

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, April 20, 2026 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

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

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENT

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report – Emily Poplawski, Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Belvedere Tiburon Library Foundation Report – Michelle Thomsen, Foundation Secretary (5 minutes)
4. Quarterly Treasurer's Report March, 2026 - 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 March 16, 2026.
7. Approval of Agency Warrants, March, 2026.

TRUSTEE CONSIDERATIONS

8. Discussion and Consideration of AI Staff Use Policy.
9. Discussion and Consideration of Staff Training and Quarterly Late Openings.
10. Distribution of Ralph M. Brown Act to trustees, per SB 707.

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2026/2027 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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



DATE: April 20, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

The Library continues to deliver a high volume and wide range of programs that support cultural enrichment, civic engagement, and lifelong learning. The Library offers the most programs among public libraries in Marin County, exceeding Mill Valley's offerings by approximately 30 programs per month, while also maintaining the greatest number of open service hours in the county. Usage levels remain strong across services; from July 2025 through March 2026, the Library recorded approximately 124,000 visits, 17,521 program attendees, and 3,208 room bookings, reflecting sustained demand for Library spaces and services.

The Library hosted its inaugural Shakespeare in the Park performance in April, welcoming approximately 175 attendees to Zelinsky Park. Supported by teen volunteers, the program efficiently activated an outdoor civic space and provided an accessible shared cultural experience. Based on strong participation and positive feedback, staff plans to offer Shakespeare in the Park as an annual spring event and explore similar performance-based programming in the fall. The Library also hosted a well-attended author event featuring Anne Lamott, reinforcing the community's continued interest in literary programming and public dialogue.

Community partnership programming remains strong. A blood drive hosted on March 27 resulted in 17 successful donations, including three first-time donors, and collected 24 units of red blood cells, supporting regional healthcare needs. On March 31, the Library hosted Pizza with Police, welcoming approximately 40 attendees and 10 officers and police staff, including both Police Chiefs. The event provided an informal opportunity for community members to engage with local public safety representatives; one family new to the community expressed appreciation for the opportunity to connect with local safety leadership and learn more about local resources.

The Library is participating in *One Book, One Coast*, a regional reading initiative taking place from April through May that brings together libraries across California, Oregon, and Washington around a shared title, *They Called Us Enemy* by George Takei. The Library will host, Hidden History: Japanese Incarceration on Angel Island, on May 18, as well as the culminating virtual author talk with George Takei on May 31 at 2:00 PM.

The Library of Things collection continues to expand, now offering approximately 140 items that support learning, creativity, sustainability, and practical household needs. During the most recent quarter, the most-circulating items included the laptop and hotspot, fruit picker, label maker, mending kit, and pressure washer, reflecting strong community interest in both technology access and tools for home projects and resource sharing.

Personnel

We are pleased to welcome Alicia to the Library team as a part-time Library Assistant supporting circulation services. This position fills an existing vacancy and helps ensure consistent service coverage at the public service desk. Recruitment for this role generated strong interest, with more than 70 applications received. The depth of the applicant pool reflects continued interest in working at the Library and supports our ability to attract qualified candidates in a competitive labor market.

During the first quarter of the calendar year, staff completed 14 trainings focused on inclusive service design, professional skill development, and organizational resilience, including coursework on equitable library spaces, family engagement practices, core library science competencies, and program development resources. These trainings strengthen staff capacity to deliver responsive, welcoming services and support continuous improvement aligned with the Library's staff value of Growth.

Birgitta, a Makerspace Librarian, recently attended the Public Library Association Conference 2026, where she participated in sessions focused on equity, access, and the evolving role of libraries in supporting community dialogue. In her conference summary, Birgitta highlighted Bryan Stevenson's opening address on the importance of libraries in shaping narrative and undertaking the meaningful work required to build a more just society. She also identified several impactful sessions, including *Every Story Matters*, *Every Body Belongs: Fat Inclusive Libraries*, and *Responding to ICE at the Library: Real World Approaches*, which explored practical strategies for fostering inclusive and responsive library services. Birgitta will share key insights with staff at the May all-staff meeting, supporting ongoing organizational learning and alignment with the Library's commitment to inclusive and community-centered service.

Staff will have the opportunity to participate in an optional team-building social gathering on the evening of Friday, May 1, providing an informal space to strengthen relationships across departments and support a positive workplace culture grounded in our shared values of Inclusion, Creativity, Integrity, Growth, and Respect. Research from Gallup shows that highly engaged teams experience 21% higher productivity, underscoring the importance of opportunities that foster connection and collaboration.

Administration

The Library is addressing a required upgrade to its water backflow prevention system in compliance with Marin Municipal Water District requirements and updated statewide regulations that have replaced longstanding Title 17 standards. These regulatory changes are being implemented across Marin County and throughout California to strengthen protections for public water systems. Non-compliance can result in the interruption of water service; accordingly, staff are obtaining quotes for the required work.

Staff are also addressing items identified through a recent fire inspection, including scheduling fire alarm servicing and obtaining verification documentation for the building's sprinkler system. These actions support continued compliance with safety regulations and help ensure the facility remains prepared for emergencies. Appreciation is extended to Kristin for her coordination of these efforts.

To support the safe operation of specialized equipment in the makerspace, the Library is consulting with a Certified Industrial Hygienist to evaluate air quality conditions and determine recommended operating parameters for select equipment. This assessment will help ensure appropriate ventilation practices and support the continued provision of innovative programming in a safe environment.

The Library continues to evaluate improvements to the Nave to better support patron use and evolving workspace needs. Staff are obtaining pricing for replacement tables designed to accommodate additional seating capacity and integrate built-in lighting, charging capability, and cable management features. In conjunction with furniture upgrades, the Library is also exploring options to increase the number of electrical outlets available to patrons, replace floor electrical boxes that currently pose tripping hazards, and enhance lighting conditions through additional ceiling- or shelving-mounted fixtures. These improvements support a more functional, flexible, and accessible public environment.

Work continues on the FY2026–27 operating budget. Department leads are reviewing current expenditures, anticipated service needs, and potential adjustments to align resources with Strategic Plan priorities. The Finance Committee will review the fiscal outlook in late April as part of the annual budget development process.

Other upcoming meetings:

- Finance Committee, April 28
- BTLA and BTLF Board Retreat, May 29

BELVEDERE TIBURON LIBRARY AGENCY			
MARCH 2026 NOTES: DETAIL BUDGET VS ACTUAL			
REVENUES			
75% of Budget Year			
(1)	5010,5020,5025 Tax Revenue	\$ 1,982,040	56% of Budget, as expected at this time of year.
(2)	5032 Foundation Grants	\$ 150,000	Received from BTLF for FY2026 in June, 2025
(3A)	5090-Other/EV Revenue	\$ 7,953	50% of Budget
(3B)	5099-Interest	\$ 36,475	Wealth Mgmt Funds were Transferred to LAIF 10-1-2025 LAIF is currently earning about 3.8% on \$2 million
EXPENDITURES			
75% of Budget Year			
(4)	7000's - 7200's Personnel at 70%	On Par, front-end CalPERS Pension UAL Funding	
(5)	7100-7115 Benefits at 77% average	CalPERS UAL retirement payment front-loaded	
(6)	7600's Circulation Materials at 78%	Magazine, digital subscriptions and MARINet are front-loaded Note: UAL is 54% of 7100 Budgeted Line Item	
(7)	8000's Technology at 73%	on par with budget	
(8)	8200's Program Services at 74%	on par with budget	
(9)	8400-8500's Building at 81%	Insurance is front-loaded, Extra Building Maint, Electricity/Gas up \$5,300 Year-to-Date	
(10)	8800's Admin at 157%	Due to Legal Expenses. Also, New Accounting Software Subscription Cost - City of Belveder	
GENERAL FUND EXPENDITURES IN TOTAL at 74%, on par with Budget overall			
Net Operating Loss is a little higher than prior March due to Legal Costs, higher than budgeted UAL Retirement Payment, and to special Building Maintenance Costs.			
Annual Expenditure Budget FY26:			
		\$ 3,621,248	
Monthly Operational Cost:			
	July-Mar	\$2,696,495	front-loaded Insurance, CalPERS UAL, MariNET, and Subscriptions
	Remaining	\$924,505	
	Total Budget	\$3,621,000	
		\$308,168	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
	\$ 2,460,710	\$ 1,776,569	at March 31, 2026
	68%	49%	% of Operating Budget at March, 2026
	\$ 1,624,160	\$ 1,051,420	Last Low Point November, 2025
	45%	29%	Low Point % of Operating Budget FY26

