SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY jointly with the BELVEDERE-TIBURON LIBRARY FOUNDATION
Belvedere-Tiburon Library, Tiburon, California
May 29, 2026

as approved on August 17, 2026

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

Members Absent: Chair Emily Poplawski

Also Present: Crystal Duran, Joey Della Santina, Ivan Silva, Kristin Johnson, President Brenda Bottum and Members of the Belvedere-Tiburon Library Foundation.

I. CALL TO ORDER: Vice Chair Sutton called the meeting to order at 12:15pm.

II. OPEN Forum:

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

III. AGENCY BOARD RETREAT with LIBRARY FOUNDATION

Vice Chair Sutton initiated general introductions, which were made by all attendees. Director Duran reminded the attendees that this is a public meeting.

a. Library Overview

Director Duran reminded the group of the Mission statement from the Strategic Plan Adopted in late 2023 for 2024-2026: To nurture curiosity, spark connections, and foster lifelong learning.

And the Vision: A community where every person feels included and inspired.

And the Four Corners of Connection: Each Other, Your Library, Community, and Culture.

Since the Strategic Plan expires at the end of 2026, the Agency, Foundation, and staff need to start working on a new plan.

Director Duran presented an overview of Library Operations:

The Belvedere-Tiburon Library has the highest per capita expenditure in Marin County at just under $300 per person.

The Library Budget includes $3.9 million in Revenues, 71% of which are Basic and Parcel property taxes. The State ERAF fund rebate (taxes withheld by the state for Education, with the excess returned to the Agency) represents another 16% of the Library’s Revenues. The remaining 13% of the Library’s Revenues is provided by Library Foundation Grants, Fees, and Interest on Reserves. Reserves are currently at $2.8 million.

The bulk of Library Expenditures (68%) is for Personnel, including wages, benefits, workers comp and employment practices insurance, and staff development totaling about $2.6 million. This includes 12 Full Time, 3 Benefitted Part-Time, and 12 Non-Benefitted Part-Time Staff.

A little over $500,000 is budgeted for programs, supplies, and collections. The budget in this area is based on a balance between what can reasonably be provided by staff and what the public expects.

Library resource usage by patrons in the recent year included 139,000 visits, 8,500 cardholders, 96,000 K checkouts, and 15,000 questions answered. Patrons have given positive feedback on staff and services.

Key accomplishments on the Strategic plan include:

Establishing an Energy Roadmap illustrating the potential for solar, battery, and other green building strategies, including Library provision for community shelter during power outages.

A public party for the Library 30th Anniversary in September 2025.

Sustainable Libraries Certification program progress, with a plan to finish the certification this year. Belvedere-Tiburon will be the second public library to achieve the certification in California.

Onboarded five new Part-Time staff.

Re-configurated shelves and added furniture in the Library Nave.

Plans for Fiscal Year 2027 include:

Completion of Sustainable Libraries Certification Program.

Actualize community resilience center/support.

Planning for succession for key retirements.

Updating the Strategic Plan.

QUESTIONS:

Trustee Richards asked what the Strategic Planning process would involve, given that the Plan is still valid and some Plan actions have not yet been accomplished. Director Duran said that a gathering of stakeholders would be planned for Fall to effect the process. A beginning discussion today will set the framework for planning the process. She is suggesting collecting data, creating new focus groups, discussing what has worked and what hasn't, and simply refreshing the Plan.

Trustee Hooker asked about the expenditure/cost per resident at $300 per person, with respect to out-of-area users. Director Duran said that the statistics reported are for 94920 cardholders. Library Staff are not tracking demographics for visitors/users from other areas.

b. Adult Services

Assistant Director Joey Della Santina discussed the Adult Services, Reference, and Checkout functions of the Library.

The Reference function helps patrons find book and articles, supports technology help and troubleshooting, services the Library of Things, and performs and supports research. Staff also help patrons elect resources including Libby, and Kanopy, etc. and schedule all Adult programs.

The Checkout function, supervised by Adam Sasso, helps patrons with printing, finding and checking out books, and also shelves books and organizes books on hold.

The Library's physical collection includes 55,500 items. Annually, 6-7,000 new items replace old items. Librarian Gina Vaziri oversees all metadata and cataloging of the collection.

Library Staff handle 23,000 holds per year and 95,000 checkouts.

Many hold items are transferred from other libraries in the county. Checkout Staff unbox and organize these items.

The Library's Digital collection includes 9,000 items, including Kanopy and Libby. This year, there have been 58,000 digital checkouts, including 5,000 Hoopla checkouts.

The Library website has featured 2,700 online author talks through the Library Speakers' Consortium.

The Library has sponsored and staffed 383 Adult Programs and 47 evening programs and 149 technology help, troubleshooting, and tutoring sessions.

Key Accomplishments in the Strategic Plan include:

The main Library area (nave) has been reconfigured based on post-expansion patron and staff experience. Simple straight rows of stacks have replaced the previous pattern.

