

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Meeting of Monday, November 17, 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. Financial Statements, October 2025 - Kristin Johnson, Board Clerk (5 minutes)
5. Committee Reports (5 minutes)

**CONSENT CALENDAR**

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

6. Approval of Agency Regular Meeting Minutes of October 20, 2025.
7. Approval of Agency Warrants for the Month of October, 2025.

**TRUSTEE CONSIDERATIONS**

8. Consideration of Temporary Assignment and Out-of-Class Compensation Policy.
9. Consideration of entering into a Memorandum of Understanding with Reed Union School District for the Student Success Card Program
10. Discussion of the FY24-25 Year-End Report to the California State Library.

**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: November 17, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

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### **Programs and Services**

The Library's Halloween Program on October 31 drew over 50 attendees, including families and children who enjoyed themed games, crafts, and treats. This annual event remains a fun and inclusive tradition that brings the community together, showcasing the Library's welcoming atmosphere.

The Fall Artisan Fair, held on November 7–8, featured 14 local vendors offering a diverse range of handmade goods and art. Attendance was high on the first day, and some sellers reported strong sales over the event. We are gathering vendor feedback through an online survey to guide planning for future fairs. Staff have already noted lessons learned related to layout, signage, and product variety. I would like to thank the staff for their thoughtful planning and the volunteers who assisted with setup and takedown; their contributions made the event a great success.

At the California Library Association Conference in Riverside, Katie and I presented "Sustainability in Action: Co-Designing Community Programs," which attracted 27 attendees from across the state. The session highlighted our collaborative approach to developing the Library of Things and the Green Fest, emphasizing community co-design as a model for inclusive and impactful programming.

Preparations are also underway for the Corner Books Volunteer Appreciation Party on December 12, which will recognize the dedication of our bookstore volunteers who generate vital revenue to support Library services. Trustees are warmly invited to attend.

The Library will close at 1 pm on Christmas Eve and New Year's Eve and will be closed on Thanksgiving Day and the day after Thanksgiving. Regular hours will resume on all other days.

### **Personnel**

Recruitment for the Children's Librarian position closed on November 14, with a strong pool of applicants already received. A handful of candidates bring bilingual English-Spanish skills, which will support our goal of expanding inclusive and culturally responsive services.

Open enrollment for the recently added FSA, Vision, and Life insurance optional benefits will be in December.

**Administration**

The relayout of shelving in the nave is scheduled to begin on December 19. The vendor will disassemble and reinstall the shelving to improve sightlines and navigation, creating a more open and inviting browsing experience. In advance of the project, staff will rent large book carts from A&P Moving and begin transferring materials earlier in the week. During this transition, materials located in the nave will be temporarily unavailable for search and hold, although alcove collections and bestsellers will remain accessible. The work is expected to conclude by the first week of January. Public notices and clear signage will inform patrons throughout the process. Armchairs were ordered for the Reading Room that are similar in style and color to the current set in the lobby area. This project continues the Library's Project Refresh initiative to enhance usability, flexibility, and visual appeal throughout the building.

Looking ahead, the Finance Committee is expected to convene in early January to review the FY 2024–25 audit and the draft Purchasing Policy, which incorporates new sustainability standards.

Due to software technicalities,

Financial Statements will be distributed at the meeting on Monday, November 17.

## DRAFT FOR AGENCY REVIEW

**REGULAR Meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
October 20, 2025**

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

**Members Absent:** Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

**Also Present:** Crystal Duran, Kristin Johnson, BTLF President Lucy Churton, City of Belvedere liaison Kevin Burke

**CALL TO ORDER:** Vice Chair Sutton called the meeting to order at 6:16 pm

**OPEN Forum:**

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

**STAFF BOARD AND COMMITTEE REPORTS**

**1. Chair's Report**

There was no report from the Chair.

**2. Library Director's Report**

Director Duran reported that Library Staff and patrons participated the Great Shakeout on October 16<sup>th</sup>. Everyone in the Library practiced the drop/cover/hold, then evacuated to the plaza for roll call. The exercise included 31 toddlers and their nannies/parents from Story Time, who all participated safely and smoothly.

The Library hosted the Friends and Foundation of the Marin County Libraries, in partnership with the San Anselmo and Marin County Libraries. There were 36 attendees, with good energy and momentum to continue collaborations. Aviva Boedecker and Ann Aylwin attended on behalf of the Belvedere Tiburon Library Foundation. Guest speaker Paul Signorelli inspired the group with story-telling, suggested elevator pitches, ways to inspire volunteers.

Assistant Director Joey Della Santina continues to work with Jean Fair and Jennifer Hull on Project Refresh, updating Library layouts and furnishings. They have scheduled moving the shelving in the Nave so that all shelves are parallel to each other and study tables are all situated at the west end of the Nave. The move will take place in December, during a slower time for patron activity. Some books may be temporarily relocated for patron access. Trustee Weil asked who would provide the labor for moving the shelves. Director Duran said that a subcontractor from the Library expansion will be hired, possibly along with A&P Moving to also move books.

Director Duran will be out on medical leave for the first three weeks of December.

Director Duran offered congratulations to Library Staff Adam Sasso and Tiffany Hass for their recent promotions. Adam is now Circulation Lead and Tiffany has moved from part-time to full-time in Circulation. Library staff are now recruiting a new Full-Time Children's Librarian, to replace vacancy due to a resignation. Director Duran is hoping that the new Librarian will be bilingual, able to bring added service to the many nannies and children who attend Children's Programs. It is standard practice in Libraries to offer a bilingual pay stipend. Director Duran will present a bilingual pay stipend resolution at an upcoming Agency meeting. Staff will also recruit an additional part-time position for the Children's Library.

A recent Children's Story Time incident with a nanny was posted by a mother on social media. The incident was related to a bad judgement call regarding the age of children allowed in the program. The issues were addressed with staff, and Director Duran had a good engagement with the mother of the child.

Librarians Ivan Silva, Birgitta Danielson, Katie Winters, Alyse Hebert, and Tiffany Hass hosted a Library booth at the recent Maker Space Fair in Vallejo, and made wonderful impressions and connections.