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 9 MONTHS ENDED
 MARCH 31, 2026

ACCOUNT	FY 2025-26		FY 2024-25		FY25 ANNUAL BUDGET	% OF BUDGET	BUDGET REMAINING	FY 2024-25 MAR, 2025 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET
	FY26 ANNUAL BUDGET	MAR, 2026 75% OF YEAR TO DATE CASH BASIS	FY26 ANNUAL BUDGET	MAR, 2025 75% OF YEAR TO DATE CASH BASIS					
GENERAL FUND REVENUE									
Revenue									
(1) Basic Library Tax	\$ 2,662,684	\$ 1,498,761	\$ 2,556,925	\$ 1,443,899			\$ 1,163,923		56%
(1) Parcel Tax	277,000	151,032	275,000	153,369			125,968		56%
(1) ERAF	575,000	332,247	530,000	343,870			242,753		65%
(2) BTLF Grants	150,000	150,000	70,000	73,000			0		104%
(3) Program Grants	11,000	3,964	80,400	67,625			7,036		84%
Book Fines and Reserves	500	2,181	500	1,625			(1,681)		325%
Reference Desk Income	50	-	50	283			50		566%
Copier Fees	380	526	380	504			(146)		133%
Other Revenue (includes EV)	15,808	7,953	9,303	10,969			7,855		118%
(3B) Interest Income	58,000	36,475	50,000	55,246			21,525		110%
Total Revenue	\$ 3,750,422	\$ 2,183,139	\$ 3,572,558	\$ 2,150,390			\$ 1,567,283		60%
Bond Debt Service via Parcel Tax									
Bond Debt Service - Interest	(9,750)	(9,750)	(15,900)	(15,900)			0		100%
Bond Debt Service - Principal	(105,000)	(105,000)	(100,000)	(100,000)			0		100%
Bond Fiscal Agent Fees	(14,424)	(11,208)	(14,000)	(8,228)			(3,216)		59%
Total Bond Debt Service	(129,174)	(125,958)	(129,900)	(124,128)			(3,216)		96%
Total Revenue after Bond Service	\$3,621,248	\$ 2,057,181	\$3,442,658	\$2,026,262			\$ 1,564,067		59%
GENERAL FUND EXPENDITURES									
Personnel (4) & (5)									
Salaries & Wages	1,518,267	1,060,259	1,409,856	1,023,756			458,008		73%
Medical Reimbursement	21,747	16,529	21,600	15,806			5,218		73%
Part Time Salaries & Wages	245,772	134,455	303,834	177,533			111,317		58%
PERS Retirement Benefits	299,977	268,785	277,377	213,406			31,192		77%
115 Trust	0	0	25,000	0			0		0%
PERS Insurance Benefits	331,249	217,598	258,499	184,983			113,651		72%
PERS OPEB Benefits	10,654	8,417	10,200	8,284			2,237		81%
Workers Comp Insurance	9,308	8,087	8,038	8,628			1,221		107%
Employment Practice Insurance	5,718	5,718	5,400	5,400			0		100%
Payroll Tax Expense	40,816	25,705	43,686	20,901			15,111		48%
HR Cost Sharing with Town of Tiburon	37,500	0	0	0			37,500		0%
Unemployment	8,500	6,148	0	3,932			2,352		72%
Professional Development	13,728	10,663	10,000	11,893			3,065		78%
Staffing Recruitment	500	9,095	500	1,766			(8,595)		1819%
Total Personnel	\$ 2,543,736	1,771,459	\$ 2,373,990	\$ 1,676,288			772,277		70%

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 9 MONTHS ENDED
 MARCH 31, 2026

ACCOUNT	FY26 ANNUAL BUDGET	MAR, 2026		% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	MAR, 2025		% OF BUDGET
		75% OF YEAR TO DATE CASH BASIS					75% OF YEAR TO DATE CASH BASIS		
Circulation Materials & Data									
Books and other Materials	100,000	76,749		77%	23,251	100,000		75,067	75%
Vendor Processing Costs	25,000	2,927		12%	22,073	7,000		14,549	208%
Supplies for Processing	2,000	1,643		82%	357	3,000		1,152	38%
Digital Collection	80,000	58,401		73%	21,599	80,000		59,526	74%
Library of Things	5,000	549		11%	4,451	0			
MARINet	115,000	113,635		99%	1,365	112,000		106,203	95%
Total Circulation Materials & Data	\$ 327,000	253,904		78%	73,096	\$ 302,000		256,497	85%
Technology Services									
Staff Digital Subscriptions	15,200	14,973		99%	227	12,276		13,121	107%
Computers & Peripherals	14,250	2,457		17%	11,793	14,250		5,676	40%
Technical Support	39,732	20,108		51%	19,624	39,732		28,553	72%
IT Infrastructure	35,100	33,370		95%	1,730	31,200		34,593	111%
Website Maintenance	10,200	12,406		122%	(2,206)	10,000		6,107	61%
Total Technology Services	\$ 114,482	83,314		73%	31,168	\$ 107,458		88,050	82%
Program Services & Supplies									
Copier Expense	16,600	11,897		72%	4,703	15,520		14,985	97%
Postage Freight	4,000	1,772		44%	2,228	3,500		2,755	79%
Public Relations	34,000	9,282		27%	24,718	34,000		11,508	34%
Office Supplies	7,000	9,135		131%	(2,135)	7,000		6,236	89%
Adult Programs	20,000	22,819		114%	(2,819)	31,900		18,907	59%
Children's Program Supplies	20,000	11,622		58%	8,378	20,000		14,053	70%
Young Adult Programs	6,000	8,490		142%	(2,490)	6,000		4,085	68%
Telephone	15,000	12,324		82%	2,676	14,600		11,335	78%
AV Equipment & Peripherals	5,000	49		1%	4,951	5,000		3,514	70%
Maker Space Programs	10,000	11,260		113%	(1,260)	15,000		4,891	33%
Technology Training Program	4,800	6,200		129%	(1,400)	4,000		3,700	93%
Total Program Services & Supplies	\$ 142,400	104,850		74%	37,550	\$ 156,520		95,969	61%

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 9 MONTHS ENDED
 MARCH 31, 2026

ACCOUNT	FY26 ANNUAL BUDGET	MAR, 2026		BUDGET REMAINING	FY25 ANNUAL BUDGET	MAR, 2025	
		75% OF YEAR TO DATE CASH BASIS	% OF BUDGET			75% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Building Expenses (9)							
Building & Contents Insur.	138,826	126,771	91%	12,055	125,000	128,032	102%
Building Maintenance	10,000	28,747	287%	(18,747)	17,500	18,894	108%
Grounds Maintenance	18,000	4,524	25%	13,476	18,000	0	0%
Janitorial Expense	65,000	49,434	76%	15,566	60,000	39,933	67%
Custodial Supplies	9,000	4,521	50%	4,479	9,000	3,193	35%
Trash	5,628	3,009	53%	2,619	5,360	2,672	50%
Electricity & Gas	87,857	62,813	71%	25,044	80,000	63,385	79%
Parking	6,240	6,240	100%	0	6,240	6,240	100%
Maintenance Contracts	15,000	8,407	56%	6,593	13,000	8,289	64%
EV Public Charging Stations	13,295	6,684	50%	6,611	9,600	8,120	85%
Water	13,164	6,497	49%	6,667	7,500	9,915	132%
Furniture & Fixtures	0	0	0%	0	0	0	0%
Total Building Expenses	\$ 382,010	307,647	81%	74,363	\$ 351,200	\$ 288,673	82%
Agency Administration (10)							
Bank Charges	500	154	31%	346	500	171	34%
Credit Card Fees	800	70	9%	730	800	7	1%
Cash Over/(Under)	120	0	0%	120	120	0	0%
Membership and Dues	4,500	909	20%	3,591	4,455	3,907	88%
Accounting	8,200	10,958	134%	(2,758)	8,000	5,602	70%
Auditing	34,500	14,070	41%	20,430	33,350	21,412	64%
Legal & Consulting Services	58,000	145,609	251%	(87,609)	50,000	106,081	212%
Staff, Vol, Board	5,000	3,551	71%	1,449	5,000	3,621	72%
Contribution to Reserves	0	0	0%	0	34,427	0	0%
Total Agency Administration	\$ 111,620	175,321	157%	(63,701)	\$ 136,652	\$ 140,801	103%
Total GENERAL FUND EXPENDITURES	\$ 3,621,248	\$ 2,696,495	74%	\$ 924,753	\$ 3,427,820	\$ 2,546,278	74%
NET OPERATING REVENUE/(LOSS)	\$ -	\$ (639,314)		\$ (639,314)	\$ 14,838	\$ (520,016)	

