

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Meeting of Monday, October 20, 2025 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

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

CALL TO ORDER AND ROLL CALL

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 - Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Belvedere Tiburon Library Foundation Report – Lucy Churton, President (5 minutes)
4. Quarterly Treasurer's Report, September 2025 - Kristin Johnson, Board Clerk (5minutes)
5. Committee Reports (5 minutes)

CONSENT CALENDAR

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

6. Approval of Agency Regular Meeting Minutes of September 15, 2025.
7. Approval of Agency Warrants for the Month of September, 2025.

TRUSTEE CONSIDERATIONS

8. Consideration of Workforce DEI Policy.
9. Consideration of Resolution No. 309-2025 on Library Resilience.
10. Consideration of Resolution No. 310-2025 allocating Reserve Funds for Technology Upgrade.

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2025-2026 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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



DATE: October 20, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

The Library will host its annual Trick-or-Treat event on Friday, October 31, featuring games, creepy crafts, and a haunted hallway for families to enjoy. This seasonal program has become a new tradition, growing in popularity and bringing children and families together in a fun and safe environment.

Outreach and Engagement

Library staff represented the Library at Maker Faire Bay Area 2025 from September 26–28. The Library's makerspace booth attracted attendees from across Marin County and abroad, offering an opportunity to showcase our creative programming and connect with other makerspace professionals. Staff valued the exchange of ideas and the inspiration gained for future hands-on learning programs. (*Photos at end of report for reference.*)

Later this month, Katie and I will present at the California Library Association (CLA) Conference in Riverside on October 24–25. The session, "*Sustainability in Action: Co-Designing Community Programs*," highlights the Library's collaborative process for expanding the Library of Things collection and hosting Green Fest 2025.

Personnel

Congratulations to Adam on his promotion to Circulation Lead (formerly Library Assistant) and to Tiffany, who transitioned from a part-time Library Specialist position to a full-time Library Assistant role. We'll recruit soon for a Children's Librarian position.

The Library is partnering with The Ranch to secure a trainer specializing in serving and working alongside neurodivergent customers and colleagues. Training costs will be shared with The Ranch, and we'll open attendance to School District staff and nearby libraries. Recent professional development opportunities attended by staff included:

- *ChatGPT for Excel*
- *Supporting Your Teens Post-HS: College, Career & Beyond*
- *Nontraditional Lending to Aid Your Community's Environmental and Safety Efforts*
- *2025 Future of Libraries Conference at San Francisco Public Library*

Administration

The Library will complete HVAC repairs to address an ongoing issue with condensation leaks. A quote of approximately \$8,200 has been received for a permanent solution to the seasonal water drip that has recurred over the past two years. Funds will be drawn from the Building Reserve. I'd like to extend thanks to the Town of Tiburon for providing in-kind support by sending staff to resolve a lighting issue in the attic in preparation for the BayREN site audit.

Staff are finalizing plans to move shelving in the nave. The new layout will be comparable to the building's layout before the expansion, where rows of shelving will be laid parallel to the nave. Tables will be relocated to the rear of the nave to allow for quiet work, as the entryways tend to be noisier. The existing tables will be replaced with new tables that are similar to those throughout the building and are movable, allowing for flexibility in different configurations and open spaces as needed. We anticipate that work will take place between December 19th and January 5th, as this is when students are out for winter break and the library generally experiences low visitation due to the holidays. For the move, we may temporarily relocate high-interest titles to the Gallery and Founders Room for access and suppress select sections of the collection. We'll announce the anticipated service disruption through our various communication channels. We're also exploring lighting solutions to enhance visibility throughout the collection. This work is a continuation of Project Refresh, which included relocating various workspaces and installing new entryway furniture.

Staff are currently preparing the Annual Report to the California State Library for FY 2024–25. Details from the report will be shared at the November Board meeting.

Maker Faire Photos





BELVEDERE TIBURON LIBRARY AGENCY
QUARTERLY TREASURER'S REPORT
STATEMENT OF CHANGES IN CASH PRELIMINARY
3 MONTHS ENDED
SEPTEMBER 30, 2025

Beginning CASH at Fiscal Year End June 30, 2025	\$ 2,906,550
<u>OPERATING ACTIVITY</u>	
Operating Revenue	169,730
Original Bond Debt Service	(114,226)
Operating Expenses	(1,150,801)
Net Operating Income/(Outflow)	(1,095,297)
<u>RESERVE ACTIVITY</u>	
Computers & Equipment	(3,101)
Furniture	-
Building Repairs & Improvements	-
Grounds Improvements	-
Total Reserve Activity	(3,101)
<u>BALANCE SHEET ACTIVITY</u>	
Prior Year Receivables Received	231,054
Prior Year Prepays Expensed	259,055
Current Year Prepays Accrued	-
Prior Year Accrued Payroll Paid	(5,310)
Prior Year Accounts Payable Paid	(67,989)
Deferred Grant Revenue	(150,000)
Deferred Compensation	(225)
Change in Health FSA Accounts	(1,751)
Net Balance Sheet Activity	264,834
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Capital Contributions	-
Designated Fund Inflows	1,455
Designated Fund Outflows	(923)
Net Designated Donor Activity	532
Ending CASH at September 30, 2025	\$ 2,073,518
<u>CASH BY FUND</u>	
Insurance Reserve	\$ 500,000
Building Reserve	\$ 53,878
Fiscal Agent Account Balance	\$ 1,422
Donor/Source Designated Funds	\$ 17,971
Operating Reserve	\$ 1,500,247
Ending CASH at September 30, 2025	\$ 2,073,518

**BELVEDERE TIBURON LIBRARY AGENCY
LONG-TERM DEBT
SEPTEMBER 30, 2025**

LONG-TERM LIABILITIES					
SEPTEMBER 30, 2025					
Compensated Absences (Accrued Vacation Balances)	9/30/2025	\$ 79,619			
CFD 1995-1 BONDS					
Original Bonds CFD 1995-1 thru Sept 2026	9/30/2025	\$ 110,000			
Future interest to be paid thru Sept 2026	9/30/2025	6,600			
Total Bond CFD 1995-1 Liability (2 payments remaining)		\$ 116,600			
Payments are made on 9/1 and 3/1, Last Payment will be 9/1/2026					
PENSION AND OPEB LIABILITIES					
Actuarially Determined Net Pension Liability per Audit	6/30/2024	1,832,458	Prior Year Audit Balance		
Actuarially Determined Net OPEB Liability Per Audit	6/30/2024	279,281	Prior Year Audit Balance		
Total Post-Employment Liability PRIOR AUDIT	6/30/2024	\$ 2,111,739			
TOTAL LONG-TERM LIABILITIES					

