

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, June 16, 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. 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.

5. Approval of Agency Regular Meeting Minutes of May 19, 2025
6. Approval of Agency Warrants for the Month of May, 2025.

TRUSTEE CONSIDERATIONS

7. Consideration of one-time Vacation Buy-Back Program for FY24-25
8. Consideration of Financial Reserve Policy
9. Consideration of Agency Budget for FY25-26.
10. Consideration of Resolution No. 307-2025 Adopting the 2025/2026 Gann Appropriations Limit
11. Consideration of Resolution No. 308-2025 Adopting the CFD 1995-1 2025/2026 Gann Appropriations Limit

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

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DATE: June 16, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

Five volunteers have worked with staff to plan the Green Fest on Saturday, June 21, an all-day, hands-on celebration of sustainability designed for all ages. Event highlights include:

- Hands-on experiences for families: Kids crafted eco-friendly projects, Kids Climate Corner maker-style activities led by Samso Labs, and a special "Neil the Banana Peel" storytime presented by Zero Waste Marin
- Interactive booths from local partners, including The Marine Mammal Center (touch and rescue demos), Peninsula Precious Plastics, Mill Valley Refuse, Audubon's Richardson Bay team, Third Act
- Expert-led pop-ups throughout the day: Life-Saving Skills by Dr. Tom Cromwell, Whale Research in SF Bay by The Marine Mammal Center, Zero-Waste Marin's Implementing Zero Waste in Day-to-Day Life, local birds walk-and-talk by Audubon, and a cooking demo the Zero-Waste Chef Anne-Marie Bonneau.
- Showcase the newly expanded Library of Things collection

Marin Clean Energy (MCE) sponsored the event, which was promoted through multiple channels, including *The Ark*, the City and Town's residential newsletter, Mill Valley and Tiburon's Sustainability newsletter, and the Library's digital platforms.

Children's staff conducted several days of school visits and assemblies to promote the Summer Reading Program. The 2025 theme, *Color Your World*, runs through August. Children are encouraged to track their reading and select a weekly prize. To complement the theme, weekly special programs will be held on Thursday mornings at 11 am.

Personnel

Staff training efforts remain strong across the organization. Various staff have recently completed Mental Health First Aid certification, de-escalation, neuro-inclusive service, and intergenerational leadership. These trainings continue to align with the Library's shared organizational values of Inclusion, Creativity, Integrity, Respect, and Growth.

In addition, staff are actively planning an all-staff development day scheduled for a Friday in August. The library will be closed to the public for the whole day to allow all employees to participate. This will be a staff-led development day designed to foster peer learning, team collaboration, and professional growth rooted in the Library's values. Sessions will incorporate

topics related to cross-departmental communication, service innovation, and building a supportive workplace culture. Ample notice will be provided to the public regarding the one-day closure. These development efforts not only support individual staff growth but strengthen the Library's ability to meet the evolving needs of the community.

Two new part-time Library Assistants will be joining the team in the coming weeks. They will participate in training and shadow shifts before assuming independent service shifts, helping support evening business hours.

The Employee Handbook is under review and is expected to be presented to the Board for its annual review and approval at the August meeting.

Administration

Phase One of Project Refresh has been substantially completed, improving public computing areas, meeting room spaces, and public seating. Additional facility work is scheduled over the summer months in coordination with our janitorial contractor and building maintenance providers. Projects include:

- Interior painting and paint touch-ups across all public conference rooms.
- Installation of higher-capacity toilet paper dispensers in all public restrooms.
- Relocation of cabinets in select areas
- Carpet cleaning and targeted spot cleaning throughout the building.
- Sourcing and installation of garbage disposals in both kitchen areas.
- Moving staff lockers into the teen room with door modifications as needed.
- Removal of blinds from the copy room door for improved visibility.
- Adjustment of meeting room light sensors to prevent premature shut-off

In addition, replacement chairs for the Nave (matching the Founders Room program chairs) have been ordered to improve public seating. Additional tables have also been ordered to convert the reference workroom into a larger conference room for public use, providing flexible space for community meetings, small group programs, and organizational use. These enhancements will support both day-to-day operations and long-term service goals.

As part of the ongoing BayREN Energy Roadmapping Project, I convened a two-hour meeting with key public safety and civic leaders to inform resilience planning for the Library and Town Hall complex. Participants included the fire chief, police chiefs, school superintendent, public works director, county officials, and other local stakeholders. The meeting was fully engaged, generating productive dialogue about community resilience, emergency preparedness, and operational coordination during disruptions. Several partners emphasized the value of convening regularly to discuss critical safety and infrastructure planning needs. This collaborative input will help guide both immediate BayREN recommendations and longer-term resilience center development. Additional site assessments and technical evaluations are scheduled for the summer. The resulting roadmap will inform future capital improvement projects related to energy efficiency, electrification, and operational resilience.

In addition to the FY25-26 budget preparations, staff are actively reviewing and updating several internal administrative procedures to improve efficiency and modernize operations. Current projects include:

- Streamlining payroll processing and reporting.
- Centralizing supply ordering and inventory tracking.
- Expanding the use of ACH payments for vendor disbursements.
- Standardizing contract management and digital signing procedures.

These incremental improvements will simplify routine processes and improve internal controls. A more extensive project is also underway to assess potential replacement options for the Library's current financial system. Staff will begin researching alternative finance software platforms such as QuickBooks that may better support fund accounting, grant tracking, reporting needs, and long-term financial management for the Library's size and complexity. These administrative updates are part of the Library's broader effort to ensure operational efficiency, fiscal transparency, and scalability as services continue to expand.

In alignment with the Library's participation in the Sustainable Library Certification Program, staff will also begin drafting or updating several key governance and operational policies in the coming months, including:

- Purchasing Policy that incorporates sustainability standards and procurement practices aligned with certification guidelines
- Recycling and Disposal Policy to standardize waste management and responsible disposal practices
- Diversity Policy that formalizes the Library's commitment to inclusive services, representation, and organizational culture
- Board Resolution on Community Impact and Resiliency to formally recognize the Library's role as a resiliency center and community partner
- Updates to existing Records Management & Retention policies and the Collection Development Policy

This policy work will ensure that operations remain aligned with evolving service needs, legal standards, and institutional governance best practices.

Key activities that I'll be participating in the coming months:

- Library Director's Visioning Session, in response to reduced IMLS funding in CA, July 9, Virtual
- CENIC Board Retreat, July 14-16, Santa Rosa
- Institute of Museum and Library Services Visit to highlight sustainability work, July 23, Virtual
- California Library Association Annual Conference, Presenter, October 23-26, Riverside

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 19, 2025

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

Members Absent: Kenneth Weil

Also Present: Crystal Duran, Kristin Johnson, Lucy Churton, Kevin Burke

CALL TO ORDER: Chair Hooker called the meeting to order at 6:15 pm

OPEN Forum:

Chair Hooker opened the floor to public comment.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Hooker reported that the impact of the Programs, Outreach, and Administrative items reported by Director Duran (packet page 2-1) is impressive, with an impact greater than can be expressed just by their number. For example, the current Art Exhibit illustrates the heart and soul of the Library with its literary reference. The Library is on track with the heart of our mission with programs and community engagement.

Trustee Richards said that the Short Story Hour on Wednesdays, led by Librarian Katie Winters, is attracting more and more people, including new community members, meeting a local need for connection.

Chair Hooker thanked the staff and Finance Committee for their support in developing the Fiscal 2026 budget. He added that the Board and Staff are now in the process of improving administration, getting the internal structures up to date, and will be presenting new policies from time to time.

2. Library Director's Report

Director Duran said, with respect to Trustee Richards' comment on the Short Story Hour, that staff-led book clubs are a new, important addition to the programs at the library.

She thanked Staff and Trustees who attended the showing of the documentary, Free for All: The Public Library, at the Tiburon Cinelounge. While educating and reminding us of the history and impact of Libraries in America, the showing was also an opportunity to partner with and support a local business. Treasurer Slavitz expressed appreciation for the movie and for Director Duran's Master of Ceremonies question and answer session with the movie's makers. Chair Hooker also noted upcoming filmmaking workshops in conjunction with the Belvedere Homemade Film Festival coming up in October. The Library is hosting workshops now through September, and the deadline for submissions to the Festival is in August. The

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Library hosted a launch showing prior year films, and could consider possibly showing the films that didn't make the Festival.

New residents in the community also attended the recent program, Coffee with a Cop. Fifty-five people attended a Monday morning program featuring both Tiburon and Belvedere Police Chiefs and Officers. Attendees included caregivers in addition to new residents and was an opportunity for all to meet safety personnel and neighbors. This was part of the Library's Sustainability Initiative. The Library Foundation supported the event with refreshments. Tiburon Chief Michelle Jean asked if this program could be provided more often. Library Staff will set a goal of continuing the program quarterly.

Library Staff recently participated in the Town of Tiburon's Earth Day celebration, AAPI festival, and the Ranch's 50th anniversary Trivia Night at the Tiburon Tavern. For the Trivia event, connections were made with fellow participants, library patrons (including a Jeopardy star), and Corner Books volunteers

Library Staff have also made recent local school class visits, promoting summer reading programs.

Director Duran thanked Trustee Sutton for her activity in the Library Art Committee as a co-chair of the current exhibit, and for planning the reception. Trustee Sutton also presented an Annual Library report to the Reed School District, emphasizing the Library's services and programs for families and school-age children.

A personnel arbitration hearing related to the recent personnel issue has been scheduled for October.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that the Donor Celebration on April 24 was very successful, with 100 people in attendance, and a well-received performance by the Hootenanny (Friday guitar Group) with Dr. Cromwell leading. The Foundation may continue this event annually.

Foundation members are now working on the Legacy Celebration, to be held in the fall, working with Landmarks staff finding historic images to showcase. There will be a talk on the first day, followed by 2 days of open house. The event will provide an opportunity to celebrate the land (donated to the Library and Town), the Library, and the Donors. Foundation members are also continuing to plan for the launch in conjunction with the Legacy Celebration.

The Annual Fund Campaign has brought in \$176,000 in donations. The Foundation also received a restricted trust donation from Bonnie Spiesberger's estate, and is studying possible uses for a portion of the funds, which were restricted for capital projects.

The current Art exhibit features 50 pieces, 38 artists, and over 100 people gathered for the opening night. The show highlights art inspired by literature. The next show,

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will be educational, featuring works illustrating the “Newest Americans,” including new citizens’ reflections on what citizenship means to them.

4. Financial Statements, March, 2025

Clerk Johnson reported that, with 83% of the budget year passed, revenues are at 86% of budget and total expenditures are at 82% of budget.

Expenditure details: Personnel is at 78% of budget, Circulation Materials & Data at 92% of budget (front-loaded subscriptions), Technology Services at 87% of budget (front-loaded subscriptions), Program Services and Supplies at 70% of budget, Building Expenses at 89% of budget, and Agency Administration at 132% of budget (due to approved consulting studies and unexpected legal costs).

The EV charging stations are running above break-even, with about \$11,000 in income and \$9,100 in PG&E expenses through April 30.