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 9 MONTHS ENDED
 MARCH 31, 2026

	ACCOUNT	FY26 ANNUAL BUDGET	MAR, 2026 75% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	MAR, 2025 75% 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)		-	(639,314)		(639,314)			
NON-OPERATING TRANSFERS &								
USES OF RESERVES (11)								
Technology & Equip	9010	0	(55,936)		(55,936)			
Furniture & Fixtures	9020	0	(27,659)		(27,659)			
Building Repairs & Improvements	9022	0	(726)		(726)			
Grounds Improvements	9025	0	(1,915)		(1,915)			
Total USES OF RESERVES		0	(86,236)		(86,236)			
BALANCE SHEET ACTIVITY		0	263,751		263,751			
RESTRICTED FUND ACTIVITY								
Capital Project Foundation Grants	5978		14,850		14,850			
Restricted Fund Receipts	5500	5,821	4,366	75%	(1,455)			
Restricted Fund Expenditures	9500	(5,821)	(3,257)	56%	2,564			
Net RESTRICTED FUND ACTIVITY		0	15,959		15,959			
ENDING CASH - ALL FUNDS	3/31/2026	\$ 2,918,013	\$ 2,460,710		\$ (457,303)			
CASH BY FUND (12)		% of Budgeted Operating Expenses		% of Budgeted Operating		CURRENT YEAR LOW POINT		
Cash with Fiscal Agent - CFD 1995-1 Bond Service Restricted Funds	Fund 320,351		113,562		1,441			
Insurance and Building Reserves Operating Reserve	2720 & 2730	15%	553,878	15%	553,878			
TOTAL ENDING CASH - ALL FUNDS		3/31/2026	2,460,710	11/30/2025	1,624,160			
CASH BY BANK ACCOUNT		% of Total Cash		% of Total Cash				
Mechanics Operating Checking/Petty Cash			305,253		393,727			
US Bank Fiscal Agent for CFD-1995-1 Bonds LAIF		83%	113,562		1,441			
Mechanics Wealth Management Fed Treas		0%	2,041,895	76%	1,228,992			
TOTAL ENDING CASH - ALL ACCOUNTS		3/31/2026	2,460,710	11/30/2025	1,624,160			

BELVEDERE TIBURON LIBRARY AGENCY
 QUARTERLY TREASURER'S REPORT
 STATEMENT OF CHANGES IN CASH PRELIMINARY
 6 MONTHS ENDED
 DECEMBER 31, 2025

Beginning CASH at Fiscal Year End June 30, 2025	\$ 2,906,550
<u>OPERATING ACTIVITY</u>	
Operating Revenue	2,183,139
Original Bond Debt Service	(125,958)
Operating Expenses	(2,696,495)
Net Operating Income/(Outflow)	(639,314)
<u>RESERVE ACTIVITY</u>	
Computers & Equipment	(55,936)
Furniture	(27,659)
Building Repairs & Improvements	(726)
Grounds Improvements	(1,915)
Total Reserve Activity	(86,236)
<u>BALANCE SHEET ACTIVITY</u>	
Prior Year Receivables Received	231,054
Prior Year Prepays Expensed	259,055
Prior Year Accrued Payroll Paid	(5,310)
Prior Year Accounts Payable Paid	(63,710)
Deferred Grant Revenue (Revenue Cash Received in prior year)	(150,000)
Deferred Compensation (Withholdings vs Deposits to Plan)	(263)
Change in Health FSA Accounts (Withholdings vs Usage)	(1,058)
Payroll Clearing (prior year Vac Payout cleared)	(6,017)
Net Balance Sheet Activity	263,751
<u>DONOR DESIGNATED FUND ACTIVITY</u>	
Capital Contributions	14,850
Designated Fund Inflows	4,366
Designated Fund Outflows	(3,257)
Net Donor Designated Activity	15,959
Ending CASH at March 31, 2026	\$ 2,460,710
<u>CASH BY FUND</u>	
Insurance Reserve	\$ 500,000
Building Reserve	\$ 53,878
Fiscal Agent Account Balance	\$ 113,562
Donor/Source Designated Funds	\$ 16,701
Operating Reserve	\$ 1,776,569
Ending CASH at March 31, 2026	\$ 2,460,710

**BELVEDERE TIBURON LIBRARY AGENCY
LONG-TERM DEBT
DECEMBER 31, 2025**

LONG-TERM LIABILITIES					
31-Mar-26					
Compensated Absences (Accrued Vacation Balances)	3/31/2026	\$ 79,619			
CFD 1995-1 BONDS					
Original Bonds Principal Due CFD 1995-1 thru Sept 2026	3/31/2026	\$ 110,000			
Future Interest to be paid thru Sept 2026	3/31/2026	3,300			
Total Bond CFD 1995-1 Liability (2 payments remaining)		\$ 113,300			
One Payment Remaining September, 2026					
PENSION AND OPEB LIABILITIES					
Actuarially Determined Net Pension Liability per Audit	6/30/2025	1,842,695	Prior Year Audit Balance		
Actuarially Determined Net OPEB Liability Per Audit	6/30/2025	290,772	Prior Year Audit Balance		
Total Post-Employment Liability CURRENT AUDIT	6/30/2025	\$ 2,133,467			
TOTAL LONG-TERM LIABILITIES					
NOTES					
PENSION AND OPEB LIABILITIES BASED ON 6/30/2024 AUDIT DRAFT with changes based on discount rate					
			1% Decrease @ 6/30/2025	1% Increase	
Discount Rate			5.90%	6.90%	7.90%
Pension Liability			\$ 2,955,179	\$ 1,842,695	\$ 926,596
			@ 6/30/2025		
Discount Rate			2.54%	3.54%	4.54%
OPEB Liability			\$ 328,049	\$ 290,772	\$ 259,676
TOTAL Pension & OPEB			\$ 3,283,228	\$ 2,133,467	\$ 1,186,272

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
March 16, 2026

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

Members Absent: None

Also Present: Crystal Duran, Brenda Bottum-BTLF President, Kristin Johnson

CALL TO ORDER: Chair Poplawski called the meeting to order at 6:21pm

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

There was no Chair's Report. Chair Poplawski asked for Trustees to submit topics and questions for future Chair's reports.

2. Library Director's Report

Director Duran reported that the Library will join in on the One Book, One Coast regional reading initiative. The annual One Book event has been expanded this year to include California, Oregon, and Washington. The Los Angeles Public Library is coordinating the event, and will feature an author talk on this year's book [They Called Us Enemy](#) by George Takei on May 31st, with live stream available. The Belvedere Tiburon Library will host a program on May 18th, featuring a discussion of Japanese incarceration on Angel Island. Mill Valley and San Anselmo Libraries are also participating in One Book this year.

The Library and other Marin county libraries are considering participating in the Dolly Parton Imagination Library program. California allocated \$68.2 million to this program in 2022. Under this program, California counties partner with a non-profit to raise matching funds to distribute books to participating families. Families can register their child and receive a book a month to build a home library. The program encourages reading together in families. Marin County Free Library (MCFL) is looking for local non-profits to partner with the libraries. MCFL also works with First 5 Marin. The program would cost \$200,000 annually, with \$100,000 contributed by the state, and \$100,000 contributed from the participating Marin libraries and their fundraising partners. The Belvedere Tiburon Library would participate in the county-wide annual fundraising effort, with the help of the Library Foundation. Once the program is established, Library community outreach efforts will be set in motion.