NOTES**PENSION AND OPEB LIABILITIES BASED ON 6/30/2024 AUDIT DRAFT with changes based on discount rate**

			1% Decrease @ 6/30/2024	1% Increase	
	Discount Rate		5.90%	6.90%	7.90%
	Pension Liability		\$ 2,925,698	\$ 1,832,458	\$ 932,628
			@ 6/30/2022		
	Discount Rate		2.54%	3.54%	4.54%
	OPEB Liability		\$ 316,017	\$ 279,281	\$ 248,679
	TOTAL Pension & OPEB		\$ 3,241,715	\$ 2,111,739	\$ 1,181,307

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
3 MONTHS ENDED
SEPTEMBER 30, 2025

	ACCOUNT	FY26 ANNUAL BUDGET	FY 2025-26 Sep, 2025 25% OF YEAR CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	FY 2024-25 Sep, 2024 25% OF YEAR CASH BASIS	% OF BUDGET
GENERAL FUND REVENUE								
	Revenue							
	(1)	5010	\$ 2,662,684	137	0%	\$ 2,662,547	\$ -	0%
	(1)	5020	277,000	-	0%	277,000	-	0%
	(1)	5025	575,000	-	0%	575,000	-	0%
	(2)	5032	150,000	150,000	100%	0	-	0%
	(3)	5033	11,000	1,464	13%	9,536	32,830	41%
		5040	500	469	94%	31	37	7%
		5065	50	10	20%	40	43	86%
		5070	380	211	56%	169	114	30%
		5090	15,808	1	0%	15,807	2,658	29%
	(3B)	5099	58,000	17,438	30%	40,562	23,376	47%
			\$ 3,750,422	\$ 169,730	5%	\$ 3,580,692	\$ 59,058	2%
Bond Debt Service via Parcel Tax								
		8910	(9,750)	(6,450)	66%	(3,300)	(9,450)	59%
		8915	(105,000)	(105,000)	100%	0	(100,000)	100%
		8920	(14,424)	(2,776)	19%	(11,648)	(2,676)	19%
			(129,174)	(114,226)	88%	(14,948)	(112,126)	86%
			\$3,621,248	\$ 55,504	2%	\$ 3,565,744	(\$53,068)	-2%
GENERAL FUND EXPENDITURES								
	Personnel							
	(4) & (5)							
		7010	1,518,267	355,104	23%	1,163,163	328,693	23%
		7015	21,747	5,400	25%	16,347	5,175	24%
		7020	245,772	42,036	17%	203,736	55,594	18%
		7100	299,977	196,667	66%	103,310	147,457	53%
		7105	0	0		0	0	0%
		7110	331,249	74,314	22%	256,935	55,909	22%
		7115	10,654	2,370	22%	8,284	2,355	23%
		7120	9,308	8,584	92%	724	8,628	107%
		7125	5,718	5,718	100%	0	5,400	100%
		7130	40,816	8,402	21%	32,414	9,109	21%
		7135	37,500	0	0%	37,500	0	0%
		7140	8,500	0	0%	8,500	0	0%
		7200	13,728	1,252	9%	12,476	3,614	36%
		7210	500	135	27%	365	1,506	301%
			\$ 2,543,736	699,982	28%	1,843,754	\$ 623,440	26%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
3 MONTHS ENDED
SEPTEMBER 30, 2025

	ACCOUNT	FY26 ANNUAL BUDGET	Sep, 2025 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Sep, 2024 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Circulation Materials & Data	(6)							
Books and other Materials	7601	100,000	31,134	31%	68,866	100,000	29,186	29%
Vendor Processing Costs	7602	25,000	626	3%	24,374	7,000	4,642	66%
Supplies for Processing	7603	2,000	(55)	-3%	2,055	3,000	250	8%
Digital Collection	7606	80,000	29,190	36%	50,810	80,000	32,303	40%
Library of Things	7608	5,000	23	0%	4,977	0	0	
MARINet	7607	115,000	118,292	103%	(3,292)	112,000	110,834	99%
Total Circulation Materials & Data		\$ 327,000	179,210	55%	147,790	\$ 302,000	\$ 177,215	59%
Technology Services	(7)							
Staff Digital Subscriptions	8020	15,200	8,912	59%	6,288	12,276	9,514	78%
Computers & Peripherals	8035	14,250	752	5%	13,498	14,250	891	6%
Technical Support	8040	39,732	2,514	6%	37,218	39,732	14,208	36%
IT Infrastructure	8070	35,100	8,909	25%	26,191	31,200	15,015	48%
Website Maintenance	8071	10,200	2,250	22%	7,950	10,000	2,048	20%
Total Technology Services		\$ 114,482	23,337	20%	91,145	\$ 107,458	\$ 41,676	39%
Program Services & Supplies	(8)							
Copier Expense	8210	16,600	4,273	26%	12,327	15,520	4,161	27%
Postage Freight	8220	4,000	661	17%	3,339	3,500	2,897	83%
Public Relations	8225	34,000	7,525	22%	26,475	34,000	9,627	28%
Office Supplies	8230	7,000	1,648	24%	5,352	7,000	2,323	33%
Adult Programs	8240	20,000	5,309	27%	14,691	31,900	9,482	30%
Children's Program Supplies	8250	20,000	4,713	24%	15,287	20,000	8,241	41%
Young Adult Programs	8251	6,000	1,189	20%	4,811	6,000	1,457	24%
Telephone	8260	15,000	3,898	26%	11,102	14,600	3,748	26%
AV Equipment & Peripherals	8270	5,000	0	0%	5,000	5,000	3,514	70%
Maker Space Programs	8280	10,000	6,288	63%	3,712	15,000	2,554	17%
Technology Training Program	8290	4,800	1,275	27%	3,525	4,000	1,400	35%
Total Program Services & Supplies		\$ 142,400	36,779	26%	105,621	\$ 156,520	\$ 49,404	32%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
3 MONTHS ENDED
SEPTEMBER 30, 2025