The \$50,000 Expansion Reserve, Foundation funding, and some Operating Reserves have been used for Furniture & Fixtures totaling \$39,427, Building Repairs and Improvements totaling \$15,697, and Grounds enhancements (also supported by donor funding) totaling \$41,375 as of April 30.

Projections for Fiscal 2025 year-end indicate positive net operating revenue, and can be viewed in column 2 of the Draft Budget. Projections will be further enhanced with May results for the Budget presentation at the June meeting. Chair Hooker asked about ERAF projections, which have not yet been received from the County.

5. Committee Reports

There were no committee reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of April 21, 2024 and the Warrants for the Month of April, 2025 made by Vice Chair Poplawski, seconded by Trustee Sutton.

Ayes: All present in favor

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

8. PUBLIC HEARING-AB2561-VACANCIES

Director Duran reported that AB2561 requires new reporting on staff vacancies for public agencies. This is the first report under the bill for the Library. The bill was created to increase transparency on vacancies and hiring, which might affect services. If an agency has greater than 20% vacancies, it must report plans to mitigate those vacancies.

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The Library currently has two Part-Time positions open. Interviews were conducted for those positions last week, with reference checks are currently in process. Both vacancies are expected to be filled in the very near future.

Chair Hooker asked what kind of interest, comments, and questions the public might bring regarding vacancies. Director Duran said that concerns would likely be related to the Library's ability to operate and fulfill its public service mission. Most of the concern in the state around this issue relates to Unions and MOU agreements.

Chair Hooker opened the Public Hearing to comments and questions. There were none. Chair Hooker closed the Public Hearing.

Motion to approve the Belvedere Tiburon Library Agency Vacancies Report made by Treasurer Slavitz, seconded by Trustee Richards.

Roll Call Vote:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton.

Absent: Kenneth Weil.

Noes: None

All present in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Review of Draft Agency Budget for Fiscal 2026.

Director Duran said that the Agency is expecting a 4.1% increase in Basic Tax Revenue (Line 5010). There will be no Federal grants for Libraries in the coming year, and also very limited State Library Grants (Line 5033).

The absence of Federal and State grants merits a decrease Adult programming (Line 8240) to a basic standard level of \$20,000. (The Adult Program budget was increased in the prior year due to a state grant.)

The Library is fortunate to have the support of our Foundation, which has committed \$150,000 in grants for the coming year (Line 5032).

Total Budgeted Revenues are \$3.75 million. Total Operating Expenditures are budgeted at Cost \$3.62 million plus Debt Service of \$130,000 for a balanced budget.,

Personnel are budgeted at 18.2 FTE's, the same level as the prior year. The Library will be adding a personnel expense line (Line 7135) for cost-sharing a Human Resources Manager position with the Town of Tiburon. An agreement with the Town is under development. This position will add about .25 FTE, and will likely begin in October. Until then, the Library will retain Muchmore Consulting, the cost of which is included in the Administrative area budget (Line 8840).

Treasurer Slavitz asked Jeff how usage of the Human Resources Manager will be tracked. Director Duran indicated that the Town will bill the Library for the services. It might be

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possible for the Library to use hours as needed, as the position has been fully funded for the Town's purposes. The Library has not committed to a particular level of cost-sharing.

The remainder of the budget is, overall very similar in spending to the prior fiscal year, with Personnel at 68% of total expenditures, Materials at 9%, Technology at 3%, Programs at 4%, Building at 10%, and Administration at 3% of total expenditures.

The Finance Committee has reviewed the budget before this full Agency presentation.

Final approval will, hopefully, occur at the June meeting. The June presentation will include a narrative, an updated salary schedule, and an infographics chart. Updated projections for the current year and final budget numbers will be presented.

Trustee Poplawski asked for clarification of Column 2 of the Budget. This is the projection for the current fiscal year 2025 (based on data as of March 31).

Treasurer Slavitz asked whether next year's consulting and legal budget was high enough, given the current year amount and the pending legal action. Director Duran said that the line includes the one-time consulting studies and the staff coaching which won't be planned next year, and that the budget reflects what is expected.

Chair Hooker asked if the stated FTE's for personnel include the .25 Human Resources sharing (Line 7135) from the Town of Tiburon. Director Duran said that this will be treated as an independent consultant/vendor fee from the Town of Tiburon rather than as part of staff count.

Director Duran said that, while the 115 Trust line item (Line 7105) has not been budgeted for Fiscal 2026, there is still a need to set up 115 Trust contribute in the future.

Trustee Richards asked about MARINet and Northnet (Line 7607), whether there is a way to value what the Library gets for the cost, and whether the services and access received comprise what the Library values for the price. Director Duran said that she would prepare a presentation for the August meeting. She believes the benefits received through the consortium outweigh the costs. The consortium funding formula is complex, based on population, collection size, and checkouts. The Library's costs increase by 3-to-5 percent annually. The Library's collection was weeded this year, so the collection size changed the consortium funding by a small amount this year. Trustee Richards asked that Director Duran's August report include a comparison of the Library's cost and funding formula compared to other members of the consortium.

Chair Hooker asked what Public Relations (Line 8225) includes. Director Duran said that this includes all residential mailers, advertising in The Ark Newspaper, social media boosts, and collateral for outreach events.

Trustee Poplawski asked that line item descriptions in the Budget be updated based on the Trustee's questions tonight.

Chair Hooker asked about Parking (Line 8491). This is for Full Time Staff parking at the Tiburon Town Hall lot.

Treasurer Slavitz asked when the audit might go out to bid. Clerk Johnson said that the Library uses the same auditors as the City of Belvedere, and relies on Belvedere to update. The current auditors changed the partner and staff on the Audit for this year, in compliance with time limit/independence regulations.

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Director Duran said that purchases for the Library of Things would be reported on a new line (Line 7608) next year. This year, those purchases fell under the Sustainability grant and were included in the general collection cost (line 7601). Treasurer Slavitz asked how the staff determine what to buy for the Library of Things. Director Duran said that the Sustainability Project Volunteers and Staff developed the list based on community driven requests. Treasurer Slavitz asked how these items could be found in the Library catalog. Director Duran said that staff are developing a way to separate these physical items in the database search. They are physically stored separately from the rest of the collection, and an online “binder” with photos of the items is available.

Treasurer Slavitz asked whether a vending machine is planned for e-reader checkouts. Director Duran said that is not yet in the budget. However, adult patrons are checking out more e-books. Trustee Goldman asked whether patrons outside the Belvedere-Tiburon community could check out e-books. Director Duran said that any cardholder in Marin County can check out e-books. Each library in the consortium contributes to the cost of the e-books. Trustee Richards asked whether a local patron could get a priority spot in checking out e-books. Director Duran said that no, the consortium purchases are provided equally to all Marin County patrons. Trustee Goldman asked how much usage is from outside the local community compared to those outside communities’ spending on the e-books. Director Duran said that she will include that data in her August presentation. There have been a few questions at the consortium level regarding equity in terms of contribution versus usage. For example, the Marin County Free Library contributes a lot because of its population size.

Book Sales (Line 5050) is zero, since all book sales are handled through the Foundation by Corner Books. This line item will be removed for the June Budget review. Chair Hooker asked what happens to books that don’t sell. Director Duran said that many go to the Marin County Senior Fair and some are donated to San Quentin Prison. Chair Hooker suggested that the Veteran’s Home in the Presidio also be considered. Director Duran said that new donation site ideas are appreciated.

The Budget will be presented again at the June meeting for final approval.

10. Consideration of Financial Reserve Policy

The Agency discussed a Financial Reserve Policy in October 2023, but at the time, prioritized paying off the Expansion Line of Credit. With the Line of Credit resolved, now is a good time to review the Policy again.

The Finance Committee reviewed the current proposed Policy in April.

The proposed Policy creates six reserve categories with funding targets.

Operating Reserve, with a target of 30% of annual operating expenses. Standard practice is 15% to 30% of operating budget. The City of Belvedere targets 50% of projected General Fund Expenditures, including Fire Fund Transfers and Pension Related Debt Service Payments. Currently, the Library’s operating reserve low for the year in December 2024 was \$447,000 or 13% of annual operating expenses. The reserve has, until now, been calculated as whatever cash remains after accounting for Insurance, Building, and Restricted Fund Reserves, and, as a result, has fluctuated based on timing of receipt and subsequent spending down of annual Tax receipts. This is the area which would be drawn on for the other reserves. Director Duran said that there is currently enough funding to

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make the initial contributions to the other yet-to-be funded Pension, Capital, and Strategic initiative Reserves (Insurance Reserve is fully funded). Treasurer Slavitz suggested that all reserves should maintain a target amount, rather than being treated as left over from other reserves.

Insurance Reserve, currently set at \$500,000, the highest deductible (flood and earthquake) on the Library's Property and Liability Insurance Policy. Currently fully funded.

Pension Liability Reserve, with an initial annual target contribution of 7% of the Library's annual Full-time Payroll, with an initial benchmark of \$105,000, and a goal to increase the annual target contribution to 10% of the Library's annual Full-time Payroll. Chair Hooker asked if these contributions would be outside the current budget. Director Duran affirmed that these would be above/outside the annual payments required by CalPERS (which are included operating budget Line 7100).

Capital & Maintenance Reserve, current balance is about \$54,000. Target is an initial contribution of \$70,000 annually (.5% of building replacement value), with an increase to 1% of building replacement value in 5 years to cover maintenance as the building ages. Trustee Richards asked about a cap on the contributions. Director Duran said that she would edit the Policy to indicate a cap of \$1,400,000.

Strategic Initiative Reserve, initial target \$300,000. For strategic projects that advance the Library's mission and long-term goals, including community needs/resiliency, professional services/assessments, grant matching opportunities, and pilot programs.

Restricted Funds Reserve, based on donor, grantor, or legal agreement as funds are received.

The Library Director has authorization for expenditures up to \$30,000, which could be used initially in an emergency. The Director would confer in this instance with the Agency Chair and Executive Committee. The Director would notify the entire Agency Board to approve all fund transfers in any amount *and* for use/access of the funds for items over \$30,000.

Transfers would be made semi-annually December 31 and June 30, and fund balances, uses, and transfers would be reported to the Agency Board on a quarterly basis.

Director Duran recommended that the Policy be approved now.

Vice Chair Poplawski noted that the scope of the document doesn't address investments. Treasurer Slavitz said that reserves would not be separately invested, but the total reserve capacity would be invested based on the Agency's Investment Policy. There would be no separate investments, just a total reserve capacity. Vice Chair Poplawski asked how that would be monitored. Treasurer Slavitz felt that the Quarterly reporting including a Balance Sheet would cover that aspect.

Chair Hooker asked about the prioritization of reserves. Director Duran said that, per page 10-4, Operating and Insurance Reserves would be prioritized.

Trustee Richards asked whether requiring 30% of operating expenses for Operating Reserve was necessary, and would that prevent funding of special projects such as solar/community resiliency. Vice Chair Poplawski agreed, noting that the correct balance between maintaining reserves and supporting community needs should be determined. The Agency also needs to determine what risk tolerance is acceptable. Treasurer Slavitz added

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that the Library receives a finite amount of property taxes, and one could make the argument of maintaining a lower operating reserve. It might be best to address this on a case by case basis. Director Duran suggested increasing the target on the Strategic Initiative Reserve and reducing the Operating Reserve to 20% of annual operating expenses. All agreed that the Agency should agree on a prioritization of funds before approving the Policy.