Director Duran and Librarian Katie Winters will present later this week at the California Library Association conference in Riverside.

Trustee Weil asked about the neurodivergent training for the Library Staff. Director Duran said that the Library staff will be working with staff of The Ranch regarding neurodivergent staff and patrons, learning how to work together and support individual needs with an inclusive experience. Director Duran has developed a proposal with Ranch Staff to share and to invite the School District and other Marin Libraries to participate. This is a great partnership opportunity to serve the community.

### **3. Belvedere Tiburon Library Foundation Report**

Foundation Director Lucy Churton reported that her term as Foundation President will end in December. She and Foundation members are developing a protocol for succession. Brenda Bottom will take over the Presidency on January 1. In turn, the Library Art Committee will be headed by Diane Green.

The Foundation has grown its board to 15 members, with 5 new members.

The Annual Fund letter will be distributed soon.

The Town of Tiburon approved the Children's Patio Shade Structure Plans, and Foundation Members are now working with a structural engineer for final plans and approval.

The current Library Art Exhibit, Interpretations: Color, Line, Form, will be up through November 15<sup>th</sup>. This coming Thursday's Art Talk Program about non-representational art is fully booked for attendees. Three local artists will talk about their work.

On November 20<sup>th</sup>, a reception will be held for the new exhibit, Pairings and Echoes, which will be up through January 7<sup>th</sup>. An Art Talk is scheduled for December 4<sup>th</sup>. Trustee Katie Sutton has been very involved in this exhibit, which will feature works inspired by other influential pieces.

The Foundation will launch an effort to increase engagement with local businesses. DeAnn Biss, former Tiburon Chamber Executive Director, will assist the Foundation's marketing team with publicity.

#### **4. Quarterly Treasurer's Report for September, 2025**

Clerk Johnson reported that Operations have used about \$1.1 million since July 1, with cash at just over \$2 million and Operating Reserves at \$1.5 million.

Many of the Library's largest expenses, such as CalPERS UAL Pension annual payment, Digital Subscriptions, Property and Liability Insurance are paid in the first quarter of the year. Cash is drawn down from the time of Property Tax Receipts in April until the next Property Tax Receipts arrive in December-January.

With 25% of the budget year passed, Revenues are at 5% of budget, Expenditures at 32% of budget, normal for this time of year and exactly comparable to the prior year. Capital Expenditures for Project Refresh are \$3,000 year-to-date.

Long-Term Liabilities include \$80,000 in Compensated absences, \$116,600 in CFD-1995-1 Original Bonds, and \$2.1 million in Pension and OPEB Liabilities. Pension and OPEB Liabilities were last determined at June 30, 2024 and June 30, 2022, respectively. A 1% decrease in the discount rate could increase the Pension and OPEB Liabilities by \$1.1 million, whereas a 1% increase in the discount rate would effect a \$.9 million reduction.

Trustee Weil asked about Compensated Absences, and average use versus accrual of expenses. Clerk Johnson said that the balance has recently been reduced by Vacation Buyback in the spring, in which 4 employees participated. Most staff use vacation at slightly less than the accrual rate. Accrual balances are capped at twice the annual accrual rate, and accruals cease for employees who have reached these balances.

Treasurer Slavitz expressed appreciation for the \$150,000 grant from the Foundation early in the year.

#### **5. Committee Reports**

There were no committee reports.

**CONSENT CALENDAR**

**6/7. Motion to approve the Minutes of September 15, 2025, and the Warrants for the Month September, 2025, made by Treasurer Slavitz, seconded by Trustee Weil.**

**Ayes: all present in favor**

**Absent: Chair Emily Poplawski, Anthony Hooker, Roxanne Richards**

**Noes: None**

**All present in Favor. Motion Passed.**

**TRUSTEE CONSIDERATIONS:****8. Consideration of Workforce DEI Policy**

Director Duran said that a draft of this policy was discussed with slight revisions requested at the prior Agency meeting. The Policy is presented tonight as an action item. Legal Counsel has reviewed the policy with the minor changes. The Policy will memorialize practices already current in Library operations. It will be prudent to have the Policy in place for continuity of service and inclusion of staff values.

Vice Chair Sutton opened the floor to public comments. There were none.

**Motion to approve the Workforce DEI Policy made by Trustee Weil, seconded by Trustee Goldman**

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

**Absent: Chair Emily Poplawski, Anthony Hooker, Roxanne Richards**

**Noes: None**

**All present in Favor. Motion Passed.**

**9. Consideration of Resolution No. 309-2025 on Library Resilience**

Director Duran said that this is a new area, that sustainability and resilience have been a subject the Library staff efforts of last few years within the California State Sustainability Grant requirements. The Staff have been working on Library infrastructure for heat and other weather events. An adoption of the Resolution is a reaffirmation of the Library's commitment to being a resilience resource in the community. The commitment includes training staff, partnering with other agencies, maintaining community access to electricity, WIFI, and critical infrastructure needs. Such a resolution is required for the Library's Sustainability Certification under the grant. This is not a formal agreement, just a good faith statement. Trustee Goldman asked whether the BayREN study had outcome recommendations. Director Duran said that the recommendations will be available soon for the Library and the Town Hall. The Town of Tiburon will financially support some of the efforts. Trustee Goldman suggested that the Foundation include this in their fundraising efforts.

Vice Chair Sutton opened the floor for public comments. There were none.



**Motion to approve Resolution No. 309-2025 on Library Resilience Made by, Trustee Goldman, seconded by Treasurer Slavitz**

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

**Absent:** Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

**Noes:** None

**All present in Favor. Motion Passed.**

**10. Consideration of Resolution No. 310-2025 allocating Reserve Funds for Technology Upgrade**

Director Duran said that staff and Library patrons have been riding on older technology hardware at the Library for the last few years. Some of the Library's laptops can no longer be updated, which creates a security issue. Part of the Sustainability Certification includes determining the Library's best way to utilize technology. Since laptops use less energy than desktops, the Staff plan to update workstations with docked laptop rather than desktops. This will not change user interface, and will have the advantage of portability for both the public and staff. Director Duran said that she is asking the Agency to allocate reserve funds to upgrade the aging technology. This way, all stations could be replaced at once, and this would smooth out a future maintenance schedule. Marin IT has provided a quote \$51,000 to \$54,000 to source and install, including labor.