	ACCOUNT	FY26 ANNUAL BUDGET	Sep, 2025 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Sep, 2024 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Building Expenses	(9)							
	8410 Building & Contents Insur.	138,826	124,899	90%	13,927	125,000	127,532	102%
	8430 Building Maintenance	10,000	3,055	31%	6,945	17,500	7,183	41%
	8440 Grounds Maintenance	18,000	0	0%	18,000	18,000	0	0%
	8450 Janitorial Expense	65,000	21,946	34%	43,054	60,000	13,311	22%
	8460 Custodial Supplies	9,000	1,495	17%	7,505	9,000	352	4%
	8480 Trash	5,628	915	16%	4,713	5,360	891	17%
	8490 Electricity & Gas	87,857	30,729	35%	57,128	80,000	25,713	32%
	8491 Parking	6,240	3,120	50%	3,120	6,240	3,120	50%
	8492 Maintenance Contracts	15,000	1,921	13%	13,079	13,000	650	5%
	8493 EV Public Charging Stations	13,295	1,763	13%	11,532	9,600	2,531	0%
	8500 Water	13,164	821	6%	12,343	7,500	2,894	39%
	8501 Furniture & Fixtures	0	0	0	0	0	0	0
	Total Building Expenses	\$ 382,010	190,664	50%	191,346	\$ 351,200	\$ 184,177	52%
Agency Administration	(10)							
	8810 Bank Charges	500	154	31%	346	500	36	7%
	8815 Credit Card Fees	800	0	0%	800	800	7	1%
	8820 Cash Over/(Under)	120	0	0%	120	120	0	0%
	8825 Membership and Dues	4,500	230	5%	4,270	4,455	1,620	0%
	8830 Accounting	8,200	2,079	25%	6,121	8,000	1,732	22%
	8835 Auditing	34,500	350	1%	34,150	33,350	700	2%
	8840 Legal & Consulting Services	58,000	17,838	31%	40,162	50,000	12,496	25%
	8850 Staff, Vol, Board	5,000	178	4%	4,822	5,000	150	3%
	8890 Contribution to Reserves	0	0	0	0	34,427	0	0
	Total Agency Administration	\$ 111,620	20,829	19%	90,791	\$ 136,652	\$ 16,741	12%
Total GENERAL FUND EXPENDITURES		\$ 3,621,248	\$ 1,150,801	32%	\$ 2,470,447	\$ 3,427,820	\$ 1,092,653	32%
NET OPERATING REVENUE/(LOSS)		\$ -	\$ (1,095,297)		\$ (1,095,297)	\$ 14,838	\$ (1,145,721)	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
3 MONTHS ENDED
SEPTEMBER 30, 2025

	ACCOUNT	FY26 ANNUAL BUDGET	Sep, 2025 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Sep, 2024 25% OF YEAR TO DATE CASH BASIS	% OF BUDGET
ACTUAL BEGINNING CASH - ALL FUNDS								
	6/30/2025	\$ 2,918,013	\$ 2,906,550		\$ (11,463)			
NET OPERATING REVENUE/(LOSS)								
		-	(1,095,297)		(1,095,297)			
NON-OPERATING TRANSFERS &								
USES OF RESERVES (11)								
	Technology & Equip	9010	0	0	0	0		
	Furniture & Fixtures	9020	0	(3,101)	(3,101)			
	Building Repairs & Improvements	9022	0		0	0		
	Grounds Improvements	9025	0	0	0	0		
	Total USES OF RESERVES		0	(3,101)	(3,101)			
BALANCE SHEET ACTIVITY								
			0	264,834	264,834			
RESTRICTED FUND ACTIVITY								
	Capital Project Foundation Grants	5978				0		
	Restricted Fund Receipts		5,821	1,455	25%	(4,366)		
	Restricted Fund Expenditures	9500	(5,821)	(923)	16%	4,898		
	Net RESTRICTED FUND ACTIVITY		0	532	532			
ENDING CASH - ALL FUNDS								
	8/31/2025	\$ 2,918,013	\$ 2,073,518		\$ (844,495)			
CASH BY FUND (12)				% of Budgeted Operating Expenses		% of Budgeted Operating Expenses		PRIOR YEAR LOW POINT
	Cash with Fiscal Agent - CFD 1995-1 Bond Service							
	Restricted Funds	Fund 320,351		1,421		1,421		
			17,971			17,971		
	Expansion Funds reserved for current projects		0			50,000		
	Insurance and Building Reserves	2720 & 2730				553,878		
	Operating Reserve		15%	553,878	15%	563,354		
			41%	1,500,247	16%			
	TOTAL ENDING CASH - ALL FUNDS		8/31/2025	2,073,518	12/15/2024	1,186,625		
(1) Fiscal Year 2025 Low Point Actual								
(2) Fiscal Year 2024 Low Point Actual								
CASH BY BANK ACCOUNT								
				% of Total Cash		% of Total Cash		LOW POINT
	Mechanics Operating Checking/Petty Cash		400,110			296,409		
	US Bank Fiscal Agent for CFD-1995-1 Bonds		1,421			2,739		
	LAIF		25%	523,275	30%	357,733		
	Mechanics Wealth Management Fed Treas		55%	1,148,711	45%	529,744		
	TOTAL ENDING CASH - ALL ACCOUNTS		8/31/2025	2,073,518	12/15/2024	1,186,625		

BELVEDERE TIBURON LIBRARY AGENCY						
SEPTEMBER 2025 NOTES: DETAIL BUDGET VS ACTUAL						
REVENUES						
	25% of Budget Year					
(1)	5032 Foundation Grants	150,000	Received from BTLF for FY2026 in June, 2025			
(3B)	5099-Interest	17,500	Wealth Mgmt Funds were Transferred to LAIF 10-1-2025 LAIF is currently earning about 4.2% on \$1.47 million			
	No other Significant Revenue at this point in the year.					
	55% of Tax Revenue expected in late December/Early January					
EXPENDITURES						
	25% of Budget Year					
(4)	7000's - 7200's Personnel at 28% Due to front-end CalPERS Pension UAL Funding					
(5)	7100-7115 Benefits at 42% average CalPERS UAL retirement payment front-loaded					
(6)	7600's Circulation Materials at 55%, Magazine, digital subscriptions and MARINet are front-loaded					
(7)	8000's Technology at 20% on par with budget					
(8)	8200's Program Services at 26%, on par with budget					
(9)	8400-8500's Building at 50% Insurance is front-loaded, Electricity/Gas costs are also up \$5,000 Year-to-Date					
(10)	8800's Admin at 19% On par with budget					
GENERAL FUND EXPENDITURES IN TOTAL at 32%, due to front-loaded digital and insurance costs						
Net Operating Loss is normal until December taxes arrive						
	Annual Expenditure Budget FY26:					
		\$ 3,621,000				
	Monthly Operational Cost:					
	July-Sept	\$1,105,801	front-loaded Insurance, CalPERS UAL, MarINET, and Subscriptions			
		\$2,515,199				
		\$3,621,000				
		\$279,467	Average monthly expenditure available for remaining fiscal year			
CASH						
(12)	Cash by Fund					
	TOTAL Cash: OPER Reserve:					
	\$ 2,906,550	\$ 2,222,236	at June 30, 2025			
	\$ 2,073,518	\$ 1,500,247	at September 30, 2025			
	57%	41%	% of Operating Budget at September 30, 2025			
	\$ 1,186,625	\$ 447,408	Last Low Point mid-December 2024			
	33%	12%	Low Point % of Operating Budget FY26			

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
September 15, 2025

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

Members Absent: Anthony Hooker, Roxanne Richards

Also Present: Staff: Crystal Duran, Kristin Johnson, BTLF: Lucy Churton, Councilmembers: Kevin Burke, Holly Thier

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

OPEN Forum:

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

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Poplawski reported that both of the Library's 30th Anniversary events were well attended. Friday night featured a photo montage of the Library's History, along with food, drink, and music. Sunday featured indoor and outdoor learning and fun activities for families, along with food trucks.