Motion to approve the Reserve Policy tabled until revisions can be reviewed at the June Agency meeting.

12. Meeting Dates

No Regular meeting will be held in July, and Election of Officers will take place at the August meeting.

Chair Hooker adjourned the meeting at 7:42 pm

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
WARRANTS
MAY 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	5,538.41	\$ 5,538.41
	ACH	Pitney Bowes	100	8220	Postage	200.00	\$ 200.00
	EFT	CalPERS Retire CLASSIC April	100	7100	CalPERS Retirement Benefit	10,289.49	
	EFT	CalPERS Retire PEPRA April	100	7100	CalPERS Retirement Benefit	9,804.52	\$ 20,094.01
	EFT	CalPERS Health EE May	100	7110	CalPERS Insurance Benefits	22,293.97	
	EFT	CalPERS Health OPEB May	100	7115	OPEB Insurance Benefits	790.00	\$ 23,083.97
	EFT	Lincoln Life	100	7110	CalPERS Insurance Benefits	121.70	\$ 121.70
	EFT	Delta Dental - May	100	7110	CalPERS Insurance Benefits	\$ 1,306.02	\$ 1,306.02
	ACH	Amazon	100	Various	Amazon Account Charges	\$ 7,693.55	\$ 7,693.55
	ACH	Mechanics Analysis Charges	100	8810	Bank Charges		\$ -
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 60,028.95	\$ 60,028.95
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	EFT	Reliance LTD	100	7110	CalPERS Insurance Benefits		\$ -
	ACH	Ameriflex FSA	100		3 New Accounts	\$ 1,193.03	\$ 1,193.03
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 570.49	\$ 570.49
	ACH	PG&E	100	8490	Power	\$ 4,674.48	\$ 4,674.48
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 57,658.69	\$ 57,658.69
				MAY	TOTAL EFT / ACH	\$ 182,243.48	\$ 182,243.48
OPERATING HAND CHECKS							
5/6/2025	000648	Diana Marie Estey	100	8240	Adult Programs and Supplies	\$ 525.00	\$ 525.00
5/6/2025	000649	Cycles of Change	100	8240	Adult Programs and Supplies	\$ 350.00	\$ 350.00
5/15/2025	000650	US Bank Fiscal Agent	100	1020	Cash with Fiscal Agent	\$ 112,457.80	\$ 112,457.80
5/27/2025	000651	Eric Humphrey	100	8250	Children's Programs and Supplies	\$ 200.00	\$ 200.00
5/30/2025	000652	B'S BUILDING SERVICE	200	9020	Furniture & Fixtures	\$ 18,000.00	\$ 18,000.00
				MAY	TOTAL HAND CHECKS	\$ 131,532.80	\$ 113,532.80
OPERATING ACCOUNTS PAYABLE BATCHES							
5/16/2025	102641	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	100.00	\$ 100.00
5/16/2025	102642	BAKER	100	7601	Books and other Materials	481.91	
5/16/2025	102642	BAKER	100	7602	Processing Costs & Fees	141.20	
5/16/2025	102642	BAKER	100	7601	Books and other Materials	370.65	
5/16/2025	102642	BAKER	100	7602	Processing Costs & Fees	91.20	\$ 1,084.96
5/16/2025	102643	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	40.00	\$ 40.00
5/16/2025	102644	BRODARTCO	100	7601	Books and other Materials	191.86	\$ 191.86
5/16/2025	102645	BRONZEWORKS	200	9025	Grounds Improvements	2,250.00	\$ 2,250.00
5/16/2025	102646	CRAIGMILLER	100	8240	Adult Programs	500.00	\$ 500.00
5/16/2025	102647	EMPLOYMENTDEVELOPMENT	100	7140	Unemployment	1,085.00	\$ 1,085.00
5/16/2025	102648	ERICHUMPHREY	100	8251	Young Adult Programs	200.00	\$ 200.00
5/16/2025	102649	EVUNITEDLLC	100	8493	EV Public Charging Stations	2,591.51	
5/16/2025	102649	EVUNITEDLLC	100	8493	EV Public Charging Stations	5,135.38	
5/16/2025	102649	EVUNITEDLLC	200	9010	Computers & Equipment	5,832.51	\$ 13,559.40
5/16/2025	102650	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	390.00	\$ 390.00
5/16/2025	102651	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	1,718.53	
5/16/2025	102651	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	45.87	\$ 1,764.40
5/16/2025	102652	KYOCERA	100	8210	Copier Expense	1,049.67	\$ 1,049.67
5/16/2025	102653	MBCONTRACTFURNITURE	200	9020	Furniture & Fixtures	11,253.11	
5/16/2025	102653	MBCONTRACTFURNITURE	100	8430	Building Maintenance Incidental	1,249.20	\$ 12,502.31
5/16/2025	102654	MCGUINNESSMCCANNGROUP	200	8430	Building Maintenance Incidental	32,884.25	\$ 32,884.25
5/16/2025	102655	MILKSTREET	100	7601	Books and other Materials	44.95	\$ 44.95
5/16/2025	102656	MILLVALLEYMUSIC	320	9500	Snelling Trust Expenses	715.04	
5/16/2025	102657	MILLVALLEYREFUSE	100	8480	Trash	296.91	\$ 1,011.95
5/16/2025	102658	MISSIONSQUARE	100	2040	Deferred Comp Deductions	2,000.00	\$ 2,000.00
5/16/2025	102659	OCLCINC	100	8070	IT Infrastructure	1,493.90	\$ 1,493.90
5/16/2025	102660	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	200.00	
5/16/2025	102660	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	200.00	\$ 400.00
5/16/2025	102661	PHILIPKING	100	8290	Technology Training Program	150.00	\$ 150.00
5/16/2025	102662	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	520.30	
5/16/2025	102662	REDWOODBUILDINGMAINT	100	8450	Janitorial Service	4,437.00	\$ 4,957.30
5/16/2025	102663	RWGLAW	100	8840	Legal & Consulting Services	5,735.00	\$ 5,735.00
5/16/2025	102664	SERENDIPITYFILMSLLC	100	8240	Adult Programs	1,500.00	\$ 1,500.00
5/16/2025	102665	TERMINIXPROCESSINGCENTE	100	8492	Building Maintenance Contracts	124.78	\$ 124.78
5/16/2025	102666	THEFRATELLOMARIONETTES	100	8250	Children's Program Supplies	425.00	\$ 425.00
5/16/2025	102667	TPXCOMMUNICATIONS	100	8260	Telephone	1,304.22	\$ 1,304.22
5/16/2025	102668	USBANK	310	8920	Bond Fiscal Agent Fees	3,000.00	\$ 3,000.00
5/16/2025	102669	WILLIAMCLAFLIN	100	8240	Adult Programs	1,000.00	\$ 1,000.00
				5/15/2025	ACCOUNTS PAYABLE BATCH	\$ 90,748.95	\$ 90,748.95

BELVEDERE TIBURON LIBRARY AGENCY
WARRANTS
MAY 2025

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
6/11/2025	102670	A&PMOVINGCOMPANY	100	8430	Building Maintence Incidental	\$ 100.00	\$ 100.00
6/11/2025	102671	ANAMARYLEAL	100	8280	Maker Space Programs	\$ 684.86	\$ 684.86
6/11/2025	102672	ASIANARTMUSEUM	100	8240	Adult Programs	\$ 100.00	\$ 100.00
6/11/2025	102673	BAKER	100	7601	Books and other Materials	\$ 348.09	
6/11/2025	102673	BAKER	100	7602	Processing Costs & Fees	\$ 91.25	
6/11/2025	102673	BAKER	100	7601	Books and other Materials	\$ 319.44	
6/11/2025	102673	BAKER	100	7602	Processing Costs & Fees	\$ 108.00	\$ 867.38
6/11/2025	102674	BELLPRODUCTS	100	8492	Building Maintenance Contracts	\$ 1,049.50	
6/11/2025	102674	BELLPRODUCTS	100	8492	Building Maintenance Contracts	\$ 3,800.78	\$ 4,850.28
6/11/2025	102675	CINTAS	100	8230	Office Supplies	\$ 392.06	\$ 392.06
6/11/2025	102676	DEMCOINC	100	7603	Supplies for Processing	\$ 155.42	
6/11/2025	102676	DEMCOINC	100	8250	Children's Program Supplies	\$ 55.15	\$ 210.57
6/11/2025	102677	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 1,972.81	
6/11/2025	102677	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 52.66	\$ 2,025.47
6/11/2025	102678	MARINET	100	1300	Prepaid Expenses	\$ 107,273.49	\$ 107,273.49
6/11/2025	102679	MARINITINC	100	8040	Technical Support	\$ 2,513.50	
6/11/2025	102679	MARINITINC	100	8070	IT Infrastructure	\$ 1,770.00	\$ 4,283.50
6/11/2025	102680	MBCONTRACTFURNITURE	200	9020	Furniture & Fixtures	\$ 1,217.44	\$ 1,217.44
6/11/2025	102681	MCMILLANDATA	100	8460	Custodial Supplies	\$ 2,275.00	\$ 2,275.00
6/11/2025	102682	MILLVALLEYREFUSE	100	8480	Trash	\$ 296.91	\$ 296.91
6/11/2025	102683	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,000.00	\$ 2,000.00
6/11/2025	102684	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	
6/11/2025	102684	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	\$ 400.00
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 539.97	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 87.50	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 64.74	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 979.18	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 321.00	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 285.84	\$ 2,278.23
6/11/2025	102686	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00	\$ 4,437.00
6/11/2025	102687	REDWOODSECURITYSYSTEMS	100	8492	Building Maintenance Contracts	\$ 318.00	\$ 318.00
6/11/2025	102688	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,300.17	\$ 1,300.17
		5/31/2025 payables disbursed on 6/11/2025			ACCOUNTS PAYABLE BATCH	\$ 135,310.36	\$ 135,310.36
				MAY	TOTAL ACCOUNTS PAYABLE BATCHES	\$ 226,059.31	\$ 226,059.31
				MAY	TOTAL WARRANTS	\$ 539,835.59	\$ 521,835.59



DATE: June 16, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: One-Time Vacation Buy-Back Program

Vacation buy-back allows eligible employees to receive payment at their regular salary rate in exchange for unused vacation leave. The benefits of offering a vacation buy-back program include:

- Boosting staff morale and increasing productivity
- Supporting retention efforts
- Supporting employee's needs
- Reducing the Library's accrued vacation liability

In June 2023, the Board approved a one-time vacation buy-back program. Four employees participated, resulting in \$17,685 in payouts and a corresponding reduction in the Library's vacation liability.

Current Vacation Accrual Policy

Per the Employee Handbook:

- Full-time employees: 2 weeks paid vacation annually.
- Part-time employees (20+ hours/week): 2 weeks paid vacation, prorated based on hours worked.
- After 5 years of continuous service: 3 weeks vacation.
- After 10 years of continuous service: 4 weeks vacation.

Employees may not accrue more than twice their annual accrual. Accruals are frozen once this cap is reached until time is taken.