Library Staff have lowered Libby wait times by 17days.

Adult services have increased marketing efforts, with four In the Stacks newsletters, a monthly printed flyer, and a semi-monthly program email.

Soft furniture has been added to the Reading Room

Several live outdoor events have been held.

A regular shredding event has been inaugurated.

A Senior Fair and several senior groups have been established.

Language, Book groups, and Mahjong groups are held regularly.

Plans for Fiscal Year 2027 include:

Connecting to professionals such as authors, doctors, in the community for Library talks.

Purchasing new tables for the nave which include up-to-date working electrical connections.

Expand the technology support drop in program.

Consolidate checkout desk with the information desk for a single point of service.

QUESTIONS:

BTLA Trustee Anthony Hooker suggested that virtual talks be included in the Library usage statistics. He asked about assistance programs for differently abled Adults. Director Duran said that magnifying readers and text to voice capabilities are being developed.

BTLA Trustee Roxanne Richards suggested advertising the virtual talks in The Ark Newspaper.

Foundation Director Anne Aylin suggested publishing all of the Library statistics in the Ark Newspaper.

Foundation Director Singh asked where retired Library materials go. Assistant Director Joey Della Santina said that some go to San Quentin Prison, some are recycled, while worn out or soiled materials are discarded.

c. Children's Services

Children's Supervising Librarian Alicia Bell discussed Children's services.

The core Children's programs and services support learning for infants through 12 years of age or 6th grade.

Children's Programs include:

Story Times,
Baby Bounce,
Reading Clubs,
Enrichment (Summer Reading, Magicians, Snake Show, Acrobats, Puppet Shows, Music).

Recently hired Librarian Kristin Shaw Hall is hosting a Family Story Tunes program, which is very popular.

The main focus of the Children's Programs is to support literacy and lifelong learning.

The recent Student Success Card collaboration with the Reed School District attracted 598 new young library card holders.

New programs include;

Game day for early-release days after school
Pokémon Club for reluctant readers
Card Games
Book giveaways
Monthly Scavenger Hunt

Recently hired bilingual Librarian Nereida Bravo is heading up most of these programs and helping the Spanish-speaking caretakers be more informed about the Library's offerings.

Children's Librarians recently put together a Grab & Go program, where parents request materials online on specific subjects/genres. Librarians compile materials and bag them for parents to pick up at the Library. --- put together in grocery bag for pickup.

The Children's patio was rubberized for comfort and safety this year. In addition, a Shade Structure was added.

Library of Things materials in the Children's Library include:

Rubik's cubes with instruction
Toddler Blocks
Puzzles
Stem Kits are planned.

Information and instructions are provided in Spanish and English.

The recent fiscal year included:

361 Programs
32 Book Lists
10,500 Program Attendees,
131 Reading Buddies hours (read to a dog, or teen volunteers reading to children)
39,000 Checkouts

Key Accomplishments in the Strategic Plan include:

In line with the Strategic plan, Children's Librarians strive to provide a warm, welcoming space for neighbors to connect.

Events which foster this provision include:
the annual Teddy Bear Tea,
the addition of 2 Weekly Story times,
and the provision of Music Programs in response to public requests.

With respect to community partnerships and connection, Children's Librarians have supported:

The Student Success Card Program.
A Story walk at the Richardson Bay Audubon Center.
A Partnership with Screen Sense and the Reed School District PTA, for a presentation on limitations of and alternatives to screen time.
A Bel Air School photo contest, with winners on display at the Library.
Science is Elementary Program, distributing 300 science kits.

Plans for Fiscal Year 2027 include:

Grades 3-5 Additional programming including:
Threads Club
Parent-focused early learning with stem kits

QUESTIONS:

Director Duran noted that Children's Librarian Alicia Bell has been with the Library for 29 Years.

BTLA Trustee Roxanne Richards asked if the Student Success Card Program included St. Hilary School and how reading lists are created.

Director Duran said that, when the Reed School program has proved successful, St. Hilary's will be added. The reading lists are compiled by Library Specialist Martha Jackson, who has been with the Library for 27 years, and new Librarians Nereida Bravo and Kristin Shaw Hall.

BTLA Treasurer Jeff Slavitz asked about the planned Children's Story Times in French and Chinese. Librarian Alicia Bell said that Children's staff are seeking volunteers to lead French and Mandarin programs.

d. Teen Services

Teen Librarian Rebecca Jung has been with the Library for 15 years.

She invited Trustees and Foundation Directors to visit Teen space, which has a Library area, a main study/screen room, a Patio, and a creative Workshop.

Activities in the Teen room included a recent Middle School Class on Public Speaking. The Teen leader is going to Columbia and handing over the program to a new leader. This is a popular wait-listed program, which gives High School Students confidence to lead and mentor.