Chair Poplawski will offer informal "office hours" of 15 minutes, to receive community ideas and concerns.

2. Library Director's Report

Director Duran reported that Makerspace team will attend and host an activity exhibit at the upcoming Bay Area Maker Fair. Last year, the Berkeley Library attended and visited the Library's exhibit and didn't yet have a makerspace. Technology and Learning Initiatives Librarian Ivan Silva will lead this year's group, Library Assistant for Technology Birgitta Danielson and 2 other librarians. The event is open to public, and highlights the potential and possibilities for makerspace activities and learning. Library Staff will collaborate with Marin County Free Library and the Berkeley Library, sharing maker activities.

On Friday, October 17, the Library will host the inaugural meeting of Library Friends Group, a network of libraries. Each Library system will bring up to 5 guest attendees. The 3-to-4-hour meeting will include ideas for advocacy, story-telling, small group discussion, and best practices. Based on the feedback after this meeting, the group may convene annually. This is a professional opportunity to share mission and experience.

Library Staff will begin work in the near future to consolidate technical and processing systems. Staff are now using Microsoft Office and Google (and emails for both), Slack, several systems for processing, and multiple file storage methods.

DRAFT FOR AGENCY REVIEW

The project scope will encompass moving to one shared system and the enhancement of internal communications. The is part of the Library's Strategic Planning process. Director Duran will provide more information at the next Agency meeting.

3. Belvedere Tiburon Library Foundation Report

Director Duran thanked Foundation members for organizing and hosting the successful and well-attended Library 30th Anniversary events. She added that design review for the Children's patio shade structure is in process, and that an Art Reception will be held on Thursday, September 18th for the new show, "Interpretations: Color, Line, Form."

4. Financial Statements for August, 2025

Clerk Johnson noted that the Heading of the financial statements was incorrect. The financial statements are for July-August 2025, not June, 2025.

As expected with 2 months passed, or 17% of the year, very little revenue has been received, while expenses are at 25% of budget due to front-loading of the CalPERS Unfunded Pension payment (Line 7100), Digital Resources (Line 7606), MARINet subscription (line 7607), Staff Digital Subscriptions (Line 8020), Insurance (Lines 7130, 7140, 8410) and Audit and Legal and Consulting Costs (Lines 8835 and 8840).

Total Cash is at \$2.4 million, or 67% of budgeted annual operating expenses. Operating Reserve is at \$1.7 million, or 48% of budgeted annual operating expenses.

5. Committee Reports

The Finance Committee reviewed and discussed the staff project for consolidating technology.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of August 18, 2025, and the Warrants for the Month August, 2025 made by Treasure Slavitz, seconded by Trustee Sutton.

Ayes: all present in favor

Absent: Anthony Hooker, Roxanne Richards

Noes: None

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Presentation of Mayor's Proclamation honoring 30th Anniversary

Tiburon Mayor Holli Their presented BTLA Chair Emily Poplawski with a proclamation from the Town of Tiburon honoring the Library's 30th anniversary celebration. She thanked the Agency for the celebration, and said that the Library is energizing the community as beacon for gathering with its programs, digital resources, and art shows.

Belvedere City Councilman and Library liaison Kevin Burke presented BTLA Chair Emily Poplawski with a proclamation from the City of Belvedere, and also lauded the Agency for the special role the Library is playing in the community.

9. Consideration of updated Employee Handbook

Director Duran said that a draft of the Handbook was presented and discussed at last month's Agency meeting. The Handbook is to be reviewed by the Agency annually. There has been no significant change in the Handbook since the August discussion. During that prior discussion, a staff meeting/training attendance requirement was moved to a different area of the handbook for clarity. If the Agency approves the Handbook, it will be distributed to all staff, and a signed acknowledgement from each staff will be filed.

Motion to approve Made by Trustee Weil, seconded by Treasurer Slavitz

Ayes: Chair Emily Poplawski, Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Absent: Anthony Hooker, Roxanne Richards

Noes: None

All present in Favor. Motion Passed.

10. Consideration of Ad Hoc Committee for Board Development and the Standing Finance Committee

Director Duran said that, at last month's Agency meeting, Trustees discussed both committees, and deferred approval to tonight's meeting.

Director Duran asked the Agency to consider appointing up to 3 members for the Ad Hoc Board Development Committee. The Committee would be charged with the development of a Trustee onboarding packet, with timeline of completion by July 2026, so that the packet would be available to new trustees at that time.

Director Duran also asked for 3 appointments to the Standing Finance Committee, which holds Public meetings quarterly (at a minimum) to review the draft audit, financials, financial policies & procedures, and an in-depth draft budget.

Chair Poplawski said that the previous discussion for the Ad Hoc Board Development Committee had favored Trustees Richards, Sutton and Weil. The Finance Committee previously included Treasurer Slavitz and Trustees Goldman and Weil. If Trustee Weil moves to the Ad Hoc Board Development Committee, then Chair Poplawski would join the Finance Committee. This would prepare the Chair Poplawski and Trustee Goldman to continue with the Finance Committee when Treasurer Slavitz terms off next year.

Motion to appoint Vice Chair Sutton, Trustee Richards, Trustee Weil to the Ad Hoc Board Development Committee and Chair Poplawski, Treasurer Slavitz, and Trustee Goldman to the Standing Finance Committee made by Vice Chair Sutton, seconded by Chair Poplawski.

Ayes: Chair Emily Poplawski, Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Absent: Anthony Hooker, Roxanne Richards

Noes: None

All present in Favor. Motion Passed.

11. Consideration of moving all funds from Mechanics Wealth Management to LAIF

Clerk Johnson explained that Mechanics Wealth Management has given the Agency notice that it will begin charging a \$3,500 annual fee for management of the Agency's investments beginning October 1, 2025.

Chair Poplawski asked if there were any negative aspects in moving the funds to LAIF. Treasurer Slavitz said that LAIF is safe, and many government organizations keep their money there. Chair Poplawski asked if the transfer would affect future processes. Treasurer Slavitz said that the move would create greater ease of cash transfers in the future. Treasurer Slavitz noted the Finance Committee met to discuss the accounts and recommended the transfer.