Years of Service	Weeks	Maximum Accrual Limit
0-4 years	2	4 weeks (150 hours)
5-9 years	3	6 weeks (225 hours)
10+ years	4	8 weeks (300 hours)

Current Liability and Participation Interest

As of this report:

- 13 employees have an accrued vacation balance, totaling approximately \$95,000 in liability.
- 10 employees meet eligibility for participation under the same program parameters as 2023.
- A survey conducted in May identified three employees who would likely participate.
- If all eligible employees participated at the maximum level, the total payout could reach approximately \$41,000.
- If only the three interested employees participated at full eligibility, the payout would be approximately \$16,000.
- Any payouts would proportionally reduce the Library's vacation liability.

Comparison to Local Jurisdictions

Vacation buy-back programs are common among neighboring agencies, though parameters vary widely. The table below summarizes current practices:

Jurisdiction	Buy-Back Program	Max Accrual
City of Larkspur	Up to 40 hrs/year if 60 hrs used	30 days
City of Sausalito	Annual 80 hrs cash-out with 40 hrs minimum balance	240 hrs
City of Mill Valley	No vacation buy-back	Up to 10 weeks
City of San Rafael	Up to 7 days/year with 10 days taken	250 hrs
Town of San Anselmo	Annual cash-out of vacation over 20 days (up to 5 days, additional 2.5 days for 20+ years)	30 days
County of Marin	No vacation buy-back	300 hrs
City of Belvedere	Sick leave buy-back only	Twice annual accrual
Town of Tiburon	No vacation buy-back	20-30 days

2023 Program Parameters

The prior one-time program approved by the Board in 2023 included:

- Employees earning 2 weeks/year: up to 37.5 hours eligible for buy-back
- Employees earning 3 weeks/year: up to 56 hours eligible for buy-back
- Employees earning 4 weeks/year: up to 75 hours eligible for buy-back

Additional eligibility criteria:

- Regular full-time or regular part-time status
- Minimum 18 months of continuous service
- In good standing

- Sufficient vacation balance at time of participation

Legal Review

Counsel has reviewed the attached policy and confirmed that it is appropriate for Board consideration.

Recommendation

Staff recommends that the Board authorize a one-time vacation buy-back program for FY24-25, using budget savings to fund the full cost. Current FY24-25 savings are sufficient to fully fund the program even if all eligible employees participate at maximum levels.



FINANCIAL RESERVE POLICY

June 2025

Purpose

This policy establishes clear guidelines for maintaining financial reserves that safeguard the Belvedere Tiburon Library's long-term sustainability. Reserves may be accessed in the event of emergencies, unexpected costs, strategic projects, or revenue shortfalls, while also supporting long-term liabilities. The objective is to ensure the Library's financial resilience, reduce financial risk, and support investments in critical infrastructure, including sustainability and resiliency initiatives.

Definition of Revenue

Total revenue encompasses all sources of income generated by the Library, including but not limited to:

- Tax revenues
- Donations and grants
- Fines and fees
- Fundraising proceeds
- Investment income
- Other income sources specific to the library

Categories of Reserve Funds

A. Operating Reserve

Maintained to provide liquidity in case of temporary revenue shortfalls or unanticipated expenditures. Funding the Operating Reserve is the top priority for reserve accounts.

Target: 20% of annual operating expenditures, equivalent to approximately 2.5-3 months of operating costs.

Typical Use: Emergency operations, major facility repairs, urgent legal or compliance-related costs, and staffing and service continuity.

B. Insurance Reserve

Dedicated to covering insurance deductibles, legal settlements, or costs not covered by insurance. Funding the Insurance Reserve is the second priority for reserve accounts.

Target: Minimum Balance of \$550,000

Typical Use: Disaster recovery, claims deductibles, and liability-related expenditures.

C. Pension Liability Reserve

Designated to help stabilize future employer pension costs and reduce exposure to unfunded liabilities.

Target: Initial 7% of annual full-time payroll, with an initial benchmark of \$105,000. Target to increase to 10% in subsequent years.

Typical Use: Offset unanticipated increases in CalPERS employer contribution rates, to make additional discretionary payments (ADPs) toward unfunded liabilities, and reduce volatility in long-term financial planning and budgeting.

D. Capital and Maintenance Reserve

Supports ongoing facilities maintenance and future capital repairs for the Library's physical assets.

Target: Initial contribution of \$70,000 or 0.5% of the building's estimated replacement value (currently \$14M). Contributions will be reviewed annually based on facility condition assessments and maintenance needs. The Capital and Maintenance Reserve will be capped at a maximum target balance of \$500,000, which is intended to address routine and moderate-scale maintenance needs while allowing for responsible stewardship of available financial resources.

Typical Use: Preventative and routine maintenance of building systems, IT and security infrastructure, accessibility-related upgrades, and general repairs.

E. Strategic Initiative Reserve

This reserve supports non-recurring, strategic projects that advance the Library's mission and long-term goals. These initiatives often fall outside the scope of regular operating or capital budgets and may arise opportunistically or in response to emerging community needs. Special projects include sustainability or resiliency initiatives, pilot programs and feasibility studies, professional services for special initiatives, and matching funds for major grant opportunities. The Library will fund this reserve when feasible through year-end surpluses, designated gifts, and Board-authorized fund transfers.

Target: Initial \$500,000 balance, scalable based on project scope

Typical Use: Projects that align with the Library's Strategic Plan including infrastructure investments, grant matching funds, technical assessments, or pilot projects.

F. Restricted Funds

Restricted funds are resources received by the Library with legal or contractual limitations on their use. These funds must be tracked separately from general operating or board-designated reserves and may not be used for any purpose other than that specified by the donor, grantor, or governing agreement.

Target: No specific dollar target is set for this reserve, as balances will vary depending on active restricted funding sources.

Typical Use: Restricted to purpose(s) specified by the donor, grantor, or legal agreement.

Allocation, Investment, and Management of Reserves

Funds allocated to each reserve category shall be held in designated accounts or investment vehicles consistent with their intended purpose and liquidity needs. All reserve funds shall be managed in accordance with the Library's adopted Investment Policy, which governs how surplus funds are invested. The primary objectives are preservation of capital, liquidity, and a reasonable rate of return.

The Board of Trustees, through the Library Director and Finance Committee, shall oversee the management and reporting of all reserves. On a monthly basis, any approved use of reserves will be recorded in Non-Operating Fund Expenses with planned transfers to and from reserve

accounts to typically occur twice annually mid-fiscal year (on or around December 31) and fiscal year closeout (on or around June 30). These scheduled transfer points ensure transparency and alignment with financial review and planning cycles.

Funding and Replenishment Strategy

The Library recognizes that not all reserves may initially meet their designated targets. When a reserve fund falls below its target level, the Library will:

- Develop a targeted replenishment plan within six months
- Prioritize restoration of Operating and Insurance Reserves
- Identify funding sources such as surpluses, gifts, or Board-approved transfers
- Aim to restore reserves within a 2–5 year period, depending on financial conditions

Reserve statuses and replenishment plans shall be included in the annual budget process and reported quarterly to the Board.

Use of Reserve Funds

Reserve funds may be accessed with Board approval for these purposes and are not limited to:

- A. Emergency repairs or disaster response
- B. Revenue shortfalls and economic downturns
- C. Capital improvements and resiliency infrastructure and community safety investments
- D. Pension liability stabilization or reduction
- E. Professional services and special projects

In an emergency, the Library Director may authorize the use of Reserve Funds up to \$30,000 without prior Board approval. All other uses of Reserve Funds shall require formal approval by the Board of Trustees.

Reporting and Accountability

The Library shall provide quarterly financial reports to include:

- Reserve fund balances and activities
- Any transfers, draws, or additions
- Progress toward reserve targets
- Pension liability update

Reports shall be provided to the Board and made available to the public as part of the Library's commitment to transparency.

Review and Amendment

This policy shall be reviewed every two years to ensure its continued relevance and effectiveness. Library management or the Board of Trustees may propose amendments, which shall be subject to approval by the same governing body.

FISCAL YEAR 2025-2026 BUDGET



Our Vision

A community where every person feels included and inspired



Belvedere
Tiburon
Library



Belvedere
Tiburon
Library

FY 2025-2026 BUDGET

The Belvedere Tiburon Library continues to advance its mission of nurturing curiosity, sparking connections, and fostering lifelong learning. Entering FY 2025–2026, the Library remains fiscally responsible while delivering high-quality services aligned with the 2024–2026 Strategic Plan. The Library serves approximately 11,000 residents across Tiburon and Belvedere. It operates seven days a week in its expanded 20,000-square-foot facility, which features dedicated program spaces, a teen library, a makerspace, a used bookstore, and meeting rooms. The Library maintains a collection of approximately 55,000 physical items and a growing Library of Things while providing shared access to MARINet's regional physical and digital collections. The Library is supported through property taxes, a parcel tax, ERAF funds, and public and private grants.

Our Mission

To nurture curiosity, spark connections, and foster lifelong learning

FY 24-25 Highlights and Accomplishments

In FY 2024–2025, the Library successfully advanced the priorities of the Strategic Plan while responding to community needs with innovative programs, strong partnerships, and operational improvements. Highlights include:

- ✓ Delivered 602 youth programs, exceeding annual target levels by 28%.
- ✓ Expanded adult and teen programming, introducing new stakeholder-driven initiatives.
- ✓ Strengthened community partnerships and expanded library reach at events such as the Senior Expo, Juneteenth, Earth Day, and the AAPI Heritage Festival.
- ✓ Launched a new Arts & Crafts Maker Station, contributing to a 32% increase in Makerspace use.
- ✓ Advanced toward Sustainable Library Certification with 71 of 150 required activities completed.
- ✓ Completed 40 staff professional development trainings and advanced internal goal-setting and performance management.

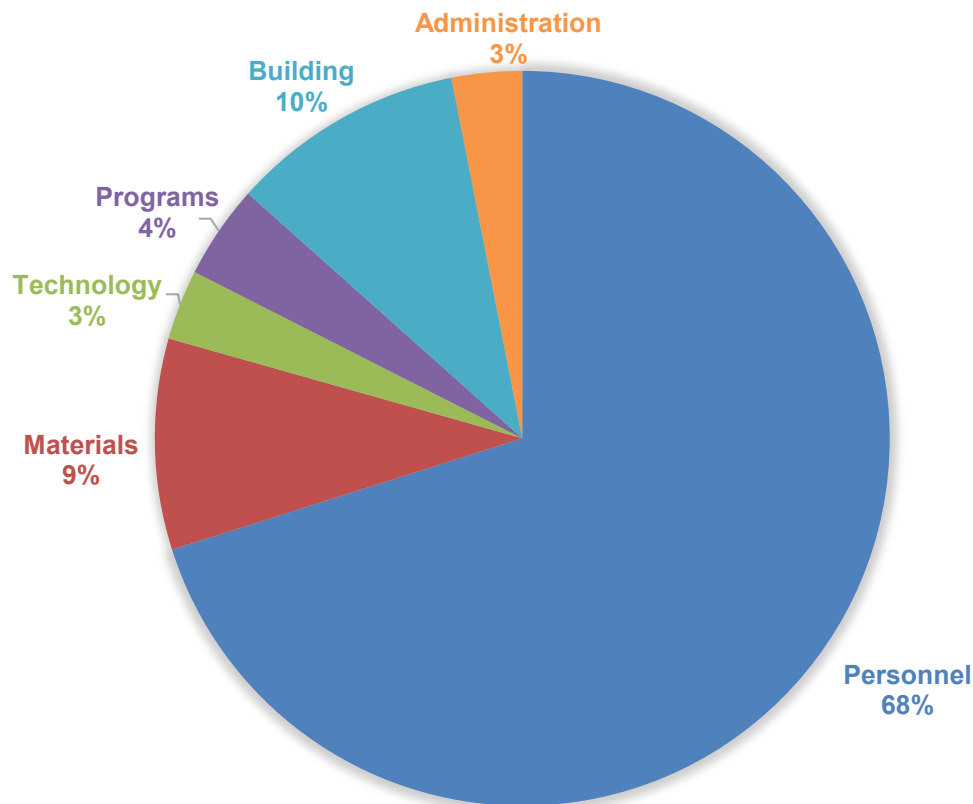
FY25-26 Budget and Strategic Priorities

The FY 2025–2026 budget continues to invest in responsive programs, staff development, community partnerships, and sustainable operations. The budget maintains existing business hours, core services, and dedicated 18.2 FTE staffing.