Trustee Richards added that Marin Promise Partnership also coordinates education with MCFL.

Trustee Poplawski asked how books are selected for the program. Director Duran said that books are provided by the Dolly Parton program selection committee.

Director Duran announced that 2 Library staff have applied to the Town of Tiburon for residence in Town-owned affordable-rent units on Marsh Road. These units are offered to the Ranch and Library employees when available. The Library required that applicants be full-time employees and be willing to be available for onsite emergencies at the Library.

It's Budget season for Library Staff. Director Duran is meeting with Department heads to set goals and determine Budget line items. The Finance Committee will review a Budget Draft in April, followed by the Agency in May. A Final Budget Draft will be presented for approval at the June Agency meeting.

3. Belvedere Tiburon Library Foundation Report

Foundation President Brenda Bottum reported that Foundation members are continuing a strong campaign for the Annual Fund. The Fund has raised \$126,000 so far, with a goal of \$170,000.

The Library Art Gallery currently features the Art & Mass Culture exhibit. Trustee Sutton chaired this exhibit, as this type of art is her specialty. The exhibit features 25 artists and opens March 26th, Thursday night.

The annual Teddy Bear Tea will be held on Saturday, March 21st. Tickets are \$40, and are still available for 2 of the 3 seatings. Trustee Richards asked whether extra tickets might be given to community members who could not otherwise attend. Trustee Goldman, a longtime Teddy Bear Tea supporter, affirmed this has been a standing practice.

The Children's Patio Shade installation will proceed shortly. President Bottum was pleased to announce that Hadley Construction will be installing the shade structure pro-bono.

4. Financial Statements February , 2026

Clerk Johnson reported that, with 67% of the budget year passed, Revenues are at 57% of budget, on par with the prior year, and as expected at this time of year. Overall Expenditures are at 68% of Budget, also on par with the prior year. Total Cash is at \$2.7 million or 75% of Operating Budget, with Operating Reserve at \$1.6 million, or 45% of operating budget.

Trustee Richards asked for a refresher on MARINet. Director Duran said that this is a county-wide shared use of online collections and resources. It is cost-effective to

leverage these subscriptions across the county. The consortium also maintains the internet network which the Library subscribes to. The shared resources allow for an infrastructure in which the network rarely goes down, and provides for a shared cataloging system.

Trustee Richards asked about voting authority of the consortium. Director Duran said that the MARINet Board, comprised of each of the Library Directors in the County, is the final authority. The consortium is a California Joint Powers Agency and holds regular public board meetings.

5. Committee Reports

The Compensation Committee met recently regarding the closed session tonight. Their recommendations will be discussed in the closed session.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of February 23, 2026 and the Warrants for the Month of February, 2026, made by Trustee Richards, seconded by Trustee Goldman.

Ayes: all present in favor.

Absent: None.

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration of Updated Library Purchase and Procurement Policy

Director Duran said that the Policy had been presented to the Agency last month, and that the current version incorporates the Agency's feedback as delineated in the accompanying memorandum:

- Under Contract Authority: Clarified emergency procurements up to \$60K can be made by the Director, with post-action reporting required at the subsequent business meeting
- Under Procurement Thresholds: Lowered the Director's authority limits from \$30K to \$20K; required three bids for any procurement above \$10K
- Under Procurement Thresholds: Included additional clarification regarding quotes.
- Added a new section on Procurement Exemptions.
- Under Service Contracts: Added clarification regarding periodic review of service contracts

Trustee Hooker asked how the policy applied differently to a \$20,000 budgeted item versus a \$20,000 contract. Director Duran said that a budget line item would be pre-

approved by the Agency with the annual Budget, whereas a contract would be a specific project, which may or may not have been included in a budget item. Both a budget change and a new contract for over \$20,000 would require Agency approval, while a budget category over \$20,000 would have been pre-approved as part of the annual budget approval. Expenditures within an approved Budget line item would fall under Director approval/discretion.

Trustee Hooker asked whether the MARINet expense is a contract. Director Duran said that MARINet is a California Joint Powers Agency (JPA), of which the Library is a member. The annual subscription cost is a budgeted item. Trustee Weil said that an historical agreement with a JPA doesn't lend itself to flexibility going forward. Director Duran said that the subscription/membership represents an ongoing commitment to a cost. Trustee Hooker concluded that, because there is no alternative to MARINet membership, negotiation of cost is not possible.

Trustee Richards asked why the Director's authority for contract approval was being reduced from \$30,000 to \$20,000. She would consider it inappropriate for the Agency to micro-manage the Director. Trustee Weil said that, at the previous meeting, the Agency had looked at other JPA policies, and deemed that there are enough open-ended exceptions in the Library's policy which offer flexibility. Exemptions from Agency approval in the current Policy iteration will mitigate the excessive management, while the lower approval level projects more responsibility to the public and to the Library Foundation.

Trustee Richards asked for historic examples of recent contracts between \$20,000 and \$30,000. Director Duran said that the recent Strategic Planning consulting contract, which had a desired increase in scope, was one example of this, and that she had come before the Agency to request additional approval during the course of that contract.

Treasurer Slavitz said that the Director's limits can be updated in future years if necessary. Chair Poplawski added that the previous meeting's Agency discussion incorporated the intention for more Agency oversight and more transparency to the public. She reiterated that, if the limits become unwieldy, the Agency can opt to update the policy.

Motion to approve the Updated Library Purchase and Procurement Policy, made by Treasurer Slavitz, seconded by Trustee Hooker.

Roll Call Vote:

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

Absent: None

Noes: None

All in Favor. Motion Passed.

9. Consideration of Resolution 312-2026 Authorizing the use of the Alternative Teleconferencing Procedures pursuant to sections 54593.8.7 of the Government Code of the State of California.

Director Duran said that the original Code addressing remote meetings required listing of all remote Trustee address locations on the posted meeting Agenda. Because the Library is multi-jurisdictional, it falls under the new Alternative Procedures, which include the flexibility of holding hybrid meetings without posting remote Trustee addresses. The Library is still required to post Agendas ahead of Meetings and to have a Quorum attend in Person. The Resolution to be approved has been drafted by the Library's legal counsel.

Trustee Richards asked if the new Alternative Procedures require keeping the remote option available to the public, also. Director Duran said that, under the Alternative Procedures, if the Agency meets with remote Trustees, it must also allow the public to attend remotely. In addition, Trustees attending remotely can comment and vote, just as in person. There is no requirement hold meetings with remote option, but there are requirements for public access if the remote option is chosen. The rules for a meeting with remote attendance are more stringent. If there is a power loss, the meeting must be canceled, and no actions can be taken by the Agency. Director Duran advised the Agency to adopt the Resolution, then Library Staff can determine if adequate technology can be provided for remote access.

Chair Poplawski expressed concern about the need for cancellation in the case of technology failures. If the Agency adopts the Resolution, there is still choice available for all in-person or remote-available meetings. Director Duran reminded the Trustees that a posted Agenda dictates the type of meeting ahead of time, and this can't be changed after the posting, i.e., in the case a Trustee can't attend in person, unless the meeting is deemed an emergency meeting. There will be a technology cost, and a need to test the technology for backup plans.

Motion to approve Resolution 312-2026 Authorizing the use of the Alternative Teleconferencing Procedures pursuant to sections 54593.8.7 of the Government Code of the State of California made by Trustee Richards, seconded by Chair Poplawski.

Roll Call Vote:

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

Absent: None

Noes: None

All in Favor. Motion Passed.

10. Presentation of BayREN Energy Roadmap

Library Staff sought an Energy Audit last year to complete the Sustainable Library Certification, and to explore costs for solar in line with Library Strategic Plan goals. Director Duran applied for the services of the Bay Area Regional Network (BayREN),

which performs Energy Audits free of charge for public agencies. Since the Town of Tiburon had similar sustainability goals to the Library, BayREN allowed for a joint audit of the Town and the Library, and completed their assessment in October.