**Motion to approve moving all funds from Mechanics Wealth Management to LAIF
Made by Treasurer Slavitz, seconded by Trustee Goldman**

Ayes: Chair Emily Poplawski, Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Absent: Anthony Hooker, Roxanne Richards

Noes: None

All present in Favor. Motion Passed.

12. First review of Workforce DEI Policy

Director Duran said that Library Staff are working toward the Sustainable Library Certification, which contains three main aspects: People, Place, and Funding. Equity is a part of the people component. This component includes staffing policies, such as benefits, to maintain a robust staff, and should include a policy that embeds equity into operations, such as a Diversity, Equity, Inclusion (DEI) policy. The draft policy presented tonight simply affirms everything that staff already do, procedure and policy-wise, as part of the Employee Handbook and Library Procedures. Last year, studies were completed on the Library's pay and benefits practices, including applying a consistent formula for job classifications, supporting accommodations, and equal opportunities for development and growth. Inclusion is one of the 5 staff led values which was determined in that process. The draft memorializes all the work that staff have been doing in the past 2 years.

Director Duran requests that Trustees review the draft and provide feedback for revision or adopt the policy tonight. Once the policy is adopted, it will be submitted for the Sustainable Library Certification.

Treasurer Slavitz asked what other libraries are doing. Director Duran said that some Libraries have ordinances, and some have policies. Marin County has a robust policy.

Trustee Weil asked about the last item, on page 12-2 regarding convening diverse interview panels. He said that he could see doing this in larger organizations with multiple branches, and that it is challenging enough to hire people without adding this

requirement. He asked if this would be pertinent to the scope of this Library. Director Duran said that the use of panels in hiring has been the Library's practice since she has been on board, and staff have always invited at least one person from another library to sit on hiring panels. Library panels are limited to 3 people, with one panel member from outside the Library. Library Staff have also joined hiring panels for other libraries upon request. Panels are convened for hiring full-time positions. For part-time positions, the interview team consists of 2 Library Staff.

Chair Poplawski asked about the 3rd bullet point on page 12-1, supporting neurodiverse employees. Director Duran said that this relates to accommodations for members of the differently-abled community. She will clarify that in the policy.

Chair Poplawski asked about whether a process to log complaints is in place at the Library now. Director Duran said that this process is detailed in the Employee Handbook. Any challenges are raised to the employee's supervisor, Library Director, chair or Administrative Manager, or Board Chair. All complaints are investigated and mediated.

Chair Poplawski asked about process for administration of the policy. Director Duran said that the policy would be presented at an all staff meeting with discussion about how it should be actualized in practice. The policy is essentially already in practice, the documentation and approval will be a formalization of that practice.

Trustee Poplawski asked if the policy isn't already in place through the adoption of the Employee Handbook, or if it could be included as part of the Employee Handbook. Director Duran said that the Employee Handbook doesn't necessarily include every Library policy. Agencies do incorporate policies external to the Employee Handbooks. All Library policies are made accessible to staff on a shared drive.

The first review description per the agenda for tonight dictates that there can be no motion.

Consideration of DEI Policy will be scheduled for the next Agency meeting.

13. Meeting Dates

The Next Regular meeting is scheduled for October 20th

Chair Poplawski adjourned the meeting at 7:03 pm

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
SEPTEMBER 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	6,132.17	\$ 6,132.17
	ACH	Pitney Bowes	100	8220	Postage & Freight	200.00	\$ 200.00
	EFT	CalPERS Retire CLASSIC Aug.	100	7100	CalPERS Retirement Benefit	10,297.84	
	EFT	CalPERS Capasso Refund(deduct from above)	100	7100	CalPERS Retirement Benefit	(638.45)	
	EFT	CalPERS Retire PEPRA Aug	100	7100	CalPERS Retirement Benefit	10,043.53	\$ 19,702.92
	EFT	CalPERS Health EE Sep.	100	7110	CalPERS Insurance Benefits	23,005.63	
	EFT	CalPERS Health OPEB September	100	7115	OPEB Insurance Benefits	790.00	\$ 23,795.63
	EFT	CalPERS Retire PEPRA July(CalPers Retro Charge)	100	7100	CalPERS Retirement Benefit	850.31	\$ 850.31
	EFT	CalPERS GASB 68 Reporting Fee	100	8835	CalPERS Insurance Benefits	350.00	\$ 350.00
	EFT	Delta Dental	100	7110	CalPERS Insurance Benefits	\$ 1,306.02	\$ 1,306.02
	ACH	Amazon	100	Various	Amazon Account Charges	\$ 5,035.07	\$ 5,035.07
	ACH	Mechanics Analysis Charges	100	8810	Bank Charges	\$ -	\$ -
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 59,934.15	\$ 59,934.15
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	EFT	Reliance LTD	100	7110	CalPERS Insurance Benefits	\$ 1,713.11	\$ 1,713.11
	ACH	Ameriflex FSA	100		3 New Accounts	\$ 1,093.08	\$ 1,093.08
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 617.90	\$ 617.90
	ACH	PG&E	100	8490	Power	\$ 8,438.38	\$ 8,438.38
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 60,264.23	\$ 60,264.23
				Sep	TOTAL EFT / ACH	\$ 189,513.15	\$ 189,513.15
OPERATING HAND CHECKS							
9/4/2025	000665	GINGER GREENFIELD	100	8240	Adult Programs and Supplies	\$ 675.00	\$ 675.00
9/9/2025	000666	BRIDGET BURKE	100	8290	Technology Training	\$ 225.00	\$ 225.00
9/16/2025	000667	JASON BENNETT	100	8240	Adult Programs and Supplies	\$ 750.00	\$ 750.00
				Sep	TOTAL HAND CHECKS	\$ 1,650.00	\$ 1,650.00
OPERATING ACCOUNTS PAYABLE BATCHES							
9/4/2025	102796	REDWOODBUILDINGMAINT	100	8450	Janitorial Service	\$ 7,036.44	\$ 7,036.44
9/15/2025	102797	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	\$ 100.00	\$ 100.00
9/15/2025	102798	ACVARGOTIBURON	100	8491	Parking	\$ 1,560.00	\$ 1,560.00
9/15/2025	102799	ATOZDATABASES	100	7606	Digital Collection	\$ 660.00	\$ 660.00
9/15/2025	102800	BAKER	100	7601	Books and other Materials	\$ 12.40	
9/15/2025	102800	BAKER	100	7602	Processing Costs & Fees	\$ 4.35	\$ 16.75
9/15/2025	102801	BRODARTCO	100	7601	Books and other Materials	\$ 65.75	\$ 65.75
9/15/2025	102802	BRWARCHITECTS	200	9020	Furniture & Fixtures	\$ 2,977.00	\$ 2,977.00
9/15/2025	102803	CALIFAGROUP	100	7606	Digital Collection	\$ 2,100.00	\$ 2,100.00
9/15/2025	102804	CITYOFBELVEDERE	100	8830	Accounting	\$ 750.00	
9/15/2025	102804	CITYOFBELVEDERE	100	8830	Accounting	\$ 150.00	\$ 900.00
9/15/2025	102805	ERICHUMPHREY	100	8251	Young Adult Programs	\$ 400.00	\$ 400.00
9/15/2025	102806	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	\$ 520.00	\$ 520.00
9/15/2025	102807	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 1,820.77	
9/15/2025	102807	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 48.60	\$ 1,869.37
9/15/2025	102808	INTREPIDELECTRONICSYSTEMSINC	100	8492	Building Maintenance Contracts	\$ 1,478.00	\$ 1,478.00
9/15/2025	102809	KYOCERA	100	8210	Copier Expense	\$ 279.09	\$ 279.09
9/15/2025	102810	MARINITINC	100	8070	IT Infrastructure	\$ 400.00	
9/15/2025	102810	MARINITINC	100	8040	Technical Support	\$ 2,513.50	
9/15/2025	102810	MARINITINC	100	8070	IT Infrastructure	\$ 910.00	
9/15/2025	102810	MARINITINC	100	8070	IT Infrastructure	\$ 210.00	
9/15/2025	102810	MARINITINC	100	8070	IT Infrastructure	\$ 74.25	\$ 4,107.75
9/15/2025	102811	MILLVALLEYREFUSE	100	8480	Trash	\$ 304.87	\$ 304.87
9/15/2025	102812	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,000.00	\$ 2,000.00
9/15/2025	102813	MSILITHO	100	8225	Public Relations	\$ 7,524.78	\$ 7,524.78