- Property tax estimates provided by the County represent a 4.1% projected increase from FY24-25.

- Total Revenue of \$3,750,422 and \$3,621,248 operating revenue after bond repayment obligations. Total Operating Expenditures of \$3,621,248.
- Expenditures remain relatively status quo from the previous fiscal year:
 - Personnel \$2,543,736
 - Building \$382,010
 - Programs \$142,400
 - Materials \$327,000
 - Technology \$114,482
 - Administration \$111,620

FY25-26 EXPENDITURES



In addition to ongoing services, the Library will focus on four major initiatives in the coming year:

- ★ *Sustainability Certification and Infrastructure Planning* — Advancing the Library's Sustainable Library Certification while exploring major sustainability infrastructure upgrades, including renewable energy options.
- ★ *Student Success Card Initiative* — Launching a partnership with local elementary schools to ensure every third grader receives a public library card, promoting early access to library resources.
- ★ *Volunteer Initiative* — Building a robust volunteer program to recruit, train, and retain community members supporting library programs and services.

- ★ *Project Refresh* — Continuing phased improvements to furniture, signage, and public spaces to enhance the Library's usability, comfort, and functionality for all patrons.

The following priorities reflect the Library's strong performance to date and its continued commitment to meeting community needs while serving as a fiscally responsible steward of public resources.

Strategic Plan Cornerstones	
<p>Each Other</p> <p>Impact: <i>The Library is a warm, welcoming space for neighbors to connect.</i></p>	
FY25-26 Goals	
<ul style="list-style-type: none"> ★ Replace 25% of old furniture ★ Add convenience items for borrowing, such as charging cords, headphones, and seat cushions ★ Add shade and soft furnishings to the children's patio ★ Host two performances and activities on the Library's plaza 	
FY24-25 Progress	
<p>A. Expand the breadth, depth, and diversity of programs for all ages</p> <ol style="list-style-type: none"> Resume children and youth library programs to 85% of pre-closure levels and include programs for parents <ul style="list-style-type: none"> ☑ Progress: 602 youth programs to date. Exceeded the target of 470. Present two new stakeholder-suggested programs for adults <ul style="list-style-type: none"> ☑ Progress: Hosted End of Life Choices, filmmaking workshops, fire preparedness, socials, and puzzle swaps. Exceeded annual target. Host Family Code weekend events and Open Studio programs for local artists in the Makerspace <ul style="list-style-type: none"> ☑ Progress: Hosted 9 Family Code events and 4 Open Studio programs with a total attendance of 94. <p>B. Promote skill and leadership development for teens by hosting quarterly teen skill-building workshops.</p> <ul style="list-style-type: none"> ☑ Progress: Teen leadership opportunities included leading Family Game Day, Fun with Plants, Speak Up programs, and gardening. Annual target met. <p>C. Improve usability and wayfinding throughout the building by installing new signage, moving collection segments, relocating furniture, and displaying community information.</p> <ul style="list-style-type: none"> ☑ Progress: Permanent interior signage has been installed throughout the library, new display space has been created, furnished entryways have been completed, and magazines, computers, and a copier have been relocated. 	

- D. Work with partners to leverage resources and create large-scale community events, including a Mini Maker Fair and cultural activities.

☒ **Progress:** Co-hosted Senior Expo in partnership with The Ranch. Annual target met.

- E. Host and live stream two performances on the Library's plaza.

☒ **Progress:** Target not met. Staff are reevaluating this activity.

Your Library

Impact: *The Library delivers responsive services to the community.*

FY25-26 Goals

- ★ Increase digital literacy offerings to twice weekly one-on-one tech support
- ★ Partner with various organizations to host two activities outside of the Library
- ★ Partner with local elementary schools to launch a student success card for all third-graders
- ★ Launch a volunteer initiative and train 20 volunteers to be library ambassadors
- ★ Increase the number of programs evaluated.

FY24-25 Progress

- A. Empower patrons to be tech-savvy by increasing digital literacy workshops, hosting drop-in tech help, and implementing a Maker Badges curriculum.

☒ **Progress:** 29 one-on-one tech help and semimonthly digital literacy workshops were hosted—maker curriculum in development.

- B. Promote reading recommendations and research assistance by distributing monthly reading lists and improving the appointment process.

☒ **Progress:** 81 digital reading lists were distributed, and 9,749 reference queries answered.

- C. Leverage evaluation tools to create responsive, quality programs and evaluate 5% of all programs.

☒ **Progress:** 20 programs evaluated using Project Outcome in FY24-25.

- D. Promote the library with community events, including at Juneteenth, local safety preparedness, and other holiday and cultural events.

☒ **Progress:** Hosted an outreach table at Juneteenth, Belvedere BBQ in the Park, Earth Day, and Asian American Pacific Islander Heritage Festival. Annual target of reaching 200 people was exceeded.

- E. Partner with various organizations to host activities outside the Library, including a Story Walk and pop-up Makerspaces.

☒ **Progress:** Hosted two pop-up makerspaces, a storywalk at Richardson Bay Audubon Center, and a back-to-school backpack drive at the Hilarita with the Rotary and All in Marin. Annual target met.

- F. Build community awareness of Library resources and successes through all-resident mailers, monthly digital newsletters, and video tutorials.
- ☒ **Progress:** Distributed 48 digital newsletters for adults, teens, and children and mailed three all-resident newsletters. Video tutorials for makerspace stations in development. Annual target met.
- G. Improve the Library's organizational health by updating the Employee Handbook and relevant policies, establishing departmental goals, increasing professional development opportunities, enhancing internal communications, and implementing an improved performance management system.
- ☒ **Progress:** The annual update and review of the Employee Handbook has been completed. Department goals have been established with bi-annual tracking, and staff participation in development opportunities has increased with 40 trainings attended by staff in FY 24-25.

Community

Impact: *The Library partners with organizations to leverage resources.*

FY25-26 Goals

- ★ Work with partners to develop a more age-friendly community and reduce poor physical health days by implementing programs that address social isolation, physical activity, and preventative health
- ★ Make the Library building available for emergency and disaster relief services by entering MoU with key stakeholders
- ★ Explore the feasibility of adding solar panels to the Library building

FY24-25 Progress

- A. Partner with organizations that support the Library's mission, such as the Audubon, Hilarita, Landmarks, and Ranch recreational services.
- ☒ **Progress:** Partnerships established or further enhanced include Audubon, The Ranch, Rotary of Belvedere-Tiburon, Landmarks, and Reed Robotics Club. Target met.
- B. Continue progress toward Sustainable Library Certification by addressing building and operations through a sustainability lens and establishing relevant procedures.
- ☒ **Progress:** 71 of 150 certification activities were completed as of June 2025; 27 are in progress.
- C. Facilitate relationship-building with the Rotary Club and other organizations by hosting collaborative sessions on local issues.
- ☒ **Progress:** Co-hosted community fire preparedness event and 15 educational and recreational programs with Rotary Club. Annual target met.

<p style="text-align: center;">Culture</p> <p style="text-align: center;">Impact: <i>The Library connects community members to resources, expertise, and opportunities.</i></p>	
FY25-26 Goals	
<ul style="list-style-type: none"> ★ Increase the Library's world language holdings, mainly Spanish and Chinese materials, by 20% ★ Meet the demand for high-circulating digital titles by increasing Skip-the-Line titles by 10% annually 	
FY24-25 Progress	
<p>A. Improve the collection's discoverability with displays, recommendations, and themed lists and increase circulation to 85% of pre-closure levels.</p> <p>☑ Progress: Curated and displayed two reading displays biweekly to promote adult materials. Relocated periodicals to a more prominent location. Target in progress.</p> <p>B. Explore strategies to meet the demand for digital titles at the local and regional levels.</p> <p>☑ Progress: Spent \$30,000 on OverDrive digital titles, targeted purchase of Skip-the-Line titles, and decreased wait times. Target in progress.</p> <p>C. Launch a new Arts & Crafts station and increase Makerspace use by 10%.</p> <p>☑ Progress: New Arts & Crafts maker station launched with 225 appointments and 48 drop-ins hosted in the FY. Makerspace usage increased for all metrics compared to the previous year: 32% increase in interactions, 115% increase in bookings, 60% increase in programs, and 35% increase in attendance.</p> <p>D. Spotlight local talent through the art gallery, Meet a Maker program series, and other informative programs.</p> <p>☑ Progress: Hosted 2 Meet a Maker programs and six art exhibits.</p>	