Prior to the completion of the Library Expansion, solar costs were explored and had been deemed prohibitive. Costs have come down, and a joint project with the Town of Tiburon also provides some financial leverage for solar development.

Director Duran and Town Manager Greg Chanis will present the BayREN Report to the Belvedere Tiburon Emergency Preparedness Council at the Town Hall tomorrow night. The Town has a Climate Action Plan in place, and has identified their infrastructure needs. These needs align with the Library's ideas for developing the Library as a community Resilience Center.

Slide number 14 shows a scaled approach to initial easy opportunities for energy savings. One change already implemented was the reprogramming of the Library's HVAC systems's cycle schedule to turn on only 1 hour (rather than 2 hours) before opening.

The second step on Slide number 14 calls for replacing the Library's exterior lights with LED lights. Trustee Richards asked if that would require changing the light fixtures, also. That answer needs research, and Director Duran will partner with Town of Tiburon Public Works to explore this step.

Treasurer Slavitz commented on how much more energy the Library uses compared to the Town (Slides 12 and 20). Director Duran said that the Library Building is larger and open more hours than the Town Hall.

Slide 15 shows the cost for 2 additional EV chargers. County Code requires that, if more than 4 stations are offered on a site, some must be ADA compliant. The Town staff requested 2 additional chargers after the Library's installation of 4. Six stations are now installed, and the Town is coordinating work so that all stations can be functional.

Trustee Richards asked how the Library receives credit for the EV usage. Director Duran said that the cost of electric versus the usage fees have been cost-neutral to date. The Town also paid for the additional units to be installed. In the long-term, the stations could be revenue-generating. Trustee Poplawski inquired, and Director Duran affirmed that the Library will receive the revenue from all of the installed EV stations. The Library also pays for the electric cost of all the EV stations.

Slide 16 illustrates more costly energy changes: replacing the Gas Fireplace in the Library Reading Room with Electric and Replacing the (new) Library Tankless Gas Water Heater with a Heat Pump Water Heater. These projects would not be done in the short-term.

Slide 17 includes energy opportunities which would raise the Library to a level 2 Resiliency Center, with the ability to run a critical load in case of emergency. This would include running the HVAC, computers, and lights for 48 hours non-stop.

BayREN has recommended that the Library add solar to the Building and to a Carport, and also add a Battery Storage System. This is expensive at \$2.45 million and would require expanding the Library parking lot. Trustee Richards asked if the solar installation could be done on just the building, without the parking covers. Director Duran said that

the parking covers would be required to provide the energy required for the 48-hour resilience, and would save on future energy costs. The Town Hall is currently running completely on Solar. In addition, the Town wants to expand the parking lot because the current lot used for Town employees and visitors and for Library staff has been zoned for housing redevelopment. Trustee Goldman asked if the Town is willing to pay for the parking lot. Director Duran said that Town Manager Greg Chanis feels that the Town has a vested interest in this project, and has suggested that the entire back row of expanded parking be EV-outfitted.

Director Duran added that there are also County grant opportunities for this type of project. The Town of Tiburon will be installing a Battery Storage System at the Tiburon Police Station with a grant plus \$200,000. Marin Clean Energy (MCE) is also working on finalizing a program to support resiliency. The Library and the Town of Tiburon would need to collaborate over desired outcomes and apportioned funding.

Trustee Hooker said that community alignment may be the most important factor in the decision making. Treasurer Slavitz suggested that additional proposals will generate additional questions, and added that the project could be done over time step by step, for example, starting with solar on the building plus a battery storage backup. Trustee Hooker suggested the Agency adopt a policy to start with the low-cost items.

Trustee Richards asked whether the Library has established a Sustainability Policy. Director Duran said that the Agency adopted a policy to commit to community resilience. Trustee Richards urged caution with the project, as community support is needed, with a thoughtful process and inclusive discussion process. Trustee Poplawski agreed that community alignment would be important, with fundraising a more fluid second priority.

Chair Poplawski asked how to go forward in prioritizing projects, for example, balancing the advancement of a resiliency center versus expanding the Makerspace. Director Duran said that the planned Agency/Foundation retreat would be a place for discussion and priority setting. All community stakeholders must be considered. The Agency needs to determine what is the best process, for example, a joint public meeting with the Town of Tiburon and the City of Belvedere to determine priorities, presentation to the public, prime stakeholders, and funding.

Treasurer Slavitz asked what the timeline would be. Director Duran said that the Town Council had a presentation in February, and are eager to move forward on resilience and infrastructure needs within the next 2-3 years. She added that supporting the community in emergencies is a high priority, especially with an aging population. The Library has space for the community to gather.

Treasurer Slavitz said that outages in winter would not provide as much time from the Battery Storage Backup. Expansion Project Manager Glenn Isaacson had preferred the reliability of a propane generator for that purpose.

Vice Chair Sutton said that the first priority should be setting up a joint meeting with the Town. Director Duran said that a quorum would need to be confirmed, and that an MOU between the Town and the Library would be the first action item.

11. Designation of Labor Negotiator regarding conference with Labor Negotiator for the Director

The Agency gave direction at the February Regular Meeting for the Ad Hoc Compensation Committee to explore compensation for the Library Director. In light of this, the Agency needs to appoint a Labor Negotiator for the Agency. The Agency can designate or elect the Labor Negotiator. The Agency retains authority to approve any action by the Labor Negotiator. Chair Poplawski proposed that the Compensation Committee, comprised of Chair Poplawski, Trustee Richards, and Trustee Weil, be designated as Labor Negotiator for the Agency.

Motion to designate the Ad Hoc Compensation Committee as Labor Negotiator regarding conference with Labor Negotiator for the Director made by Treasurer Slavitz, seconded Vice Chair Sutton.

Roll Call Vote:

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

Absent: None

Noes: None

All in Favor. Motion Passed.

12. Meeting Dates

The Next Regular meeting is scheduled for April 20, 2026.

PUBLIC COMMENT ON CLOSED SESSION

Chair Poplawski opened the floor to Public Comment on the Closed Session at 7:51pm.

There were no Public Comments.

CLOSED SESSION

Chair Poplawski adjourned the meeting to Closed Session at 7:52 pm.

REPORT FROM CLOSED SESSION AND ADJOURNMENT

The Agency returned from Closed Session at 8:25 pm. Chair Poplawski announced no reportable action taken.