Treasurer Slavitz asked how many laptops would be purchased. Director Duran said that there are 12 staff devices and about 10 public work stations, at an approximate cost of \$1,200 to \$1,300 per device. Trustee Goldman asked about security, given the portability. Director Duran said that docked stations can be locked and placed under table surfaces.

Treasurer Slavitz asked how many MAC's are in use and would be replaced. Director Duran said that 3 were now in service, 1 public, and the Staff is planning on standardizing to pc laptops for maintenance and support purposes.

Trustee Weil asked for multiple bids. Director Duran said that she would solicit 2 additional bids. She asked if the Agency would approve the \$54,000 as the highest amount.

Vice Chair Sutton opened the floor for public comments. There were none.

**Motion to approve Resolution No. 310-2025 allocating Reserve Funds for Technology Upgrade made by Treasurer Slavitz, seconded by Trustee Goldman**

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

**Absent:** Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

**Noes:** None

**All present in Favor. Motion Passed.**

**11. Meeting Dates**

**The Next Regular meeting is scheduled for November 17<sup>th</sup>.**

Vice Chair Sutton adjourned the meeting at 7:01 pm

Respectfully Submitted,

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

| BELVEDERE TIBURON LIBRARY AGENCY          |              |                            |           |            |                                 |                      |                      |
|-------------------------------------------|--------------|----------------------------|-----------|------------|---------------------------------|----------------------|----------------------|
| WARRANTS                                  |              |                            |           |            |                                 |                      |                      |
| OCTOBER 2025                              |              |                            |           |            |                                 |                      |                      |
|                                           |              |                            |           |            |                                 |                      |                      |
|                                           |              |                            |           |            |                                 |                      |                      |
| Check Date                                | Check Number | Payee                      | Fund Code | GL Code    | GL Title                        | Expenses             | Check Total          |
| <b>OPERATING EFT'S</b>                    |              |                            |           |            |                                 |                      |                      |
|                                           | ACH          | Mechanics Credit Card      | 100       | 2080       | Credit Card Clearing            | 11,394.74            | \$ 11,394.74         |
|                                           | ACH          | Pitney Bowes Payment       | 100       | 8220       | Postage & Freight               | 200.00               | \$ 200.00            |
|                                           | EFT          | CalPERS Retire CLASSIC Sep | 100       | 7100       | CalPERS Retirement Benefit      | 10,386.48            | \$ 10,386.48         |
|                                           | EFT          | CalPERS Retire PEPRA Sep   | 100       | 7100       | CalPERS Retirement Benefit      | 10,103.42            | \$ 10,103.42         |
|                                           | EFT          | CalPERS Health EE Oct.     | 100       | 7110       | CalPERS Insurance Benefits      | 23,005.63            | \$ 23,005.63         |
|                                           | EFT          | CalPERS Health OPEB Oct.   | 100       | 7115       | OPEB Insurance Benefits         | 790.00               | \$ 790.00            |
|                                           | EFT          | USB EquipFinance           | 100       | 8210       | Copier Expense                  | 1,405.91             | \$ 1,405.91          |
|                                           | ACH          | ADP Payroll                | 100       | Various    | Library Wages & Payroll Taxes   | \$ 62,119.07         | \$ 62,119.07         |
|                                           | ACH          | Connect Your Care          | 100       | 7110       | CalPERS Insurance Benefits      | \$ 5.18              | \$ 5.18              |
|                                           | ACH          | Ameriflex FSA              | 100       |            | 3 New Accounts                  | \$ 1,035.42          | \$ 1,035.42          |
|                                           | 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                           | \$ 6,298.96          | \$ 6,298.96          |
|                                           | ACH          | ADP Payroll                | 100       | Various    | Library Wages & Payroll Taxes   | \$ 64,825.38         | \$ 64,825.38         |
|                                           |              |                            |           | Oct        | <b>TOTAL EFT / ACH</b>          | <b>\$ 192,263.09</b> | <b>\$ 192,263.09</b> |
| <b>OPERATING HAND CHECKS</b>              |              |                            |           |            |                                 |                      |                      |
| 10/14/2025                                | 000668       | ERIC HUMPHREY              | 100       | 8251       | Young Adult Programs            | \$ 600.00            | \$ 600.00            |
| 10/17/2025                                | 000669       | Mission Square             | 100       | 2040       | Deferred Comp Deductions        | \$ 2,112.50          | \$ 2,112.50          |
| 10/29/2025                                | 000670       | TINA WOLK(Vacation Hours)  | 100       | 2080       | Payroll Clearing                | \$ 1,457.94          | \$ 1,457.94          |
|                                           |              |                            |           | Oct        | <b>TOTAL HAND CHECKS</b>        | <b>\$ 4,170.44</b>   | <b>\$ 4,170.44</b>   |
| <b>OPERATING ACCOUNTS PAYABLE BATCHES</b> |              |                            |           |            |                                 |                      |                      |
| 10/15/2025                                | 102840       | BELLPRODUCTS               | 100       | 8430       | Building Maintenance Incidental | \$ 872.00            | \$ 872.00            |
| 10/15/2025                                | 102841       | BLACKSTONEPUBLISHING       | 100       | 7601       | Books and other Materials       | \$ 232.14            | \$ 232.14            |
| 10/15/2025                                | 102842       | BRIDGETBURKE               | 100       | 8290       | Technology Training Program     | \$ 225.00            |                      |
| 10/15/2025                                | 102842       | BRIDGETBURKE               | 100       | 8290       | Technology Training Program     | \$ 225.00            | \$ 450.00            |
| 10/15/2025                                | 102843       | CINTAS                     | 100       | 8230       | Office Supplies                 | \$ 263.79            | \$ 263.79            |
| 10/15/2025                                | 102844       | DYNAMITEDIGITAL            | 100       | 8230       | Office Supplies                 | \$ 473.34            | \$ 473.34            |
| 10/15/2025                                | 102845       | FOSTER&FOSTER              | 100       | 8835       | Auditing                        | \$ 2,750.00          | \$ 2,750.00          |
| 10/15/2025                                | 102846       | INGRAMLIBRARYSERVICES      | 100       | 7601       | Books and other Materials       | \$ 3,163.82          |                      |
| 10/15/2025                                | 102846       | INGRAMLIBRARYSERVICES      | 100       | 7602       | Processing Costs & Fees         | \$ 84.46             | \$ 3,248.28          |
| 10/15/2025                                | 102847       | MARINITINC                 | 100       | 8040       | Technical Support               | \$ 2,513.50          |                      |
| 10/15/2025                                | 102847       | MARINITINC                 | 100       | 8070       | IT Infrastructure               | \$ 210.00            |                      |
| 10/15/2025                                | 102847       | MARINITINC                 | 100       | 8070       | IT Infrastructure               | \$ 400.00            |                      |
| 10/15/2025                                | 102847       | MARINITINC                 | 100       | 8070       | IT Infrastructure               | \$ 910.00            |                      |
| 10/15/2025                                | 102847       | MARINITINC                 | 100       | 8070       | IT Infrastructure               | \$ 74.25             | \$ 4,107.75          |
| 10/15/2025                                | 102848       | MIKEBROWNELECTRICCO        | 100       | 8430       | Building Maintenance Incidental | \$ 579.00            | \$ 579.00            |
| 10/15/2025                                | 102849       | MILLVALLEYREFUSE           | 100       | 8480       | Trash                           | \$ 304.87            | \$ 304.87            |
| 10/15/2025                                | 102850       | NBS                        | 100       | 8920       | Bond Fiscal Agent Fees          | \$ 2,810.67          | \$ 2,810.67          |
| 10/15/2025                                | 102851       | OCLCINC                    | 100       | 8070       | IT Infrastructure               | \$ 2,323.36          | \$ 2,323.36          |
| 10/15/2025                                | 102852       | PBC GURU                   | 100       | 8825       | Memberships and Dues            | \$ 3,500.00          | \$ 3,500.00          |
| 10/15/2025                                | 102853       | PROJECT6DESIGNINC          | 100       | 8071       | Website Maintenance             | \$ 720.00            | \$ 720.00            |
| 10/15/2025                                | 102854       | REDWOODBUILDINGMAINT       | 100       | 8450       | Janitorial Expense              | \$ 4,437.00          | \$ 4,437.00          |
| 10/15/2025                                | 102855       | TERREPASSERO               | 100       | 8240       | Adult Programs                  | \$ 300.00            | \$ 300.00            |
| 10/15/2025                                | 102856       | TPXCOMMUNICATIONS          | 100       | 8260       | Telephone                       | \$ 1,381.00          | \$ 1,381.00          |
|                                           |              |                            |           |            |                                 |                      | \$ -                 |
|                                           |              |                            |           | 10/15/2025 | <b>ACCOUNTS PAYABLE BATCH</b>   | <b>\$ 28,753.20</b>  | <b>\$ 28,753.20</b>  |

