environment. Proposed improvements include:

- Exploring alternative desk and table arrangements in the adult nave to improve flow and access.
- Replacing all nave seating with comfortable, durable furniture that better supports patrons' needs and that can be used interchangeably with other library furniture.
- Rearranging bookshelves in the nave to improve sightlines, accessibility, and navigation.
- Permanent lighting throughout the nave for improved visibility.
- Adding acoustic panels in select areas to reduce noise and improve the user experience.
- Converting the reference workroom to a medium-sized conference room for public use and furnishing an alternative workspace to a dedicated office space.

- Reducing shelving in the children's library for better sightlines.
- Upgrading the staff breakroom to support a healthier, more inviting workplace.
- Tinting all windows facing Tiburon Boulevard to reduce glare, lower interior heat, and support long-term energy efficiency.
- Adding storage cabinets to select staff work spaces to support improved workflows.

Future Capital Improvement Needs (Price TBD)

In addition to the current scope of work, the Library has identified several high-priority infrastructure projects for future planning and funding consideration:

- Electrifying select doors to meet ADA accessibility standards and improve ease of use.
- Upgrading audiovisual infrastructure in the Founders Room to enable live streaming and hybrid programming.
- Installing a security camera system (interior and exterior) and tapless key entry to enhance building safety.
- Solar panels, battery storage, and a backup generator for resiliency and emergency preparedness.

Cost estimates for these projects are being evaluated and will be included in future capital proposals. These improvements will enhance the Library's role as a responsive and resilient public space, supporting learning, connection, and community well-being for all. Project Refresh, Phase 2, combined with long-term planning efforts, ensures that the Library continues to meet the evolving needs of our residents and staff.



DATE: April 21, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: I'Lee Hooker Memorial Garden Enhancements

In 2020, the Library accepted a \$102,000 donation in honor of I'Lee Hooker, a beloved community member, avid reader, and nationally recognized gardener. The funds supported the creation of the I'Lee Hooker Memorial Garden, designed as a peaceful, pollinator-friendly space adjacent to the Children's Patio. The garden was completed in 2024 and reflects I'Lee's love of nature and community.

The donor wishes to enhance the garden with artistic sculptural elements, including two bronze pedestal book sculptures and a wall-mounted book-to-butterfly sculpture. These features are designed to inspire imagination and engagement, particularly for children, while honoring I'Lee's legacy. See conceptual photos for reference.

Per the Library's Gift Policy:

- All monetary gifts for facility improvements must cover the full cost of planning, design, installation, and related expenses.
- The Library must receive and acknowledge the donation before any work commences.
- Gifts of personal property, such as artwork or sculpture, are accepted at the discretion of the Library Director.

Key Considerations

- Estimated Cost and Source: Approximately \$65,000 fully funded by the original donor
- Maintenance: Minimal, with periodic cleaning and optional waxing to preserve patina
- Compliance: Enhancements align with the Library's Gift Policy; a formal agreement will be executed before installation
- Precedent: This is the only capital campaign project to include post-installation enhancements. Staff recommends establishing a precedent that similar donor-requested enhancements require formal Board review and approval.
- Timing: The Memorial Garden is still in its infancy, and the planting warranty period expires in less than four weeks. Before adding enhancements, consider whether the garden needs more time to develop.

This proposed gift meets all criteria. The donor will fully cover the \$65,000 cost. A formal addendum can be added to the current contract to detail the installation scope, maintenance responsibilities, and the Library's right to manage or remove the artwork in the future.





Specs

The pedestal bronze books will be about 18"w x 12"h, plus the pedestals, which will have a total height of 30"-36" at the highest point. These will be all bronze except for their removable pages. The book-to-butterflies feature will also be about 18"x 12", with the butterflies being about 10"x 12", stretching out about 15'-20'.

Recommended Action

- Consider approval of the donor-funded enhancements to the I'Lee Hooker Memorial Garden and direct staff to add an addendum to the contract with Anthony Hooker.
- Alternatively, consider other action and direct staff accordingly.



Belvedere-Tiburon Library Agency Future Meeting Dates

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

April 20, 2026

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