BELVEDERE TIBURON LIBRARY AGENCY

DRAFT BUDGET

FISCAL YEAR 2024-2025

		FY2024-2025	FY2024-2025	FY2025-2026	FY26 % Change	
		Approved	Projected	Proposed	over FY25	
		Budget	Results	Budget	Budget	Account Description Detail:
OPERATING REVENUES						
5010	Basic Library Tax*	2,556,925	2,556,925	2,662,684	4.1%	Based on County Estimates
5020	Parcel Tax	275,000	278,852	277,000	0.7%	Library Original 1996 Bond Tax of \$66 per Parcel
5025	ERAF	530,000	591,950	575,000	8.5%	ERAF - Estimate based on County estimate and previous actuals
5032	BTLF Grants	70,000	73,000	150,000	114.3%	Per Foundation
5033	Program Grants	80,400	74,865	11,000	-86.3%	Grants for specific projects
5040	Book Fines & Reserves	500	1,664	500	0.0%	Hold/Damages Fees and Lost Books
5065	Reference Desk Income	50	536	50	0.0%	Misc. supplies
5070	Commission on Copier	380	624	380	0.0%	Funds from Public Copiers
5090	Other Revenue	9,303	15,808	15,808	69.9%	EV Charging Stations
5099	Interest Income	50,000	82,598	58,000	16.0%	LAIF and Mechanics Wealth Mgmt projected balances X 3%
	Total Operating Revenue	3,572,558	3,676,822	3,750,422	5.0%	
310-8915	Principal Repayment	(100,000)	(100,000)	(105,000)	5.0%	From Bond Amortization Schedule
310-8910	Bond Interest	(15,900)	(15,900)	(9,750)	-38.7%	From Bond Amortization Schedule
310-8920	Fiscal Agent Fees	(14,000)	(14,004)	(14,424)	3.0%	Four NBS Payments of approx \$2.9K plus One USBank Payment of \$2.8K
	Total Operating Debt Service	(129,900)	(129,904)	(129,174)	-0.6%	
	Total Revenue after Debt Serv	3,442,658	3,546,918	3,621,248	5.2%	
OPERATING EXPENDITURES						
Personnel						
7010	Salaries & Wages	1,409,856	1,376,856	1,518,267	7.7%	14.2 FTE
7015	Medical Reimbursement	21,600	21,600	21,747	0.7%	Up to \$225 per month for CalPERS EE's if Health Premium Allowance is not fully used
7020	Part-Time Wages	303,834	222,530	245,772	-19.1%	4 FTE
	Subtotal Salaries & Wages	1,735,290	1,620,986	1,785,786	2.9%	18.2 FTE
7100	PERS Retirement Benefits	277,377	248,157	299,977	8.1%	CalPERS FY26 normal %'s + required Unfunded Accrued Liability pymt of \$153,800
7105	115 Trust	25,000	25,000	-	-100.0%	OPEB UAL additional payment, Trust to be set up for future contributions
7110	PERS Health Benefits	258,499	257,383	331,249	28.1%	Health, Dental, LTD, Life for Active Employees (assumed another 10% increase health)
7115	OPEB Health Obligation	10,200	10,654	10,654	4.5%	\$158/month for 5 Retirees plus additional \$99/month former director contract
7120	Worker's Comp Insurance	8,038	8,629	9,308	15.8%	Based on all Clerical Salaries
7125	Employment Practices Insurance	5,400	5,400	5,718	5.9%	Insurance Coverage through SDRMA, is included in total package
7130	Payroll Tax Expense	43,686	30,750	40,816	-6.6%	Medicare (All EE's) and Social Security (Part-Time EE's), Based on S&W Subtotal
7135	HR Cost Sharing with Town of Tiburon			37,500		Consulting Fees Anticipated Beginning October 2025
7140	Unemployment	-	8,478	8,500		Max Benefit for one employee
7200	Professional Development	10,000	14,393	13,728	37.3%	Approx. three conferences, memberships, local and virtual workshops
7210	Staffing Recruitment	500	1,936	500		Advertisements, posts
	Total Personnel	2,373,990	2,231,766	2,543,736	7.2%	
		66%	61%	68%		Personnel % of Total Revenue

BELVEDERE TIBURON LIBRARY AGENCY

DRAFT BUDGET

FISCAL YEAR 2024-2025

		FY2024-2025	FY2024-2025	FY2025-2026	FY26 % Change	
		Approved	Projected	Proposed	over FY25	
		Budget	Results	Budget	Budget	Account Description Detail:
Circulation Materials & Data						
7601	Books & Other Materials	100,000	102,663	100,000	0.0%	Print and other Physical Media
7602	Processing Costs & Fees	7,000	22,257	25,000	257.1%	Vendor pre-processing costs
7603	Supplies-Processing	3,000	1,788	2,000	-33.3%	Tape, Cases, Covers for processing and repair in library
7606	Digital content	80,000	81,501	80,000	0.0%	e-Book purchases, Database subscriptions, and Platform subscriptions for Patron Use
7607	Consortium Costs	112,000	112,834	115,000	2.7%	Marinet + Northnet
7608	Library of Things			5,000		
	Total Circulation Materials & Data	302,000	321,043	327,000	8.3%	
		8%	9%	9%		Circulation Materials & Data % of Total Revenue
Technology Infrastructure						
8020	Online Services	12,276	14,402	15,200	23.8%	Marin IT monthly backups , Movie Licensing, OCLC Cataloging + ILL, IT Software for Staff Support Use
8035	Computers & Equipment	14,250	14,338	14,250	0.0%	Updated self-check system, meeting room remote equipment
8040	Technical Support	39,732	38,871	39,732	0.0%	Marin IT Contract \$3,311 monthly
8070	IT Infrastructure	31,200	37,854	35,100	12.5%	Back Office Technology Support (Separated from 7606 and 8020)
8071	Website maintenance	10,000	8,457	10,200	2.0%	Project 6 Website Updates and Support Plus Domain
	Total Technology Infrastructure	107,458	113,922	114,482	6.5%	
		3%	3%	3%		Technology Infrastructure % of Total Revenue
Program Services & Supplies						
8210	Copier Expenses	15,520	19,993	16,600	7.0%	Monthly Lease \$1,300 plus annual copy overage allowance of \$1,000
8220	Postage & Freight	3,500	3,518	4,000	14.3%	Postage Meter Lease, Inter-Library Loan and Misc Postage
8225	Public Relations	34,000	21,115	34,000	0.0%	Residential Mailers, Ark Advertising, Social Media Boosts, Event Collateral
8230	Office Supplies	7,000	8,963	7,000	0.0%	Toner, paper, and general office supplies
8240	Adult Programs and Supplies	31,900	31,900	20,000	-37.3%	Note: Prior Year additional amount was funded by state grant
8250	Children's Programs	20,000	20,646	20,000	0.0%	Program supplies, performers, summer reading program
8251	Young Adult Programs	6,000	6,930	6,000	0.0%	Teen Arts, Reading, Programs
8260	Telephone	14,600	15,240	15,000	2.7%	TPX Services
8270	AV Equipment & Peripherals	5,000	5,014	5,000	0.0%	Conference Rooms Audio Visual Updates & Maintenance
8280	Maker Space Programs	15,000	13,036	10,000	-33.3%	Robotics, Virtual Reality, 3D printing, presenters and program supplies
8290	Technology Training Programs	4,000	4,800	4,800	20.0%	Digital literacy presenters and program supplies
	Total Program Services & Supplies	156,520	151,155	142,400	-9.0%	
		4%	4%	4%		Program Services & Supplies % of Total Revenue

BELVEDERE TIBURON LIBRARY AGENCY

DRAFT BUDGET

FISCAL YEAR 2024-2025

		FY2024-2025	FY2024-2025	FY2025-2026	FY26 % Change	
		Approved	Projected	Proposed	over FY25	
		Budget	Results	Budget	Budget	Account Description Detail:
Building Expenses						
8410	Insurance	125,000	128,032	138,826	11.1%	Property and Liability: Including Earthquake
8430	Building Maintenance Incidental	17,500	25,670	10,000	-42.9%	Incidental Maintenance and Repair (Regular Maintenance Contracts on Line 8492), Holiday Lighting
8440	Grounds Maintenance	18,000	17,226	18,000	0.0%	Town of Tiburon Agreement
8450	Janitorial Expense	60,000	58,244	65,000	8.3%	Contract \$4,437 monthly plus special requests
8460	Custodial Supplies	9,000	5,060	9,000	0.0%	Janitorial Supplies
8480	Trash	5,360	4,267	5,628	5.0%	Mill Valley Refuse
8490	Electricity/Gas	80,000	84,235	87,857	9.8%	PG&E - Building
8491	Parking	6,240	6,240	6,240	0.0%	Full-Time Staff Parking at Town Hall Lot, \$1,560 per Quarter
8492	Building Maintenance Contracts	13,000	15,813	15,000	15.4%	Mat Service, Security, HVAC maint, Pest Control, Fire Extg & First Aid, Backflow Testing, Gutter Maint
8493	EV Public Charging Stations	9,600	12,086	13,295	38.5%	PG&E Cost for EV plus EV subscription (Prior year included \$5,000 3-year subscription)
8500	Water	7,500	12,537	13,164	75.5%	MMWD - assuming a 5% increase from FY25 actual
8501	Furniture & Fixtures	-	0	-		Storage/filing cabinets, shelving, work table/desk, misc.
	Total Building Expense	351,200	369,410	382,010	8.8%	
		10%	10%	10%		Building Expense % of Total Revenue
Agency Administration						
8810	Bank Charges	500	190	500	0.0%	LAIF Wire Fees, Bank Charge for Audit Confirms
8815	Credit Card Charges	800	1,001	800	0.0%	Visa and AMEX and Square use and discount fees for patron fees paid by credit card
8820	Cash Short/(Over)	120	(10)	120	0.0%	Weekly Cash Register Count Variance
8825	Membership and Dues	4,455	5,056	4,500	1.0%	Institutional memberships for various resources (CLA, CalChamber, etc.)
8830	Accounting	8,000	7,817	8,200	2.5%	ADP Payroll \$600/Month, COB Review \$1000
8835	Auditing	33,350	32,412	34,500	3.4%	Maze Associates Audit; Foster & Foster OPEB Actuarial, CalPERS Pension Actuarial
8840	Consulting and Legal Services	50,000	149,500	58,000	16.0%	Consultant services for legal, HR, and policy issues
8850	Staff, Volunteer & Board Recognition	5,000	4,876	5,000	0.0%	Agency, Staff, and Volunteer appreciation activities and supplies
8890	Contribution to Reserves	34,427	34,427	-	-100.0%	Reserves for Insurance, Building, and Pension/OPEB (1% of Rev after Debt Service)
	Total Agency Administration	136,652	235,269	111,620	-18.3%	
		4%	6%	3%		Agency Administration % of Total Revenue
	Total Operating Expenses	3,427,820	3,422,565	3,621,248	5.6%	
		96%	93%	97%		Total Operating Expenses % of Total Revenue
	Net Operating Revenue (Loss)	14,838	124,353	(0)		