| BELVEDERE TIBURON LIBRARY AGENCY |              |                                |           |            |                                 |               |               |
|----------------------------------|--------------|--------------------------------|-----------|------------|---------------------------------|---------------|---------------|
| WARRANTS                         |              |                                |           |            |                                 |               |               |
| OCTOBER 2025                     |              |                                |           |            |                                 |               |               |
|                                  |              |                                |           |            |                                 |               |               |
|                                  |              |                                |           |            |                                 |               |               |
| Check Date                       | Check Number | Payee                          | Fund Code | GL Code    | GL Title                        | Expenses      | Check Total   |
| 10/31/2025                       | 102857       | BRIDGETBURKE                   | 100       | 8290       | Technology Training Program     | 225.00        |               |
| 10/31/2025                       | 102857       | BRIDGETBURKE                   | 100       | 8290       | Technology Training Program     | 225.00        | \$ 450.00     |
| 10/31/2025                       | 102858       | BRODARTCO                      | 100       | 7601       | Books and other Materials       | 546.64        | \$ 546.64     |
| 10/31/2025                       | 102859       | CALIFORNIASPECIALDISTRICTSASSO | 100       | 8410       | Property & Liability Insurance  | 1,872.00      | \$ 1,872.00   |
| 10/31/2025                       | 102860       | DANIELTBROMFIELD               | 100       | 8240       | Adult Programs                  | 300.00        | \$ 300.00     |
| 10/31/2025                       | 102861       | DEMCOINC                       | 100       | 7603       | Supplies for Processing         | 168.28        |               |
| 10/31/2025                       | 102861       | DEMCOINC                       | 100       | 8230       | Office Supplies                 | 344.24        | \$ 512.52     |
| 10/31/2025                       | 102862       | ERICHUMPHREY                   | 100       | 8251       | Young Adult Programs            | 300.00        | \$ 300.00     |
| 10/31/2025                       | 102863       | HEARTPATH ENTERPRISES          | 100       | 8250       | Children's Program Supplies     | 390.00        | \$ 390.00     |
| 10/31/2025                       | 102864       | INGRAMLIBRARYSERVICES          | 100       | 7601       | Books and other Materials       | 130.50        |               |
| 10/31/2025                       | 102864       | INGRAMLIBRARYSERVICES          | 100       | 7602       | Processing Costs & Fees         | 3.48          | \$ 133.98     |
| 10/31/2025                       | 102865       | LANDCULTURELLC                 | 200       | 9025       | Grounds Improvements            | 1,553.71      | \$ 1,553.71   |
| 10/31/2025                       | 102866       | MAZEASSOCIATES                 | 100       | 8835       | Auditing                        | 8,785.00      | \$ 8,785.00   |
| 10/31/2025                       | 102867       | MISSIONSQUARE                  | 100       | 2040       | Deferred Comp Deductions        | 2,112.50      | \$ 2,112.50   |
| 10/31/2025                       | 102868       | MUCHMORE                       | 100       | 8840       | Legal & Consulting Services     | 197.65        | \$ 197.65     |
| 10/31/2025                       | 102869       | NICHOLEACCETTOLA               | 100       | 8240       | Adult Programs                  | 400.00        | \$ 400.00     |
| 10/31/2025                       | 102870       | OPTIONCLICKCONSULTING          | 100       | 8290       | Technology Training Program     | 200.00        | \$ 200.00     |
| 10/31/2025                       | 102871       | PACIFICGASELECTRIC             | 100       | 8493       | EV Public Charging Stations     | 961.90        | \$ 961.90     |
| 10/31/2025                       | 102872       | PAULSIGNORELLI                 | 100       | 7200       | Professional Development        | 1,000.00      | \$ 1,000.00   |
| 10/31/2025                       | 102873       | REDWOODBUILDINGMAINT           | 100       | 8460       | Custodial Supplies              | 228.17        | \$ 228.17     |
| 10/31/2025                       | 102874       | RELIANCE                       | 100       | 7110       | PERS Insurance Benefits         | 214.84        | \$ 214.84     |
| 10/31/2025                       | 102875       | RWGLAW                         | 100       | 8840       | Legal & Consulting Services     | 3,540.00      | \$ 3,540.00   |
| 10/31/2025                       | 102876       | TERMINIXPROCESSINGCENTE        | 100       | 8492       | Building Maintenance Contracts  | 124.78        | \$ 124.78     |
| 10/31/2025                       | 102877       | TOWNOFTIBURON                  | 100       | 8440       | Grounds Maintenance             | 4,524.00      | \$ 4,524.00   |
| 10/31/2025                       | 102878       | TWINKLELIGHTING                | 100       | 8430       | Building Maintenance Incidental | 5,900.00      | \$ 5,900.00   |
|                                  |              |                                |           |            |                                 |               |               |
|                                  |              |                                |           | 10/30/2025 | ACCOUNTS PAYABLE BATCH          | \$ 34,247.69  | \$ 34,247.69  |
|                                  |              |                                |           |            |                                 |               |               |
|                                  |              |                                |           | Oct        | TOTAL WARRANTS                  | \$ 259,434.42 | \$ 259,434.42 |