Chair Poplawski adjourned the meeting at 8:25 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
MARCH 2026							
Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
3/2/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ 5,678.25	\$ 5,678.25
3/10/2026	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	\$ 10,312.62	\$ 10,312.62
3/10/2026	EFT	CalPERS Retire PEPPRA	100	7100	CalPERS Retirement Benefit	\$ 8,975.12	\$ 8,975.12
3/2/2026	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 25,221.60	\$ 25,221.60
3/2/2026	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	\$ 810.00	\$ 810.00
3/2/2026	EFT	Delta Dental MARCH	100	7110	CalPERS Insurance Benefits	\$ 1,369.76	\$ 1,369.76
3/3/2026	ACH	PG&E	100	8490	Power	\$ 7,204.65	\$ 7,204.65
3/4/2026	ACH	PITNEY BOWES	100	8220	Copier Expense	\$ 200.00	\$ 200.00
3/6/2026	EFT	Reliance LTD & LIFE MARCH	100	7110	CalPERS Insurance Benefits	\$ 1,626.21	\$ 1,626.21
3/6/2026	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
3/13/2026	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 56,744.13	\$ 56,744.13
3/17/2026	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
3/16/2026	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
N/A	ACH	MARIN WATER	100	8500	Water (BI-MONTHLY)	\$ -	\$ -
3/30/2026	VOID	CSDA CK # 102930	100	8210	Insurance	\$ (1,872.00)	\$ (1,872.00)
3/31/2026	EFT	Amazon	100	Various	Amazon Account Charges	\$ 3,012.20	\$ 3,012.20
3/27/2026	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 655.65	\$ 655.65
3/31/2026	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 60,890.32	\$ 60,890.32
Various	ACH	Ameriflex FSA	100	Various	FSA/LSA DCA	\$ 4,411.41	\$ 4,411.41
MARCH TOTAL EFT / ACH						\$ 186,726.01	\$ 186,726.01
OPERATING HAND CHECKS							
3/3/2026	000691	A&P MOVING	100	8430	BUILDING MAINT INCIDENTAL	\$ 2,263.50	\$ 2,263.50
MARCH TOTAL HAND CHECKS						\$ 2,263.50	\$ 2,263.50
OPERATING ACCOUNTS PAYABLE BATCHES							
3/13/2026	102985	VOID				\$ -	\$ -
3/13/2026	102986	ACV ARGO TIBURON	100	8491	PARKING	\$ 1,560.00	\$ 1,560.00
3/13/2026	102987	BRIDGET BURKE	100	8290	TECHNOLOGY TRAINING	\$ 450.00	\$ 450.00
3/13/2026	102988	CINTAS	100	8230	OFFICE SUPPLIES	\$ 457.83	\$ 457.83
3/13/2026	102989	ERIC HUMPHREY	100	8251	YOUNG ADULT PROGRAMS	\$ 300.00	\$ 300.00
3/13/2026	102990	GOLDEN GATE FIRE EXTING	100	8492	BUILDING MAINT CONTRACTS	\$ 275.00	\$ 275.00
3/13/2026	102991	INGRAM LIBRARY SERVICES	100	7601	BOOKS & OTHER MATERIALS	\$ 3,952.97	
		INGRAM LIBRARY SERVICES	100	7602	PROCESSING COSTS	\$ 267.28	\$ 4,220.25
3/13/2026	102992	KYOCERA	100	8210	COPIER EXPENSE	\$ 241.79	\$ 241.79
3/13/2026	102993	MARIN IT INC.	100	8040	TECHNICAL SUPPORT	\$ 2,513.50	
		MARIN IT INC.	100	8070	IT INFRASTRUCTURE	\$ 2,298.25	\$ 4,811.75
3/13/2026	102994	MILL VALLEY REFUSE	100	8480	TRASH	\$ 304.87	\$ 304.87
3/13/2026	102995	MISSION SQUARE RETIREMENT	100	2040	DEFERRED COMP DEDUCTIONS	\$ 6,195.54	\$ 6,195.54
3/13/2026	102996	MUCHMORE	100	7210	STAFFING RECRUITMENT	\$ 1,339.00	\$ 1,339.00
3/13/2026	102997	OCLC	100	8070	IT INFRASTRUCTURE	\$ 308.16	\$ 308.16
3/13/2026	102998	OPTION CLICK CONSULTING	100	8290	TECHNOLOGY TRAINING	\$ 200.00	\$ 200.00
3/13/2026	102999	PG&E	100	8493	EV PUBLIC CHARGING	\$ 815.56	\$ 815.56
3/13/2026	103000	REDWOOD BUILDING MAINT	100	8450	JANITORIAL EXPENSE	\$ 4,659.00	\$ 4,659.00
3/13/2026	000692	REDWOOD SECURITY SYSTEMS	100	8492	BUILDING MAINT CONTRACTS	\$ 318.00	\$ 318.00
3/13/2026	000693	RELIANCE INSURANCE	100	7110	PERS INSURANCE BENEFITS	\$ 196.64	\$ 196.64
3/13/2026	000694	SWANK MOVIE LICENSING	100	8020	STAFF DIGITAL SUBSCRIPTIONS	\$ 653.00	\$ 653.00
3/13/2026	000695	TERMINIX	100	8492	BUILDING MAINT CONTRACTS	\$ 134.00	\$ 134.00
3/13/2026	000696	TERRE PASSRO	100	8240	ADULT PROGRAMS	\$ 300.00	\$ 300.00
3/13/2026	000697	TOWN OF TIBURON	100	8240	ADULT PROGRAMS	\$ 40.00	\$ 40.00
3/13/2026	000698	TPX COMMUNICATIONS	100	8260	TELEPHONE	\$ 1,439.23	\$ 1,439.23
3/13/2026	000699	VANGUARD ID SYSTEMS	100	7603	SUPPLIES FOR PROCESSING	\$ 1,174.85	\$ 1,174.85
3/13/2026 ACCOUNTS PAYABLE BATCH						\$ 30,394.47	\$ 30,394.47

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
MARCH 2026							
Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
3/31/2026	700	BOUCHER LAW	100	8840	LEGAL & CONSULTING SERV	\$ 1,538.50	\$ 1,538.50
3/31/2026	701	CCH INCORPORATED	100	7601	BOOKS & OTHER MATERIALS	\$ 411.04	\$ 411.04
3/31/2026	702	CINTAS	100	8230	OFFICE SUPPLIES	\$ 167.66	\$ 167.66
3/31/2026	703	CITY OF BELVEDERE	100	8830	ACCOUNTING	\$ 4,786.66	\$ 4,786.66
3/31/2026	704	ERIC HUMPHREY	100	8251	YOUNG ADULT PROGRAMS	\$ 300.00	\$ 300.00
3/31/2026	705	EXHIBIT ENVOY INC	100	8240	ADULT PROGRAMS	\$ 859.38	\$ 859.38
3/31/2026	706	INSIDESOURCE	200	9020	FURNITURE & FIXTURES	\$ 6,522.06	\$ 6,522.06
3/31/2026	707	MAZE ASSOCIATES	100	8835	AUDITING	\$ 2,185.00	\$ 2,185.00
3/31/2026	708	MISSION SQUARE RETIREMENT	100	2040	DEFERRED COMP DEDUCTIONS	\$ 2,212.50	\$ 2,212.50
3/31/2026	709	NBS	310	8920	BOND FISCAL AGENT FEES	\$ 2,810.67	\$ 2,810.67
3/31/2026	710	OPTION CLICK CONSULTING	100	8290	TECHNOLOGY TRAINING PROG	\$ 200.00	\$ 200.00
3/31/2026	711	OVERDRIVE	100	7606	DIGITAL COLLECTION	\$ 4,819.69	\$ 4,819.69
3/31/2026	712	REDWOOD BUILDING MAINT	100	8460	CUSTODIAL SUPPLIES	\$ 421.11	\$ 421.11
3/31/2026	713	RWG LAW	100	8840	LEGAL & CONSULTING SERV	\$ 8,118.89	\$ 8,118.89
				3/31/2026	ACCOUNTS PAYABLE BATCH	\$ 35,353.16	\$ 35,353.16
				MARCH	TOTAL WARRANTS	\$ 254,737.14	\$ 254,737.14



DATE: April 20, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Adoption of Artificial Intelligence (AI) Staff Use Policy

Artificial intelligence tools are increasingly integrated into workplace software and are becoming a routine component of professional environments, including public agencies and libraries. Staff are already encountering AI-enabled features within productivity tools, communication platforms, research databases, and content development applications.

Consistent with the Library's commitment to thoughtful innovation and responsible stewardship of public resources, the proposed AI Staff Use Policy establishes clear expectations for responsible use of emerging technologies. The policy recognizes AI as a tool that may support efficiency and workflow improvements while reinforcing that professional judgment, ethical decision-making, and accountability remain the responsibility of staff.

The draft policy was informed by a review of guidance for public agencies and municipal organizations, which commonly emphasize human oversight, protection of confidential information, transparency, and responsible use of emerging technologies. Development of the policy also considered existing Belvedere Tiburon Library policies and practices, including the Employee Handbook, Acceptable Use of Technology policies, confidentiality standards related to patron data, records retention practices, information security procedures, procurement practices, and the Library's staff values.

The policy aligns with the Library's responsibilities as a public agency under the California Public Records Act and reflects professional standards regarding privacy, intellectual freedom, and ethical information practices. Staff input informed the development of the policy, particularly in identifying appropriate use cases and opportunities for workflow efficiencies.

The proposed policy:

- defines AI as a support tool that does not replace professional judgment
- establishes expectations for review and verification of AI-generated content
- provides safeguards to protect confidential and sensitive information
- clarifies that AI-generated outputs may not independently determine decisions affecting Library operations or individuals
- supports ongoing staff learning related to emerging tools
- aligns with existing Library policies governing confidentiality, technology use, and professional conduct

The policy applies to staff use of AI tools in the course of Library work and does not regulate patron use of AI tools available through public library technology resources. Because AI technologies are evolving rapidly, this policy may require more frequent review than other administrative policies in order to ensure guidance remains current and responsive.