BELVEDERE TIBURON LIBRARY AGENCY

DRAFT BUDGET

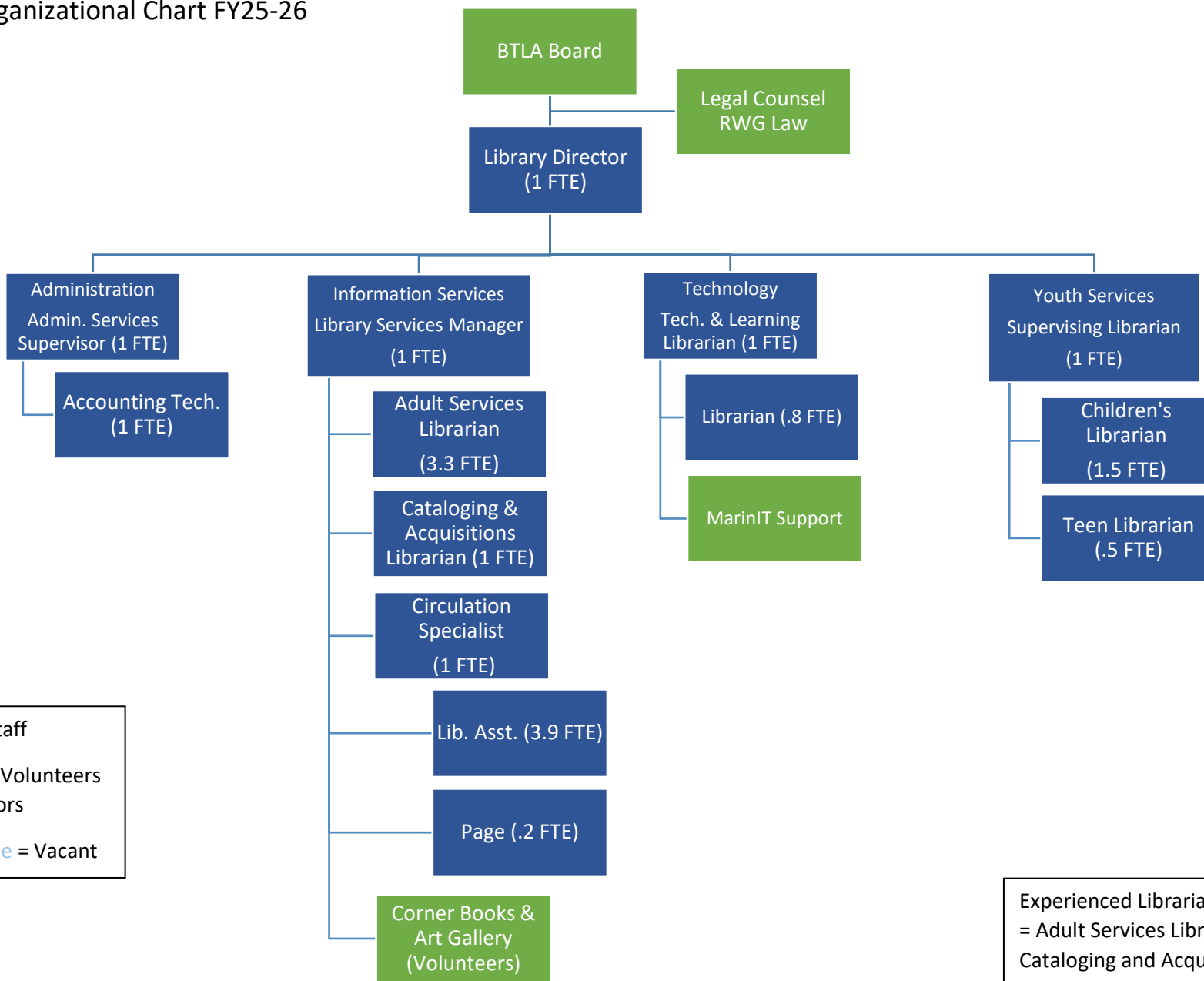
FISCAL YEAR 2024-2025

		FY2024-2025	FY2024-2025	FY2025-2026	FY26 % Change	
		Approved	Projected	Proposed	over FY25	
		Budget	Results	Budget	Budget	Account Description Detail:
Beginning Cash Balance - All Funds		\$ 2,770,523	\$ 2,586,355	\$ 2,918,013		Projected & Budgeted / Actual / Projected
Net Operating Revenue (Loss) from above		14,838	124,353	(0)		Net Inflow (outflow): Outflow will use Operating Reserve
Non-Operating Transfers & Expenses						
Transfer from General Fund to Reserves						
Res	Transfer from Oper to Bldg Res	0		0		
	Transfer from OPER to Insurance Res	0		0		
200-Uses of Reserves						
200-9010	Bldg Res - Technology & Equipment					
200-9020	Bldg Res - Furniture & Fixtures		(39,426)			
200-9022	Building Repairs & Improvements		(5,937)			
200-9025	Grounds Improvements		(41,375)			
	Total use of Reserves	-	(86,738)	-		Net Outflow
NOTE	Balance Sheet Activity (for cash)		318,543			Year End Accruals which change the timing of the effect of expenses on cash
Designated Fund Activity						
	Receipts	8,176	8,176	5,821		Restricted Funds
	Expenditures	(5,000)	(32,676)	(5,821)		Restricted Funds
	Net Designated Fund In(Out)Flow	3,176	(24,500)	-		Special Catchup on Donor Restricted Circulation Materials Purchases in FY25
Projected Ending Cash Balance - All Funds		\$ 2,788,537	\$ 2,918,013	\$ 2,918,013		Note: These are June 30 All Funds Cash Balances. Some are restricted, and funds drop much lower in Nov.
						Low point FY25 (Dec 2024) without Expansion funds was \$1,186,625 with \$455,688 unrestricted.



Belvedere Tiburon Library

Organizational Chart FY25-26



Blue = Staff

Green = Volunteers
or Vendors

Light blue = Vacant

Experienced Librarian Classification
= Adult Services Librarian,
Cataloging and Acquisitions
Librarian, Technology Librarian,
Teen Librarian, Children's Librarian

General Tasks

BTLA Board – Sets policy, develops and oversees budget and expenditures, oversees Library Director. Appointed by and reports to Town and City Councils.

Legal Counsel – Represents BTLA and provides legal counsel to BTLA and Library Director on issues of governance, HR and personnel issues, contracts, etc. Retained by BTLA.

Library Director – Oversight and administration of the library and public services, including developing long-range plans and policies, overseeing personnel, budget expenditures, programming, collection development, and customer services. Reports to BTLA Board.

Administrative Services Supervisor – Formerly Finance, HR, and Administrative Manager – Oversees and coordinates the work of admin. staff, including fiscal and accounting functions, human resources, and complex administrative functions. Serves as Board clerk and assists the Library Director. Reports to the Library Director.

Accounting Technician – Responsible for accounting and fiscal activities and systems including payroll, accounts payable, and contract administration. Reports to the Admin. Services Supervisor.

Library Services Manager - Formerly Assistant Library Director – Assists in the daily management of the library, including staffing for service points, adult programming, digital resources, and facility operations. Oversees collection development and maintenance. Assists with special projects and grants. Provides oversight to volunteer operations of the Art Gallery and Corner Books. Reports to the Library Director.

Adult Services Librarian — Plan educational and recreational activities and programs for adults. Support the functions of the Information Desk, including providing one-on-one patron assistance, readers' advisory, and technical support. Assist with developing reading lists, topic guides, displays, and collection development as assigned. Acts as Librarian-in-Charge during weekend and evening hours. Reports to Library Services Manager.

Circulation Specialist – Responsible for daily operation and personnel management of circulation staff. Assigns tasks in support of access services, troubleshoots problems, and manages meeting room usage. Reports to the Library Services Manager.

Cataloging and Acquisitions Librarian — Selects, orders, catalogs, and processes library materials. Liaises with other departments to ensure the collection is current and relevant. Supports the functions of the Information Desk and plans and implements programs as assigned. Reports to the Library Services Manager.

Library Assistant– Supports the operation and activities of a service point, including staffing the Circulation Desk, preparing materials for circulation, and providing customer support. Reports to the Circulation Specialist.

Page – Sorts, shelves, and retrieves library materials. Assists with materials processing and functions of the Circulation Desk, as assigned. Supports special programs and activities as assigned. Reports to the Circulation Specialist.

Supervising Librarian for Youth Services – Oversees the daily operations and personnel for the children's and teens' service areas, including materials selection, programming, and outreach. Reports to the Library Director.

Children's Librarian – Provides reference, readers' advisory, programming, and materials selection for children ages 0-12. Staffs the Children's Library and supervises volunteers and interns, as assigned. Reports to the Supervising Librarian for Youth Services.

Teen Librarian – Provides reference, readers’ advisory, programming, and materials selection for children 12-18. Staffs the Teen Library and supervises volunteers and interns as assigned. Reports to the Supervising Librarian for Youth Services.

Technology and Learning Librarian – Oversees the Makerspace and related resources and programming. Leads the development and deployment of library-wide technologies, including external IT support. Reports to the Library Director.

Librarian (Makerspace) - Supports the operations of the Makerspace, including preparing program materials, sorting and organizing materials, and instructing patrons in equipment use. Reports to the Technology and Learning Librarian.

SALARY SCHEDULE FY25/26 with 3.5% COLA

CLASSIFICATIONS	SALARY STEPS					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
ADMINISTRATION CLASSIFICATIONS						
Library Director	\$81.57	\$85.66	\$89.94	\$94.44	\$99.16	\$104.12
Library Director (monthly)	\$13,254.86	\$13,919.20	\$14,615.49	\$15,347.11	\$16,114.04	\$16,919.68
Library Director (annual)	\$159,058.28	\$167,030.37	\$175,385.93	\$184,165.31	\$193,368.53	\$203,036.15
Library Services Manager	\$57.11	\$59.97	\$62.97	\$66.12	\$69.42	\$72.88
Library Services Manager (monthly)	\$9,280.59	\$9,744.78	\$10,232.53	\$10,743.82	\$11,280.34	\$11,843.76
Library Services Manager (annual)	\$111,367.04	\$116,937.41	\$122,790.33	\$128,925.81	\$135,364.03	\$142,125.17
Administrative Services Supv	\$48.53	\$50.95	\$53.50	\$56.17	\$58.97	\$61.92
Administrative Services Supv (monthly)	\$7,886.31	\$8,279.87	\$8,693.61	\$9,127.54	\$9,583.32	\$10,062.66
Administrative Services Supv (annual)	\$94,635.74	\$99,358.45	\$104,323.34	\$109,530.43	\$114,999.89	\$120,751.90
Accounting Technician	\$39.25	\$41.21	\$43.27	\$45.44	\$47.71	\$50.10
Accounting Technician (monthly)	\$6,377.67	\$6,697.23	\$7,031.92	\$7,383.43	\$7,753.44	\$8,141.96
Accounting Technician (annual)	\$76,532.04	\$80,366.72	\$84,383.03	\$88,601.18	\$93,041.33	\$97,703.48
Administrative Assistant	\$33.37	\$35.03	\$36.78	\$38.63	\$40.56	\$42.59
Administrative Assistant (monthly)	\$5,422.37	\$5,693.15	\$5,977.38	\$6,276.76	\$6,591.27	\$6,920.92
Administrative Assistant (annual)	\$65,068.38	\$68,317.76	\$71,728.61	\$75,321.09	\$79,095.22	\$83,050.99
LIBRARY CLASSIFICATIONS						
Supervising Librarian - Youth Srvs	\$51.40	\$53.96	\$56.67	\$59.50	\$62.47	\$65.60
Supervising Librarian - Youth Srvs (monthly)	\$8,352.19	\$8,769.30	\$9,208.27	\$9,669.10	\$10,151.80	\$10,659.72
Supervising Librarian - Youth Srvs (annual)	\$100,226.30	\$105,231.56	\$110,499.19	\$116,029.19	\$121,821.57	\$127,916.69
Experienced Librarian	\$41.11	\$43.17	\$45.33	\$47.60	\$49.98	\$52.47
Experienced Librarian (monthly)	\$6,680.41	\$7,015.10	\$7,366.61	\$7,734.94	\$8,121.77	\$8,527.11
Experienced Librarian (annual)	\$80,164.89	\$84,181.21	\$88,399.35	\$92,819.32	\$97,461.29	\$102,325.28
Librarian	\$37.00	\$38.85	\$40.80	\$42.84	\$44.98	\$47.23
Librarian (monthly)	\$6,012.70	\$6,313.76	\$6,629.95	\$6,961.28	\$7,309.43	\$7,674.40
Librarian (annual)	\$72,152.44	\$75,765.11	\$79,559.42	\$83,535.37	\$87,713.15	\$92,092.75
Library Specialist	\$31.44	\$33.02	\$34.67	\$36.41	\$38.23	\$40.15
Library Specialist (monthly)	\$5,109.54	\$5,365.18	\$5,634.28	\$5,916.84	\$6,212.85	\$6,523.99
Library Specialist (annual)	\$61,314.44	\$64,382.18	\$67,611.38	\$71,002.04	\$74,554.16	\$78,287.92
Library Assistant II	\$28.31	\$29.73	\$31.22	\$32.78	\$34.41	\$36.13
Library Assistant II (monthly)	\$4,599.93	\$4,830.35	\$5,072.54	\$5,326.50	\$5,592.23	\$5,871.43
Library Assistant II (annual)	\$55,199.14	\$57,964.14	\$60,870.42	\$63,917.98	\$67,106.81	\$70,457.11
Library Assistant I	\$25.48	\$26.75	\$28.09	\$29.50	\$30.98	\$32.52
Library Assistant I (monthly)	\$4,140.78	\$4,347.65	\$4,564.61	\$4,793.34	\$5,033.85	\$5,284.45
Library Assistant I (annual)	\$49,689.32	\$52,171.76	\$54,775.31	\$57,520.13	\$60,406.22	\$63,413.42
Library Page	\$17.96	\$18.86	\$19.80	\$20.79	\$21.83	\$23.61
Y-RATED SALARIES						
Y-RATE		Y-RATE				
Finance HR and Administrative Manager	\$70.26	Supervising Librarian - Youth Srvs				
Finance HR and Administrative Mgr. (monthly)	\$11,417.00	Supervising Librarian - YS (monthly)				
Finance HR and Administrative Mgr. (annual)	\$137,007.00	Supervising Librarian - YS (annual)				
Experienced Librarian (1)	\$60.16	Experienced Librarian (1) - Part-Time				
Experienced Librarian (monthly)	\$9,776.00	Experienced Librarian (monthly)				
Experienced Librarian (annual)	\$117,312.00	Experienced Librarian (annual)				
Experienced Librarian (1)	\$57.74					
Experienced Librarian (monthly)	\$9,383.00					
Experienced Librarian (annual)	\$112,593.00					
Library Specialist - part time	\$52.00					
Library Specialist (monthly) part time	\$4,507.00					
Library Specialist (annual) part time	\$54,080.00					