**DATE:** November 17, 2025

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Temporary Assignment and Out-of-Class Compensation Policy

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The attached Temporary Assignment and Out-of-Class Compensation Policy is presented for your review and approval. This is a new policy for the Library Agency, designed to ensure fair, transparent, and consistent compensation when employees temporarily assume additional responsibilities or perform duties beyond their normal scope.

As the Library continues to expand programs, services, and staffing, there are times, particularly when vacancies arise or positions are temporarily unfilled, when employees take on additional duties to maintain operations and service continuity. This policy provides a structured and equitable way to recognize those efforts while maintaining fiscal responsibility and compliance with CalPERS regulations.

It is standard practice among public agencies to adopt formal policies addressing temporary or acting assignments and out-of-class work. Such policies provide clear eligibility criteria, time limits, and documentation standards to prevent ad hoc or inconsistent application. Within Marin County, several public agencies maintain similar policies or personnel rules, including the County of Marin, the City of San Rafael, the City of Mill Valley, the Town of Tiburon, and the City of Belvedere. Adopting this policy aligns the Library with local best practices in municipal and special district governance.

The policy has been reviewed by our HR advisor, who confirmed that it reflects comparable standards used by other California public agencies and clarifies that temporary salary adjustments are not reportable to CalPERS as special compensation.

**Requested Action**

Staff request that the Board adopt the Temporary Assignment and Out-of-Class Compensation Policy.



## TEMPORARY ASSIGNMENT AND OUT-OF-CLASS COMPENSATION POLICY

November 2025

### Purpose

To ensure fair, transparent, and consistent compensation for employees who are temporarily assigned duties beyond their normal scope, whether through performing work in a higher classification or taking on significant additional responsibilities.

### Definitions

- **Temporary Special Assignment:** A temporary assignment in which an employee assumes significant additional duties that do not align with a higher classification but are materially beyond their normal job description, including assignments that are project-based, due to a peer's temporary absence, or related to a special event or initiative.
- **Out-of-Class Assignment:** A temporary assignment in which an employee performs duties that are substantially similar to those of a higher classification.

### Eligibility

#### A. Out-of-Class Work

An employee is eligible for out-of-class temporary pay when:

- The employee is formally assigned to perform duties of a higher classification.
- The assignment lasts for more than 30 consecutive working days.
- The employee performs at least 51% of the core duties of the higher classification.

#### B. Temporary Special Assignments (Non-Higher Classification)

An employee is eligible for temporary special assignment pay when:

- The employee is assigned significant additional duties that do not rise to a higher classification.
- The additional duties comprise at least 25% of their regular work time.
- The assignment lasts 30 or more consecutive working days.

### Compensation Options

Temporary assignment pay and out-of-class pay cannot be granted concurrently. Compensation does not imply permanent promotion or reclassification, and assignments under this policy are temporary and non-binding beyond the agreed period.

| Assignment Type | Compensation Type          | Details                                                                                                           |
|-----------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Out-of-Class    | Out-of-Class Temporary Pay | 5% increase to base pay or first step of higher classification, whichever is greater, not to exceed the top step. |

|                              |                                  |                                                             |
|------------------------------|----------------------------------|-------------------------------------------------------------|
| Temporary Special Assignment | Temporary Special Assignment Pay | 5% increase in base pay for the duration of the assignment. |
|------------------------------|----------------------------------|-------------------------------------------------------------|

Temporary salary adjustments, stipends, bonuses, or other pay that are not part of the employee's regular salary range and not listed on the publicly adopted pay schedule are non-reportable to CalPERS and do not affect retirement calculations. The temporary salary increases granted under this policy, whether for out-of-class or special assignment pay, are not reportable to CalPERS as special compensation. These payments are considered temporary in nature and do not qualify as pensionable compensation under CalPERS regulations.