Options for Action

1. Adopt the draft AI Staff Use Policy, pending final legal review.
2. Provide direction to the Director regarding substantive revisions for consideration at a subsequent meeting.
3. Take no action at this time and provide alternative direction regarding whether and how the Library should proceed with development of an AI Staff Use policy.



ARTIFICIAL INTELLIGENCE (AI) STAFF USE POLICY

April 2026

Purpose and Scope

The Belvedere Tiburon Library (BTLA) supports the responsible use of artificial intelligence (AI) tools to enhance staff productivity, improve workflows, and support high-quality public service.

AI technologies may assist staff with drafting, summarizing, organizing information, brainstorming, and other routine tasks that contribute to operational efficiency. AI is intended to function as a support tool that enhances staff capacity; professional judgment, analysis, decision-making, and accountability remain the responsibility of Library staff.

The Library encourages thoughtful experimentation with AI tools to improve service quality, operational efficiency, and staff effectiveness, while maintaining strong safeguards for patron privacy, confidentiality, and public trust. This policy establishes expectations for responsible AI use consistent with the Library's commitment to intellectual freedom, privacy, ethical information practices, and compliance with applicable law, including the California Public Records Act (CPRA). This policy supports staff in using emerging tools in ways that reflect the Library's staff values of inclusion, creativity, integrity, growth, and respect.

This policy applies to all employees, volunteers, interns, and contractors using AI tools in the course of Library work. This policy does not regulate patron use of artificial intelligence tools available on public computers, through internet access, or through Library resources, which are governed by separate Library policies.

Definitions

- **Artificial Intelligence (AI).** Software systems that perform tasks typically requiring human intelligence, including generating text, images, summaries, or analytical outputs.
- **Generative AI.** AI systems that create new content, including written text, images, audio, video, or data outputs.
- **Library Systems.** Technology platforms, software, networks, and devices provided, licensed, or authorized by the Library.
- **Sensitive Information.** Information not intended for public release, including patron data, confidential personnel information, privileged communications, proprietary operational materials, and security-related information.

Guiding Principles

Staff should apply the following considerations when determining whether and how to use artificial intelligence (AI) tools in the course of Library work:

- **Professional responsibility.** Staff remain responsible for all work produced with AI assistance and are expected to maintain professional integrity when reviewing outputs for accuracy and appropriateness.
- **Privacy and confidentiality.** AI tools should not be used in ways that expose confidential, proprietary, or sensitive information. Protection of patron privacy is a core professional obligation and reflects the Library's commitment to respect, confidentiality, and ethical information practices.

- **Appropriateness of use.** AI is most appropriate for supporting routine, administrative, or preparatory work such as drafting, summarizing, organizing information, or developing templates. Tasks requiring professional interpretation, policy judgment, or evaluation of individuals should rely primarily on staff expertise. AI tools may be used for exploratory purposes; however, all official work products must be reviewed and approved consistent with normal Library workflows.
- **Accuracy and reliability.** AI-generated content may contain errors or incomplete information. Staff should verify factual information and ensure outputs meet professional standards.
- **Equity and inclusivity.** AI outputs should be reviewed to ensure that the language and content are respectful and aligned with the Library's staff values of inclusion and commitment to equitable service. When AI tools are used to support analysis that may influence policy, services, or decision-making, staff should exercise greater caution to evaluate potential bias, incomplete perspectives, or unintended impacts.
- **Responsible resource use.** AI should be used thoughtfully to improve efficiency, reduce duplication of effort, and support responsible stewardship of staff time and resources.
- **Public trust.** Use of AI should support public confidence in the Library's communications, services, and operations. AI-generated material should not be presented as authoritative without appropriate review and validation.
- **Transparency of authorship.** When AI tools are used to produce content that is largely or wholly generated by AI with minimal staff modification, a brief disclosure statement should be included in the final product.

Sustainability Considerations

The Library encourages thoughtful AI use that supports efficient resource use and aligns with the Library's triple-bottom-line sustainability approach. Appropriate use of AI may reduce duplication of effort, support digital-first workflows, and reduce unnecessary printing. Consistent with the Library's commitment to responsible stewardship of resources, AI should be used thoughtfully to support operational effectiveness while recognizing that emerging technologies have environmental and resource impacts.

Prohibited Uses and AI Safeguards

AI tools may not be used to:

- Disclose confidential, proprietary, or sensitive information
- Replace professional judgment or independent decision-making
- Serve as the sole basis for personnel, legal, or policy decisions
- Generate final work products without appropriate staff review

Use of AI tools must incorporate reasonable safeguards to protect patron privacy, confidential information, and Library operations. Staff should:

- avoid entering personally identifiable patron information, including names, contact information, library card numbers, or borrowing history
- avoid entering confidential personnel information or sensitive workplace matters
- avoid entering information subject to legal privilege or internal deliberation
- avoid entering proprietary vendor information, contract terms, or security-related details
- review tool privacy settings where available and limit data sharing when possible
- use Library-approved tools when handling work-related content
- avoid uploading full internal documents when excerpts or summaries are sufficient
- generalize or anonymize information whenever possible before entering prompts

Sensitive information may include information that could reasonably be used to identify an individual, compromise privacy, or expose internal operational practices. Where feasible, staff should use AI tools that provide organizational data protection or enterprise privacy controls when available.

Accuracy and Responsibility

Staff remains responsible for the accuracy, completeness, and appropriateness of all work produced using AI assistance. AI-generated content may contain inaccuracies, incomplete information, outdated information, or unintended bias. Staff must review and verify outputs before use and ensure that content meets professional standards. AI tools may inform work but may not independently determine conclusions, decisions, or actions affecting Library operations, staff, or patrons. AI-generated content should not be treated as an authoritative source without appropriate verification.

Intellectual Property

Use of AI tools must comply with copyright law, license agreements, and vendor terms of use. Library-licensed content and proprietary materials should not be entered into AI tools where doing so may violate licensing agreements or intellectual property protections.

Library Systems and Approved Tools

The Library may identify approved AI tools and may restrict tools that pose a risk. AI tools provided by the Library remain subject to monitoring, review, and records retention requirements. Work conducted using Library systems may be subject to disclosure requirements under applicable public records laws.

When evaluating AI tools for potential use, the Library may consider factors such as data privacy protections, vendor terms of use, data retention practices, security risks, alignment with operational needs, and cost-effectiveness. Acquisition of AI tools is subject to the Library's procurement and technology review practices. Staff should exercise care when entering prompts into third-party tools and should assume that the service provider may retain information entered.

Compliance With Other Policies

Use of AI tools must comply with applicable Library policies, procedures, and professional standards. This policy supplements, but does not replace, existing policies governing staff conduct, confidentiality, and use of Library technology resources. Staff use of AI tools remains subject to applicable provisions of:

- Employee Handbook
- Acceptable Use of Technology policies
- Confidentiality and privacy policies
- Records retention practices
- Information security procedures
- Procurement and purchasing policies
- Applicable laws and regulations

Nothing in this policy alters existing expectations regarding:

- Protection of patron privacy
- Confidentiality of personnel information
- Appropriate workplace conduct
- Ethical information practices
- Compliance with legal requirements

Where questions arise regarding the appropriate use of AI tools, staff should consult a supervisor. Staff should notify a supervisor if use of an AI tool raises concerns about privacy, bias, misinformation, security, risk, or other potential harm.

Training and Professional Development

The Library supports responsible and effective use of AI tools through training, guidance, and shared learning opportunities. As AI technologies continue to evolve, developing familiarity with these tools is considered part of ongoing professional development.

The Library may provide training or guidance related to:

- Appropriate use of AI tools in Library work
- Understanding limitations and risks of AI-generated content
- Protecting confidential and sensitive information
- Evaluating accuracy and potential bias in outputs
- Identifying appropriate use cases for improving workflows

Staff are expected to exercise professional judgment when determining whether AI tools are appropriate for a given task and to seek guidance when questions arise. The Library encourages thoughtful experimentation with new tools in ways that align with professional standards, operational needs, and organizational values.