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
9/15/2025	102814	OVERDRIVEINC	100	7606	Digital Collection	\$ 691.02	
9/15/2025	102814	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,148.28	
9/15/2025	102814	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,213.05	
9/15/2025	102814	OVERDRIVEINC	100	7606	Digital Collection	\$ 57.50	
9/15/2025	102814	OVERDRIVEINC	100	7606	Digital Collection	\$ 252.03	\$ 3,361.88
9/15/2025	102815	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 866.66	\$ 866.66
9/15/2025	102816	PROJECT6DESIGNINC	100	8071	Website Maintenance	\$ 1,900.00	\$ 1,900.00
9/15/2025	102817	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00	
9/15/2025	102817	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 6,555.00	\$ 10,992.00
9/15/2025	102818	RWGLAW	100	8840	Legal & Consulting Services	\$ 1,320.00	\$ 1,320.00
9/15/2025	102819	TERREPASSERO	100	8240	Adult Programs	\$ 600.00	\$ 600.00
9/15/2025	102820	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,299.27	\$ 1,299.27
9/15/2025	102821	WTCOXINFORMATIONSERVIC	100	7601	Books and other Materials	\$ 32.48	\$ 32.48
				9/15/2025	ACCOUNTS PAYABLE BATCH	\$ 54,272.09	\$ 54,272.09
9/30/2025	102822	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	\$ 100.00	\$ 100.00
9/30/2025	102823	BELLPRODUCTS	100	8430	Building Maintenance Incidental	\$ 961.00	\$ 961.00
9/30/2025	102824	BRIDGETBURKE	100	8290	Technology Training Program	\$ 225.00	\$ 225.00
9/30/2025	102825	CINTAS	100	8230	Office Supplies	\$ 253.15	\$ 253.15
9/30/2025	102826	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	\$ 650.00	\$ 650.00
9/30/2025	102827	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 3,548.38	
9/30/2025	102827	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 94.72	\$ 3,643.10
9/30/2025	102828	KANOPY	100	7606	Digital Collection	\$ 10,000.00	\$ 10,000.00
9/30/2025	102829	MILLVALLEYMUSIC	100	7601	Books and other Materials	\$ 853.40	\$ 853.40
9/30/2025	102830	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,900.00	\$ 2,900.00
9/30/2025	102831	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
9/30/2025	102832	PITNEYBOWESGLOBALFINAN	100	8220	Postage Freight	\$ 260.76	\$ 260.76
9/30/2025	102833	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 412.41	\$ 412.41
9/30/2025	102834	RELIANCE	100	7110	PERS Insurance Benefits	\$ 214.84	\$ 214.84
9/30/2025	102835	RIVEROTTERECOLOGYPROJECT	100	8240	Adult Programs	\$ 250.00	\$ 250.00
9/30/2025	102836	TOWNOFTIBURON	100	8440	Grounds Maintenance	\$ 9,048.00	\$ 9,048.00
9/30/2025	102837	ULINE	100	8430	Building Maintenance Incidental	\$ 205.08	\$ 205.08
9/30/2025	102838	USBANKEQUIPFIN	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
9/30/2025	102839	VALUELINEPUBLISHINGLLC	100	7606	Digital Collection	\$ 4,050.00	\$ 4,050.00
				9/30/2025	ACCOUNTS PAYABLE BATCH	\$ 35,632.65	\$ 35,632.65
				9/30/2025	TOTAL WARRANTS	\$ 281,067.89	\$ 281,067.89



DATE: October 20, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Workforce DEI Policy

At the September meeting, the Board reviewed and discussed a draft Workforce Diversity, Equity & Inclusion Policy. As mentioned, many of the practices outlined in this policy are already integral to our organizational culture and operations. Adoption of the policy will formally memorialize this work, ensuring continuity, accountability, and clarity for current and future staff. Developing and approving the policy is a required activity to meet Sustainable Library Certification. The Policy has been reviewed by the Library's legal counsel.

Requested Action

I recommend that the Board adopt the Workforce Diversity, Equity & Inclusion Policy as a governing framework for Library operations.



WORKFORCE DIVERSITY, EQUITY, AND INCLUSION POLICY

October 2025

Purpose

The Belvedere Tiburon Library is committed to fostering a workforce culture that is diverse, equitable, and inclusive. A staff reflecting the full breadth of our community, from residents, local workers, students, and non-resident patrons, strengthens our ability to deliver services, build trust, and fulfill our mission. We affirm that every staff member deserves respect, equal opportunity, and the ability to thrive in a safe, supportive workplace.

This policy reflects the Library's five staff-adopted values:

- Inclusion: We embrace diversity in all forms and strive to ensure every staff member feels welcomed, represented, and able to contribute fully.
- Creativity: We innovate in recruitment, training, and development, finding new ways to expand opportunity and reduce barriers.
- Integrity: We uphold fairness, transparency, and accountability in hiring, compensation, and advancement practices.
- Growth: We invest in continuous learning and professional development, supporting all staff's career pathways and personal development.
- Respect: We maintain a workplace free from harassment and discrimination, affirming the dignity and safety of every employee.