Belvedere
Tiburon
Library

RESOLUTION NO. 307-2025

**RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY
ADOPTING THE 2025/2026
GANN APPROPRIATIONS LIMIT**

WHEREAS, Article XIII B of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere Tiburon Library Agency has calculated that limit for the **2025/2026** fiscal year to be **\$2,101,968** and

WHEREAS, said Agency also calculates the amount of the proceeds of taxes that are subject to the appropriation limit to be **\$1,876,051** for the **2025/2026** fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library Agency that the sum of **\$2,101,968** is hereby established as the appropriations limit for the Belvedere Tiburon Library Agency for the **2025/2026** fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the **16th day of June, 2025**.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Anthony Hooker, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board



Belvedere
Tiburon
Library

RESOLUTION NO. 308-2025

RESOLUTION OF THE BELVEDERE-TIBURON LIBRARY AGENCY ADOPTING THE 2025/2026 GANN APPROPRIATIONS LIMIT FOR THE BELVEDERE-TIBURON LIBRARY AGENCY COMMUNITY FACILITIES DISTRICT NO. 1995-1

WHEREAS, Article XIII B of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere-Tiburon Library Agency has calculated the said Community Facilities District No. 1995-1 limit for the **2025/2026** fiscal year as **\$1,217,550** and

WHEREAS, said Agency also calculates the amount of the proceeds of taxes that are subject to the appropriation limit to be **\$1,101,808** for the **2025/2026** fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere-Tiburon Library Agency that the sum of **\$1,217,550** is hereby established as the appropriations limit for the Belvedere-Tiburon Library Agency Community Facilities District No. 1995-1 for the **2025/2026** fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere-Tiburon Library Agency on the **16th day of June, 2025**.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Anthony Hooker, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board

FY 2026 GANN BUDGET DRAFT FOR AGENCY APPROVAL				
RESOLUTIONS 307-2025 AND 308-2025				
7/1/2025	Compliance With Gann Limits FY 2025	Agency & CFD	Agency 63%	CFD 37%
	Total Proposed Expenditures	3,616,608		
	Less: BTLF & other Grants	(161,000)		
	Debt Service	(129,174)		
	PERS - Retirement Benefits	(299,520)		
	Workers Comp. Insurance	(9,308)		
	Payroll Tax	(39,747)		
	Spending Subject to Limits	2,977,859	1,876,051	1,101,808
	Fiscal 2026 Appropriation Limits	3,319,519	2,101,968	1,217,550
	Available Room in Limits	341,660	225,917	115,743
	Calculation of Gann Appropriation Limits	Total Limit	Agency	CFD
***	Fiscal 2025 Gann Limits	3,112,451	1,970,850	1,141,601
"A"	California Per Capita Income change		1.0644	1.0644
"B"	Greater of Co. or District population growth		1.0020	1.0020
	Annual Combined Escalator - A x B		1.0665	1.0665
	Fiscal 2026 Appropriation Limits	3,319,519	2,101,968	1,217,550
		1/1/2024	1/1/2024	Change
	Marin County Population	254,743	254,550	-0.08%
	Belvedere Population	2,052	2,058	0.29%
	Tiburon Population	8,894	8,910	0.18%
	Total District Population	10,946	10,968	0.20%
	Source: Dept. of Finance Letter, St. of Calif., May, 2023			
***	Resolutions 307-2025 and 308-2025			
Source:	http://www.dof.ca.gov/Forecasting/Demographics/Estimates/Population			



Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ www.dof.ca.gov

May 2025

Dear Fiscal Officer:

Subject: Price Factor and Population Information**Appropriations Limit**

California Revenue and Taxation Code Section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2025-26. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2025-26 appropriations limit. Attachment B provides the city and unincorporated county population percentage change along with the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code Section 2228 provides additional information regarding the appropriations limit. Article XIII B, Section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2025.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE STEPHENSHAW
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

May 2025

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2025-26 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2025-26	6.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2025-26 appropriation limit.

2025-26:

Per Capita Cost of Living Change = 6.44 percent
 Population Change = 0.28 percent

Per Capita Cost of Living converted to a ratio: $\frac{6.44 + 100}{100} = 1.0644$

Population converted to a ratio: $\frac{0.28 + 100}{100} = 1.0028$

Calculation of factor for FY 2025-26: $1.0644 \times 1.0028 = 1.0674$

**E-1: City/County/State Population Estimates with Annual Percent Change
January 1, 2024 and 2025**

JURISDICTION	Total Population 1/1/24	1/1/25	Percent Change	JURISDICTION	Total Population 1/1/24	1/1/25	Percent Change
Lynwood	66,360	66,660	0.5	Larkspur	12,750	12,731	-0.1
Malibu	10,623	10,604	-0.2	Mill Valley	13,679	13,688	0.1
Manhattan Beach	34,111	34,051	-0.2	Novato	51,578	51,690	0.2
Maywood	24,557	24,496	-0.2	Ross	2,290	2,309	0.8
Monrovia	38,181	38,920	1.9	San Anselmo	12,519	12,551	0.3
Montebello	62,243	62,732	0.8	San Rafael	59,917	59,885	-0.1
Monterey Park	59,349	59,269	-0.1	Sausalito	6,936	6,941	0.1
Norwalk	101,416	101,075	-0.3	Tiburon	8,894	8,910	0.2
Palmdale	166,580	167,097	0.3	Balance of County	66,771	66,414	-0.5
Palos Verdes Estates	13,014	12,999	-0.1	Mariposa	16,958	16,917	-0.2
Paramount	52,415	52,371	-0.1	Mendocino	89,802	89,827	0.0
Pasadena	140,054	140,631	0.4	Fort Bragg	7,194	7,187	-0.1
Pico Rivera	60,859	60,858	0.0	Point Arena	445	452	1.6
Pomona	152,005	153,042	0.7	Ukiah	16,227	16,325	0.6
Rancho Palos Verdes	40,831	40,727	-0.3	Willits	4,853	4,838	-0.3
Redondo Beach	68,319	68,091	-0.3	Balance of County	61,083	61,025	-0.1
Rolling Hills	1,673	1,677	0.2	Merced	291,752	293,080	0.5
Rolling Hills Estates	8,557	8,545	-0.1	Atwater	31,921	31,862	-0.2
Rosemead	50,296	50,501	0.4	Dos Palos	5,728	5,712	-0.3
San Dimas	34,226	34,209	0.0	Gustine	6,035	6,021	-0.2
San Fernando	23,546	23,692	0.6	Livingston	14,451	14,441	-0.1
San Gabriel	38,569	38,953	1.0	Los Banos	48,213	48,896	1.4
San Marino	12,341	12,330	-0.1	Merced	93,138	98,039	5.3
Santa Clarita	231,573	232,377	0.3	Balance of County	92,266	88,109	-4.5
Santa Fe Springs	18,515	18,680	0.9	Modoc	8,509	8,491	-0.2
Santa Monica	93,034	93,212	0.2	Alturas	2,662	2,657	-0.2
Sierra Madre	10,903	10,870	-0.3	Balance of County	5,847	5,834	-0.2
Signal Hill	11,457	11,421	-0.3	Mono	12,888	12,684	-1.6
South El Monte	19,538	19,535	0.0	Mammoth Lakes	7,145	7,040	-1.5
South Gate	92,883	92,955	0.1	Balance of County	5,743	5,644	-1.7
South Pasadena	26,272	26,287	0.1	Monterey	436,613	438,831	0.5
Temple City	36,069	36,322	0.7	Carmel-by-the-Sea	3,056	3,049	-0.2
Torrance	143,410	143,261	-0.1	Del Rey Oaks	1,551	1,546	-0.3
Vernon	208	207	-0.5	Gonzales	8,459	8,434	-0.3
Walnut	28,008	28,214	0.7	Greenfield	20,543	20,785	1.2
West Covina	109,657	109,428	-0.2	King City	14,189	14,344	1.1
West Hollywood	35,250	35,284	0.1	Marina	22,831	23,086	1.1
Westlake Village	7,943	7,918	-0.3	Monterey	27,148	27,273	0.5
Whittier	87,820	87,850	0.0	Pacific Grove	14,935	14,871	-0.4
Balance of County	1,002,700	1,004,490	0.2	Salinas	161,039	160,645	-0.2
Madera	161,854	162,599	0.5	Sand City	374	373	-0.3
Chowchilla	19,123	18,742	-2.0	Seaside	30,299	32,019	5.7
Madera	67,013	66,443	-0.9	Soledad	26,831	27,310	1.8
Balance of County	75,718	77,414	2.2	Balance of County	105,358	105,096	-0.2
Marin	254,743	254,550	-0.1				
Belvedere	2,052	2,058	0.3				
Corte Madera	9,957	9,966	0.1				
Fairfax	7,400	7,407	0.1				

Belvedere-Tiburon Library Agency Future Meeting Dates

No meeting in July unless necessary (July 21, 2025)

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

May 18, 2026

June 15, 2026

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