### **Procedures**

1. **Written Assignment**  
All temporary assignments must be documented in writing and include the scope of duties, start and anticipated end dates, as agreed upon by the employee and the Library Director.
2. **Approval Process**  
Assignments must be approved by the Library Director.
3. **Duration Review**  
Assignments longer than 90 days must be reviewed and reauthorized for continued validity.
4. **Termination of Assignment**  
Compensation ceases when the employee returns to their regular duties. Changes to compensation will be documented in a Personnel Status Change form.



**DATE:** November 17, 2025

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Draft Memorandum of Understanding (MOU) with Reed Union School District for the Student Success Card Program

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Over the past several months, the Library has worked closely with the Reed Union School District to develop an MOU that formalizes our partnership to issue Belvedere Tiburon Library “Student Success Cards” to every TK–8 student enrolled in the District, as well as to all District staff. This initiative supports State requirements adopted in Senate Bill 321 and Senate Bill 1329, advancing the Library’s strategic goal of partnering with the local school district to enhance resources for students. The agreement outlines each Party’s responsibilities related to data sharing, privacy protections, card creation, and annual program coordination. It defines processes for opt-out, communication with families, and ongoing evaluation of program impact using shared metrics. The MOU also establishes a recurring annual cycle for data transfer, card activation, outreach, and reporting, ensuring a sustainable and consistent program that supports student learning and curriculum integration throughout the District.

The draft MOU has been reviewed by the Library’s legal counsel, who has confirmed that the document meets the requirements of applicable laws, including FERPA, California Education Code provisions, and public agency data-sharing guidelines. The MOU is now with the Reed Union School District for its legal review. Because the Library Board does not typically meet in December and RUSD must take formal Board action to adopt the agreement, a tentative approval from the Library Board will allow the item to be placed on a December 2025 or January 2026 RUSD Board agenda. This timeline enables the Parties to finalize the agreement and begin implementation in the spring.

#### **Requested Action**

Staff respectfully requests that the Board:

1. Approve the draft Memorandum of Understanding in concept, acknowledging that minor, non-substantive edits may be made through the remainder of the legal review process; and
2. Authorize the Library Director to execute the final MOU on behalf of the Belvedere Tiburon Library Agency once both Parties have completed their respective legal reviews.

This authorization will allow the Library to move forward efficiently once RUSD’s legal counsel has completed its review and will ensure the MOU is executed in time to support implementation in the current academic year.



MEMORANDUM OF UNDERSTANDING FOR PARTNERSHIP IN THE  
BELVEDERE TIBURON LIBRARY'S STUDENT SUCCESS CARD  
PROGRAM

This Memorandum of Understanding ("MOU") is made and entered into this XX day of November, 2025, between the Belvedere Tiburon Library ("Library") and the Reed Union School District ("District"), collectively referred to as the "Parties," for the purpose of establishing a collaborative partnership to implement the Student Success Card Program ("Program").

**RECITALS**

WHEREAS, the California Legislature, through Education Code section 18010, recognizes that public libraries are a supplement to the formal system of free public education and serve as a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses; and

WHEREAS, the State of California enacted Senate Bill 321 and Senate Bill 1329 in October 2023, requiring that all students be issued a public library card by the third grade, thereby ensuring equitable access to educational and informational resources; and

WHEREAS, consistent with the intent of these statutes, the Library has established the Student Success Card Program to expand student access to library resources, support early literacy, and promote academic success for all students within the District; and

WHEREAS, the Parties share a mutual goal of supporting student learning, engagement, and lifelong curiosity by ensuring that all Transitional Kindergarten through 8th grade students in the District have public library cards, and that all District staff are likewise equipped with library cards to model lifelong learning and integrate library resources into their professional practice; and

WHEREAS, this initiative reflects the District's Strategic Plan, Pillar 4: Community as a Resource, and specifically aims to *Create community partnerships and opportunities that match student interests, enhance student learning, and engage at a deep level*; and

WHEREAS, the Parties desire to establish a sustainable, ongoing process for issuing, maintaining, and renewing library cards for District students and staff; to ensure awareness of library resources among students, families, and educators; and to protect personal information through strong data integrity and security practices; and

WHEREAS, this collaboration strengthens the bridge between the Library and the District, aligning resources and expertise to foster curiosity, enhance academic and recreational learning, and create opportunities for engagement that extend beyond the classroom.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree to the terms and conditions set forth in this Memorandum of Understanding.

## **AGREEMENT**

The Parties agree to collaborate in good faith to achieve the goals of the Student Success Card Program. Each Party shall fulfill its respective responsibilities as described below.

### **I. Responsibility of the Library**

- a. **Program Administration.** Maintain and manage the Student Success Card database and associated library accounts for District students and staff. Coordinate with the District on a regular basis to confirm current enrollment and staffing data for the purposes of new card issuance and renewal.
- b. **Access to Resources.** Provide Student Success Card holders with access to all circulating materials, digital collections, and online databases, consistent with Library policies. Ensure equitable access to materials and services regardless of a student's residence, background, or ability to visit the Library in person.
- c. **Outreach and Support.** Conduct orientation sessions or distribute informational materials to explain available Library resources and services to students, families, and staff. Offer classroom or school-based visits, when feasible, to demonstrate digital literacy tools, research databases, and learning supports.
- d. **Privacy and Data Protection.** Maintain the confidentiality of all student and staff data provided by the District. Use the data solely for the purpose of establishing and maintaining library accounts in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act ("FERPA") and California Education Code Section 49073.1. Destroy or securely delete any data received from the District when no longer necessary for the purposes described in this MOU.
- e. **Annual Review and Reporting.** Provide the District with an annual summary report that includes participation rates, usage statistics, and program highlights. Collaborate with the District to identify opportunities for continuous improvement of the Program.