This policy applies to all employees, contractors, interns, and volunteers engaged by BTLA. It informs all stages of the employee lifecycle: recruitment, hiring, onboarding, development, advancement, retention, and separation.

Principles in Practice

1. Anti-Discrimination & Anti-Harassment

The Library maintains a zero-tolerance policy for harassment, bullying, or discrimination based on any protected class (e.g., race, ethnicity, gender, gender identity or expression, sexual orientation, age, disability, neurodiversity, veteran status, or religion). This applies equally to conduct by colleagues, supervisors, or members of the public. Staff will have access to a transparent, confidential process for reporting incidents. Complaints will be investigated promptly, and appropriate action will be taken.

2. Inclusive Hiring Practices

The Library will ensure fair hiring and selection by:

- Using inclusive language in job descriptions.
- Recruiting through diverse sources such as community organizations, local schools, and workforce partners.
- Using skills-based evaluations and structured rubrics to reduce bias.

- Convening diverse interview panels that may include staff from other libraries serving different populations.
3. Equal Opportunities for Advancement
The Library will:
 - Provide equal access to training, mentorship, and promotion opportunities.
 - Support annual professional development as a core investment.
 - Encourage participation in leadership pathways and resource groups.
 4. Fair Compensation
The Library will conduct periodic pay equity reviews, address unjustified disparities, and ensure compensation practices do not perpetuate pay inequities based on a protected classification.
 5. Flexible Work & Accommodations
The Library will provide reasonable accommodations to support diverse needs. Flexible work practices will be considered where operationally feasible to promote inclusion and well-being.
 6. Psychological Safety and Workplace Culture
The Library will foster a workplace where staff can express ideas and be authentic without fear of reprisal. Inclusive language will be used consistently across communications.
 7. Accountability
The Library Director will annually report on the number of trainings completed that support staff and volunteer development in cultural competency, biases, diversity, and related areas.



DATE: October 20, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Resolution on Community Resilience

This memo presents for your consideration and adoption a formal resolution recognizing the Library's role in advancing community resilience and sustainability. Adoption of the resolution affirms the Library's leadership in resilience planning, aligns with state and national library best practices, and fulfills a core requirement of the Sustainable Libraries Certification.

Over the past 2.5 years, the Library has intentionally deepened its work in the areas of environmental sustainability, social equity, and long-term resilience. This includes:

- Hosting year-round educational programming on climate, emergency preparedness, and public health
- Installing EV charging stations and managing facility infrastructure for efficiency
- Creating volunteer-led green initiatives such as "Green Takeover"
- Participating in regional planning conversations and exploring its role as a Community Resiliency Center (CRC) alongside local government partners

Libraries across the country are increasingly recognized as resilience hubs, providing safe, accessible, and equitable community spaces that serve not only in times of crisis, but also in long-term preparedness, connection, and recovery. The American Library Association (ALA) encourages public libraries to proactively define and plan for this role.

The resolution to be considered:

- Commits to maintaining an Emergency Preparedness and Disaster Management Plan
- Prioritizes essential services during disruption (e.g., power, public Wi-Fi, information access)
- Establishes partnership goals with emergency agencies, local jurisdictions, and nonprofits
- Commits to inclusive outreach, accessibility, and equity in resilience strategies
- Directs staff training and physical investments in resilience infrastructure
- Embeds accountability through public reporting and community engagement

Requested Action

Staff recommends that the Board of Trustees adopt the attached resolution as a formal expression of the Library's commitment to community resilience, equity, and sustainability. This action affirms and memorializes the Library's existing efforts, establishes a foundation for future planning and funding opportunities, and fulfills key elements of the Sustainable Libraries Certification Program.



RESOLUTION NO. 309-2025

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BELVEDERE TIBURON LIBRARY ADOPTING A COMMUNITY RESILIENCE POLICY

WHEREAS, the Belvedere Tiburon Library serves as a trusted and accessible public institution, committed to the well-being and security of all residents of the Town of Tiburon, the City of Belvedere, and the broader surrounding community;

WHEREAS, libraries play a vital role in community resilience by providing critical information, communication access, social connection, and equitable access to technology, particularly during times of emergency and disruption;

WHEREAS, the American Library Association and other national and regional library organizations have emphasized the importance of sustainable and resilient libraries that can adapt to changing community needs and environmental challenges;

WHEREAS, the Library's commitment to triple-bottom-line sustainability, prioritizing equity, environmental responsibility, and long-term fiscal stewardship, guides its community-centered planning and service delivery;

WHEREAS, proactive planning for a variety of threats, including wildfires, public health crises, heatwaves, and power outages, is essential to ensuring continuity of essential library services and safeguarding staff, facilities, and collections;

WHEREAS, the Board of Trustees recognizes its responsibility to position the Library as a resilience hub, one that not only prepares for emergencies but also supports long-term recovery, mental wellness, inclusive access, and neighborhood connection;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library that it commits to the following:

Section 1. Role as a Resilience Center

The Library shall recognize its role as a Community Resilience Center (CRC), offering year-round resources and services that promote community preparedness, response, recovery, and well-being. This role reflects the Library's commitment to triple-bottom-line sustainability and aligns with its vision of a community where everyone feels included and inspired.

Section 2. Emergency Preparedness and Service Continuity

The Library Director and staff are directed to develop and regularly update a comprehensive Emergency Preparedness and Disaster Management Plan that shall:

- Define prevention, preparedness, response, and recovery procedures;
- Prioritize ADA compliance and accessible services for older adults and individuals with disabilities;
- Ensure staff safety and mental well-being during and after disruptive events;
- Emphasize the continuity of essential services, including internet access, device charging, information access, and a safe physical space.

Section 3. Infrastructure and Environmental Resilience

The Library shall invest in physical and digital infrastructure that enhances its ability to serve during crises and year-round, including:

- Solar panels, battery backup, clean air filtration, water access, and digital communication tools;
- Facilities and systems designed to withstand climate-related and technological disruptions;
- Maintenance practices that align with climate-smart design and operational sustainability.

Section 4. Social Equity and Inclusive Access

To reduce disparities and increase equitable access before, during, and after crises, the Library shall:

- Actively engage underserved groups, including older adults, low-income households, caregivers, non-resident service workers, and those without home internet;
- Remove language and technology barriers to accessing critical services;
- Ensure that resilience programming and materials reflect community diversity and cultural relevance;
- Collaborate with community members to design equitable strategies and share lived experiences.

Section 5. Resilience Programming and Education

The Library shall provide regular programs and outreach efforts that empower residents with practical tools and information for resilience, including:

- Workshops on emergency readiness, climate adaptation, health preparedness, and digital safety;
- Distribution of resilience tools via the Library of Things (e.g., energy meters, small device solar charging, etc.);
- Outreach at local events.