Staff are expected to develop and maintain baseline familiarity with AI tools appropriate to their role as part of sustaining relevant professional competencies in an evolving technology environment. The Library will support staff through training opportunities and shared learning resources.

Policy Review and Updates

This policy will be reviewed periodically by the Library Director to reflect changes in law, technology, operational needs, and best practices.



DATE: April 20, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Consideration of Staff Training and Development Framework and Quarterly Late Openings

Background

This memo presents a structured approach to staff training and professional development that supports consistent, high-quality public service and organizational effectiveness. Staff requests Board authorization for four pre-designated late openings annually to allow sufficient time for essential staff training that requires extended discussion, scenario practice, or external facilitation.

Since FY2022–23, the Library has maintained a dedicated professional development budget, demonstrating a commitment to continuous learning and responsible stewardship of public resources. Those funds are used for staff to attend local and statewide conferences, participate in online webinars and course offerings, and attend other in-person workshops. Staff development also supports ongoing cross-training efforts that strengthen continuity of operations, distribute institutional knowledge across roles, and reduce service disruption during vacancies, absences, or organizational transitions. In Q1 of 2026, staff participated in 14 trainings focused on equitable library spaces, family engagement practices, core library science competencies, and program development resources.

Staff development is identified in the Library's 2024–2026 Strategic Plan as supporting responsive services, continuous improvement, and organizational capacity to meet evolving community needs. The Board-adopted Employee Handbook further affirms that training is necessary to maintain job-related skills, meet legal compliance requirements, and support implementation of Library policies and strategic goals. Required training is considered part of regular job duties and compensated work time.

Approximately seven staff members have joined the organization in the past 18 months, some of whom are new to the library field, underscoring the importance of structured training and shared foundational knowledge. The Library is also refining standard operating procedures (SOPs) to improve clarity, consistency, and accessibility of operational guidance. Training sessions provide dedicated time to review procedures collaboratively and support consistent application.

Existing Practice

The Library currently holds a monthly staff meeting on the first Friday of each month, lasting approximately 45 minutes. These sessions support operational alignment on policy updates, procedures, resources, service improvements, and emerging developments affecting library services. Attendance typically includes approximately nine staff members scheduled on Fridays, representing less than half of the total staff. Notes are shared with all, and department leads communicate key updates with staff unable to attend.

Additional training topics are addressed through monthly meetings or small-group instruction during business hours, including building systems, safety procedures, core technology tools, makerspace services, digital resources, sustainability practices, and personnel policies. When practicable, staff also participate in live webinar trainings in small groups while maintaining service coverage. Staff prioritize free and low-cost training opportunities offered through professional organizations such as Infopeople, the California Library Association, and the American Library Association. When appropriate, the Library coordinates training opportunities with neighboring public libraries to support regional collaboration and cost efficiency.

Department leads have also identified at least seven additional training topics that can be effectively addressed through shorter sessions held during regular business hours or during monthly staff meetings. Extended training time is reserved for topics that benefit from deeper discussion, scenario practice, or facilitated instruction across the full staff team.

Proposed Quarterly Extended Training

Department leads have collectively identified core training topics that all staff should master to support consistent service delivery and address current operational needs. Each department lead has assumed responsibility for supporting the implementation of one or more major trainings annually as part of their ongoing leadership development, strengthening internal capacity and shared accountability across the organization. The proposed framework reflects thoughtful and intentional use of staff time and development funds, equipping staff with the skills needed to deliver consistent, high-quality customer service.

These training topics require longer, uninterrupted sessions that allow for discussion, scenario practice, and shared understanding across the team. To support these trainings, staff request authorization for four late openings per year, with the Library opening at 1 PM instead of 10 AM on pre-designated Fridays. Dates would be scheduled and communicated in advance to ensure transparency and minimize disruption to public access. Training topics will be periodically reviewed and adjusted based on emerging service needs, regulatory requirements, and staff feedback.

Development Topics Requiring Extended Time*Customer Service Foundations*

Deliver service aligned with library values, strengthen shared understanding of intellectual freedom and privacy laws, and apply inclusive practices to improve patron interactions. Group discussion supports consistency in service approaches across departments and builds consensus around service standards.

De-escalation and Incident Response

Strengthen staff capacity to manage difficult interactions, apply de-escalation techniques, document incidents appropriately, and understand escalation protocols. Training supports safe and respectful interactions and promotes consistent response practices.

CPR Certification (refresher in alternating years)

Maintain current knowledge of emergency response procedures and ensure staff are prepared to respond appropriately in urgent health situations within a public facility.

Harassment Prevention (biennial training)

Provide required training on recognizing, preventing, and responding to harassment consistent with California legal requirements.

AI and Evolving Technologies

Strengthen staff understanding of the responsible use of emerging technologies, support information literacy, and build staff confidence in responding to patron questions about new tools and digital developments.

Conflict Resolution

Apply practical techniques to resolve workplace disagreements, strengthen communication, and support a respectful, collaborative work environment.

Emergency Response and Community Resilience

Support coordinated response protocols for the Library's role as a trusted community resource during outages or emergency events, aligned with resilience planning initiatives.

Annual All-Staff Development Day

In addition to the proposed quarterly extended trainings, the Library currently schedules one annual All-Staff Development Day, typically held in mid-August, after the Summer Reading Program, and before the start of the school year. The All-Staff Development Day is a full-day closure and provides dedicated time for:

- organizational goals and priorities
- departmental alignment
- operational improvement opportunities
- team cohesion

The Library has conducted this session annually since 2022, with staff feedback indicating improved clarity, communication, and coordination. Scheduling the training in August minimizes service disruption while maximizing staff participation.

Operational Impact and Accountability

The proposed schedule represents a modest adjustment to public hours, consisting of four late openings annually (12 service hours) and one full-day closure already in practice for the All-Staff Development Day (7 hours). Even with these adjustments, the Library will continue to maintain the highest open hours in Marin County. Structured training also reduces operational risk by promoting consistent understanding of policies, safety procedures, and legal compliance requirements.

On these dates, the Library would open at 1 PM to allow sufficient time for 2–3 hour staff training sessions and lunch:

2026

- Friday, July 10, 2026
- Friday, October 2, 2026

2027

- Friday, January 8, 2027
- Friday, April 2, 2027
- Friday, July 9, 2027
- Friday, October 1, 2027

Dates would be communicated well in advance through the Library website, calendar listings, newsletters, and in-library signage.

Each quarterly session will include a brief evaluation survey to assess relevance, confidence in applying knowledge, and the effectiveness of the format. Aggregated results will be shared annually with the Board to ensure training remains responsive to organizational priorities.

Request for Consideration

The Library is well-positioned to implement a structured training cadence due to several organizational factors:

- all positions are currently filled
- scheduling systems for service coverage have improved
- operational workflows have stabilized following the post-renovation period
- department leads have identified these training topics as necessary to support consistent service delivery across all staff
- the professional development budget supports the implementation of a consistent training structure

Current organizational stability provides an appropriate opportunity to formalize a predictable training cadence that strengthens organizational effectiveness, supports consistent service practices, and ensures staff are prepared to respond to evolving operational and community needs. No additional funding is being requested as the proposed structure maximizes the effectiveness of existing funds.

Staff requests Board authorization to:

1. Approve four pre-designated late openings annually (once per quarter) to allow in-depth staff training sessions on the dates listed above.
2. Continue scheduling one annual All-Staff Development Day closure in mid-August to support organizational alignment and cross-department collaboration.

Options for Action

1. Approve the Staff Recommendation, as noted above.
2. Take no action at this time and provide an alternative direction regarding whether and how the Library should proceed with a development framework.

**Belvedere-Tiburon Library Agency
Future Meeting Dates
Third Monday except January-February**

May 18, 2026

June 15, 2026

July 20, 2026

August 17, 2026

September 21, 2026

October 19, 2026

November 16, 2026

No meeting in December unless necessary (December 21, 2026)

January 25, 2027 (4th Monday due to MLK Holiday)

February 22, 2027 (4th Monday due to Presidents' Holiday)

March 15, 2027

April 19, 2027

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