### **II. Responsibility of the District**

- a. **Data Coordination.** Designate a staff liaison to coordinate with the Library on the transfer of limited student and staff data required to create and maintain library accounts. Ensure that data sharing complies with FERPA, California Education Code, and District policies governing student privacy and information security.
- b. **Communication and Outreach.** Notify students, families, and staff of the Program and its benefits. Distribute informational materials provided by the Library to ensure awareness of available resources.
- c. **Staff Participation.** Encourage all District staff to activate and use their Library cards for instructional support, curriculum development, and professional growth. Facilitate opportunities for collaboration between teachers, librarians, and Library staff to integrate Library resources into classroom instruction.
- d. **Annual Update.** Provide updated student enrollment and staff rosters, consistent with agreed-upon data specifications, to ensure accurate and current card records.

### **III. Joint Responsibilities**

- a. **Program Implementation and Evaluation.** Work collaboratively to issue Student Success Cards to all District students and staff members, with an ongoing

process for new enrollees and updates. Establish a mutually agreeable timeline for data exchange, card activation, and family notification. Evaluate the effectiveness of the Program annually, identifying successes, challenges, and opportunities for expansion.

- b. Data Integrity and Security. Maintain secure data exchange processes that adhere to privacy laws and safeguard student and staff data. Promptly notify one another in the event of any suspected data breach or unauthorized disclosure.
- c. Communication and Promotion. Jointly promote the Program through newsletters, websites, and community outreach, highlighting the shared commitment to literacy and educational equity. Coordinate press releases or public communications through mutual review and written approval prior to publication.
- d. Sustainability and Continuous Improvement. Identify opportunities for grant funding, sponsorships, or resource-sharing to support and enhance the Program. Convene annually, or as otherwise agreed, to review program data, gather feedback from students and teachers, and set goals for the following year.

#### IV. Student Success Cards

The Library's Student Success Card is a library account available to all students from Transitional Kindergarten through Eighth Grade via their participating school district. The Library creates the Student Success Card accounts by electronically transferring data collected by the District through its registration and enrollment process. The Library then generates card accounts for each student and provides those accounts to students for their use. Library card distribution is handled in partnership with the District. Each student will be assigned a physical library card with a unique barcode.

The features of these Student Success Cards include:

- Electronic Resources and Services: Library Cards provide unlimited access to most electronic resources and services offered by all public libraries in Marin County, including e-books, e-audio, online tutoring, and online test preparation.
- Physical Materials: Students may use their Library Card to access and check out physical materials available from all public libraries in Marin County. Lending rules may differ by lending location.
- No Fines: There are no fines for overdue materials.
- Fees: Parents or legal guardians are responsible to pay replacement fees for lost items checked out on their child's Library Card.

#### V. Data Sharing and Confidentiality

The Parties recognize that implementing the Program requires the limited exchange of student and staff data. The Parties agree to comply with all applicable state and federal laws governing the privacy and security of such information, including FERPA, California Education Code Sections 49060–49079, and related local policies. The Library has designated MARINet, its library consortium and integrated library systems (ILS) provider, to receive and manage student data on its behalf solely for the purpose of creating and maintaining student library accounts and related services under this MOU. The District may transmit student data directly to MARINet for this purpose. For the purposes of this section, all references to the Library include both the library and MARINet acting under its direction.

The District shall provide the Library with the following minimum data elements necessary for Library card creation and distribution in .csv format, utilizing separate fields for each element:

- Last name, First name
- DOB (MMDDYYYY)
- Home address
- Email address (parent/guardian address for students TK- grade 5, student email for grades 6-8, staff email)
- Phone number
- Teacher, Classroom Number

The District shall provide the Library with a list of its IP addresses, enabling students and staff to electronically log in and access various digital resources while on the school site. The District shall also add the Library's email domains to its list of allowed senders to ensure that electronic communications from the Library's ILS are not blocked.

#### VI. Confidentiality

The Library shall maintain all student information received from the District as confidential, as required by Government Code section 7927.105 and other applicable law, and utilize it only as necessary to perform this MOU and to provide Library services to the students.

Specifically, Government Code section 7927.105 prohibits the Library from disclosing students' names, addresses, or their other "patron use records," unless the request for that information is made by the student (or a parent/guardian if the student is under the age of 13), or by another person so authorized in writing. The term "patron use records" includes the following: (a) any written or electronic record that is used to identify the patron student, including, but not limited to, a patron's name, address, telephone number, or e-mail address, provided in order to become eligible to borrow or use books and other materials; and (b) any written record or electronic transaction that identifies a student patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries. (See Gov't Code§ 7927.105.)

The sharing of information by government agencies pursuant to Government Code section 7921.505 does not constitute a waiver of the exemption of such information from any future disclosure or from disclosure to any other entity or individual.

The Library shall also comply with its Patron Privacy Policy, which incorporates Government Code section 7927.105 and related laws designed to protect the confidentiality of Library patrons' information.

#### VII. Opt-Out Process

Participation in the Program shall be automatic for all District students unless a parent or guardian opts out of the Program. The opt-out opportunity shall be made available annually through the District's student enrollment and registration process. The District shall provide the Library with a list of students whose parents or guardians have opted out of participation. The Library shall use this list solely to verify participation status and, when appropriate, to contact families for the limited purpose of confirming their decision and providing additional information about the benefits of the Program. Families that previously opted out may elect to opt in at any

time by notifying either the District or the Library. The Library will then issue a Student Success Card consistent with this MOU.

Further, as required by California Education Code section 49073(c), parents/guardians of homeless children must "opt in" to allow the School District to provide their children's information to the Library. The District shall offer parents/guardians who have generally "opted out" of the release of their children's directory information, and parents/guardians of homeless children, the ability to "opt in" to the Student Success Card Program.

#### VIII. Data Transfer

The District shall transmit data to the Library using a secure, encrypted file transfer protocol (SFTP) or other mutually agreed-upon secure method. Access to shared data shall be restricted to authorized personnel identified by each Party. The Library shall store shared data only in secure systems and shall not commingle it with unrelated data sets. Access to student and staff data shall be limited to Library employees or contractors with a legitimate need to know for the purposes of implementing the Program. The Library shall retain data only for as long as necessary to create and maintain active Student Success Card accounts. Upon completion of each data verification process, outdated or unnecessary data shall be securely deleted or destroyed in accordance with the Library's data retention policies. Upon written request by the District, the Library shall certify in writing that all data provided under this MOU has been permanently deleted or destroyed.