Section 6. Community Partnerships and Networks

The Library will pursue and maintain partnerships with:

- Local and regional municipalities and emergency response agencies and volunteer groups;
- Public health departments, school districts, and social service providers;
- Community-based organizations advancing racial equity, climate justice, and disaster recovery;
- Where appropriate, Memoranda of Understanding (MOUs) shall define mutual responsibilities and coordinated activation protocols.

Section 7. Staff Capacity and Training

The Library shall allocate resources for:

- Training staff on trauma-informed service, emergency response, and situational leadership;
- Supporting staff health, morale, and preparedness through internal policies and infrastructure;
- Cultivating resilience skills across the workforce to build institutional and individual capacity.

Section 8. Accountability and Transparency

The Library shall demonstrate accountability in its role as a Community Resilience Center by:

- Conducting regular self-assessments of CRC readiness;
- Providing public updates at Board meetings regarding resilience planning, implementation progress, and emergency readiness;
- Providing information on its webpage;

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere-Tiburon Library Agency on the **20th day of October, 2025**.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Emily Poplawski, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board



DATE: October 20, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Technology Hardware Purchase

The Library's existing desktop computers, used by both staff and public, have reached the end of their useful life and are increasingly incompatible with current software and security requirements. Many of these devices cannot support the Microsoft Windows 11 update, which is necessary to maintain secure, supported applications across the organization. Until the hardware is replaced, the Library will be unable to install this update on approximately twelve staff devices and all public workstations, leaving workstations vulnerable to malware and other cybersecurity risks.

The Library's current technology environment is also inconsistent. Staff are using a mix of aging desktops, laptops, and outdated operating systems, which makes maintenance and updates inefficient. In some cases, individual employees are assigned both a desktop computer and a laptop, increasing hardware costs and maintenance complexity.

To address these issues, the Library proposes transitioning to a single device model, in which each staff member and each public-use service desk is assigned a laptop with a docking station. This approach will streamline technology management, enhance security, and provide flexibility for mobile, collaborative, and remote work as needed.

The proposed replacement project will provide new laptops and docking stations for all staff and public-use workstations while retaining existing monitors, keyboards, and mice where feasible. The user experience won't change as stations will maintain a large monitor(s), keyboard, and mouse to mirror a traditional desktop experience. The upgraded equipment will ensure compatibility with current software, including Microsoft Windows 11, and will strengthen the Library's overall technology infrastructure.

Key benefits include:

- **Security:** New hardware enables installation of the Microsoft Windows 11 update and ensures ongoing access to critical operating system and antivirus patches.
- **Efficiency:** Standardized equipment allows IT staff to manage maintenance, security, and updates uniformly, reducing downtime and troubleshooting.
- **Mobility:** Laptops enable staff to move easily between service desks, meeting rooms, and shared workspaces, enhancing collaboration and promoting flexible work practices.
- **Sustainability:** Laptops consume less power than desktop towers, aligning with the Library's sustainability goals and lowering its energy footprint.
- **Resiliency:** In the event of a power outage or other emergency, laptops allow staff to continue working remotely, ensuring continuity of essential operations.

Additionally, consolidating to a single device reduces the number of machines requiring maintenance and replacement, allowing for more predictable budgeting and reduced long-term costs.

Fiscal Impact

The estimated cost for this project is as follows:

Laptop Hardware, Docking Stations, other small hardware	\$35,000–\$38,000
Installation and Labor	Up to \$13,000
Taxes and Miscellaneous Fees	Approximately \$3,000
Total Estimated Project Cost	\$51,000–\$54,000

Funding for this project will be drawn from the Library's Reserve Fund. Specifically, the Capital and Maintenance Reserve is slated for preventative and routine maintenance of building systems, IT and security infrastructure, and general repairs. The target fund amount of the Capital and Maintenance Reserve Fund is \$70,000 annually, with a maximum target balance of \$500,000. The current total Operating Reserve Funds available are \$ 1.5 million.

Requested Action

Staff recommend that the Board of Trustees authorize the Library Director to proceed with replacing all staff and public-use desktop computers with docked laptop stations, as outlined above. This upgrade is necessary to maintain secure, efficient, and sustainable technology operations across the organization and to ensure reliable service for Library patrons. Per the Library's Financial Reserve Policy, other than in emergencies, the Board must approve the use of Reserve Funds.

RESOLUTION NO. 310-2025**RESOLUTION OF THE BOARD OF TRUSTEES OF THE BELVEDERE TIBURON LIBRARY
RESERVING FUNDS FOR TECHNOLOGY UPGRADE**

WHEREAS, the Belvedere Tiburon Library Agency (the "Agency") is committed to maintaining secure, efficient, and sustainable technology systems that support library operations and public access to information; and

WHEREAS, the Library's existing desktop computers used by staff and the public have reached the end of their useful life and are no longer compatible with current software and security requirements; and

WHEREAS, the inability to upgrade operating systems leaves approximately twelve staff computers and all public workstations vulnerable to cybersecurity risks; and

WHEREAS, the current technology environment consists of a mix of outdated desktops, laptops, and operating systems, creating inefficiencies and maintenance challenges; and

WHEREAS, Library staff have proposed a transition to a single-device model in which each employee and public-use workstation is equipped with a laptop and docking station, thereby improving security, mobility, and energy efficiency while maintaining the user experience of a traditional desktop setup; and

WHEREAS, the total estimated project cost for hardware, installation, and associated expenses is up to \$54,000, including up to \$38,000 for laptops and docking stations, up to \$13,000 for installation and labor, and approximately \$3,000 in taxes and miscellaneous fees; and

WHEREAS, per the Agency's Financial Reserve Policy, use of reserve funds requires Board authorization except in the case of emergency expenditures; and

WHEREAS, the Capital and Maintenance Reserve Fund is established to provide for the preventative and routine maintenance of building systems, IT and security infrastructure, and general repairs; and

WHEREAS, sufficient funds are available in the Capital and Maintenance Reserve to support this expenditure without compromising the Library's financial stability;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Belvedere Tiburon Library Agency hereby authorizes the expenditure up to \$54,000 from the Reserve Fund for this project; and

BE IT FURTHER RESOLVED that the Library Director shall ensure that all purchases are made in accordance with the Agency's purchasing procedures and that the Board is provided with a summary of project completion and final costs upon implementation.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere-Tiburon Library Agency on the **20th day of October, 2025**.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Emily Poplawski, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk of the Board

Belvedere-Tiburon Library Agency Future Meeting Dates

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

July 20, 2026

August 17, 2026

September 21, 2026

October 19, 2026

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