When creating Student Success Cards, the Library shall first confirm whether a student already possesses an active Belvedere Tiburon Library card before issuing a new Student Success Card. Students who already have a valid library account will retain their existing card. No duplicate cards will be issued to students with existing active accounts.

#### IX. Program Implementation

The Parties acknowledge that the first year of implementation will serve as an initial launch and adjustment period. During this year, timelines, processes, and communication strategies may vary as the Parties establish data transfer procedures, family communication workflows, and internal coordination systems. Following this initial implementation year, the Program shall adhere to the annual cycle described below unless otherwise modified by mutual agreement.

| Phase                   | Timeframe                                | Activity                                                                                                                                                                                                  | Lead Party       |
|-------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Planning & Coordination | April – June                             | Annual review meeting to confirm program logistics, data fields, and communication strategies for upcoming school year. District incorporates opt-out option into student enrollment/registration system. | Joint            |
| Data Preparation        | July – September and Quarterly as Needed | District prepares student and staff data file for upload; Library verifies file format and data integrity.                                                                                                | District/Library |
| Opt-Out Processing      | September                                | District provides list of families who opt out to Library.                                                                                                                                                | District         |

|                           |                                              |                                                                                                                                                                                         |         |
|---------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Card Issuance             | September – November and Quarterly As Needed | Library creates new accounts for all eligible students and staff; confirms non-duplication of existing cards.                                                                           | Library |
| Outreach & Engagement     | September – November                         | Library and District jointly communicate program benefits and available resources to families and staff through newsletters, websites, and school events.                               | Joint   |
| Program Monitoring        | October – May                                | Ongoing monitoring, troubleshooting, and support.                                                                                                                                       | Joint   |
| Annual Review & Reporting | June – July                                  | Library provides annual report to District summarizing participation rates, resource usage, and program highlights. Parties meet to evaluate outcomes and set goals for the next cycle. | Joint   |

#### X. Evaluation

During the first year of implementation, both Parties shall focus on establishing baseline participation data, confirming data accuracy, and refining workflows for opt-out, communication, and reporting. Beginning in the second year and annually thereafter, the Parties shall jointly evaluate the effectiveness of the Program using the following performance indicators:

| Evaluation Metric                                              | Description                                                                                                                                                                                             | Lead Party |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Card Totals                                                    | Total count of unique library cards issued through the Program in Year 1 and annually thereafter.                                                                                                       | Library    |
| Opt-out rate                                                   | Percentage of total eligible students and staff who opted out of participation.                                                                                                                         | District   |
| Percentage of families successfully notified about the Program | Measures the proportion of total District families who received at least one communication (e.g., email, registration notice, flyer, or newsletter) informing them of the Student Success Card Program. | Joint      |
| Use of academic support resources                              | Number of unique users or sessions accessing educational tools such as homework help platforms, databases, and digital learning resources.                                                              | Library    |

The Parties shall use these indicators to inform annual reporting, strategic communication, and continuous improvement efforts. Adjustments to data fields, communication methods, or evaluation procedures may be made by mutual agreement. Both Parties will explore opportunities for enhancement, including integration of new digital learning tools, expanded family engagement, and ongoing professional collaboration between Library and District staff.

#### XI. General Provisions

- a. Project Managers. Each Party shall designate a Project Manager on an annual basis. Each Project Manager shall be responsible for the performance



under this MOU.

- b. Mutual Indemnification. Library and District each agree to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release each other (including their respective commissioners, board members, officials, agents, employees and volunteers) from and against any and all actions, claims, damages, disabilities, or expenses that may be asserted by any person or entity, including themselves, resulting from Library's or District's own respective negligence or willful misconduct arising out of or in connection with the performance of this MOU. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this MOU. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this MOU, providing that nothing shall require either party to disclose any records which are confidential or privileged by operation of law. This indemnification provision survives any termination of this MOU.
- c. Insurance. Both parties shall maintain and provide evidence of self-insurance for the duration of this MOU.
- d. Partnership. The provisions of this MOU are not intended to create, and shall not be interpreted to create, a joint venture, partnership, or any similar relationship between the Parties.
- e. Termination. This MOU may be terminated in whole or in part, in writing, upon 30 days written notice to the other party at their usual place of business.
- f. Amendments. This MOU may be amended in whole or part only by an agreement in writing signed by both the Library and the District.
- g. Governing Law and Venue. This MOU and the rights of the Parties hereunder shall be governed by and construed in accordance with the laws of the State of California, including all matters of construction, validity, performance, and enforcement, and without giving effects to principles of conflict of laws.
- h. Entire MOU. This MOU contains and embraces the entire MOU between the parties hereto and it, nor any part of it, may not be changed, altered, modified, limited, or extended, orally or by any MOU between the parties unless such MOU be expressed in writing, signed, and acknowledged by the Library and District or their successors in interest.
- i. Notices. Formal notices, demands, and communications between both Parties shall be sufficiently given if and shall not be deemed given unless dispatched by registered or certified mail postage prepaid, return receipt requested or delivered by reputable overnight delivery service, return receipt requested or delivered personally with a delivery receipt, to the offices of the Library and the District as follows:

Reed Union School District  
Dr. Kimberly McGrath, Superintendent  
277 A Karen Way  
Tiburon, CA 94920

Belvedere Tiburon Library  
Crystal Duran, Director  
1501 Tiburon Blvd.  
Tiburon, CA 94920

**IN WITNESS HEREOF**, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

Reed Union School District:

By: \_\_\_\_\_  
Dr. Kimberly McGrath, Superintendent

Date:

Belvedere Tiburon Library:

By: \_\_\_\_\_  
Crystal Duran, Director

Date:

DRAFT



## **Belvedere-Tiburon Library Agency Future Meeting Dates**

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**

**November 16, 2026**

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