Teen Statistics for the recent fiscal year include:

250 Reference Questions
180 programs
1,400 program attendees
120 volunteers with 220 hours of community service

The Teen Room provides full services all Summer, even though the season is slower in terms of teen visits.

Teen Community Service Opportunities include:

Reading Buddies
Packing and Labeling for the Seed Library (633 packets were distributed this year and 2,000, last year)

New Teen Programs include:

Around the World Middle School Book and Food Club, where food related to the setting of a book is enjoyed.
The KQED Youth Challenge for students to use library resources on national level using a student-created app.

Teen Library Community Participation includes:

Del Mar School Art Show
Marin Poetry Slam
Youth Stability and Support Alliance: Teen Mental Health peer-to-peer workshop
Eagle Scouts working on the Teen Patio to build a Shed and Bird bath Followed by an Acknowledgement party.

In line with the Strategic Plan, the Teen Room is a Warm, Welcoming Space.

Goals for Fiscal 26-27 include:

Collaboration with the Children's Room Staff
A Homework program
The Belvedere Homemade Film Festival: A Student Workshop
For Older teens: College Admissions Support, expand on college planning & entrepreneurship.
Refurbish the Teen Patio: A Teen planting club
Technology & equipment upgrades

Challenges include:

Marketing to Teens
Addressing a Program no-show rate of 75%. Students are over-scheduled- what can we do to get them to show up.
More collaboration with Del mar middle school.

QUESTIONS:

Foundation Secretary Michelle Thomsen asked how teen volunteers sign up for programs. Librarian Jung said that the Library offers a form on the Library Website listing shifts and projects for signup. Many volunteer slots are wait listed. Mostly high-school students sign up. Reading Buddies are needed for Summer.

Foundation Director Sylvia Singh asked about Music programs for Teens. Librarian Jung said that a Music program hasn't been developed yet, as there doesn't seem to be a demand. One possibility would be scheduling some Teen performances at the Library. Most music instruction is in the schools, and the Library could offer support and advocacy

Foundation Director Lucy Churton asked about Funding for Teen patio projects. Librarian Jung said that the Teen Department had received prior funding from the Tiburon Peninsula Foundation. The Eagle Scouts are also providing funds. Ground garden store across the street has also donated supplies in the past.

e. Makerspace

Technology and Learning Initiatives Librarian Ivan Silva said that the Makerspace is a new place; the space is a creative lab providing tools and resources for all ages to work on any creative project. Librarians Silva and Birgitta Danielson man the Makerspace Tuesday through Sunday.

The Makerspace has 5 components for creative work:

1. <u>Sound Booth</u> for Audio Books, Podcasts, and Singing
2. <u>Digi Lab</u> for Graphic Design Project, Posters, and Video & Audio Digitization
3. <u>Arts & Crafts</u>: Including Cricut, Heat Press, Embroidery Machine, Sewing Machines
4. <u>Digi Fab</u>: Including Laser cutter, 3-D printer
5. <u>Electronics bench</u>

Makerspace Statistics for this Fiscal Year include:

3,500 Visits

1,500 Appointments

73 workshops (beginner 3-D, Laser, Sewing, monthly drop in)

The only Library Presence at Makerfaire, largest maker meetup in the world.

A Library-Sponsored Tiburon Maker Market – including showcase business opportunities

The Belvedere Homemade Film Festival supportive workshops start in June.

Monthly repair workshop – we are the only library offering this monthly. Teen volunteers help with this.

In Line with the Strategic Plan:

The Makerspace is Warm and Welcoming:

Community Events hosting local Makers,

Launching Maker Badge…3 activities in each maker station.

Published tutorials for each maker station in progress.

School Visits

Movie Production Equipment available for checkout.

Attendance at prof development events (appreciate support of FDN and Board). XR Marin, First Robotics (local high school team).

Partnerships with Lectrify, Beni Blocks toy designer, Playlab: AI literacy, Landmarks, Romberg, Photomyne, Marin TV.

Plans for FY26-27 include:

More Library Staff trained to help in Maker space, also looking for Volunteers.

Digital Storytelling Program: Oral Histories

AI Popup

Makerspaces in Schools

Right to Repair Workshops

Improve ventilation for laser printer.

f. THE Gallery

Diane Green, Library Art Committee Director has been with the Library Art Committee for 15 years.

The Gallery is all about community engagement. The Art Shows and openings create an ambitious conversation-incubating ground.

Statistics for the Fiscal Year include:

23 Exhibits

469 emerging and established artists have shown here, loyal and devoted

150 average attendance at Art Receptions

Standing Room only at Art talks offered with each Exhibit

Gallery Chat Tours

1,500 Volunteer Hours

8 Steering Committee Members

30 Committee Volunteers

Exhibits Since the Expansion Grand Opening include:

The First Exhibit: **Renewal 2022** with Brenda Bottum's help, set the precedent for large competitive group shows with submission fees and blind jury selections. Artists were selected from the De Young Open, and have returned to subsequent shows.

Trustee Katie Sutton organized the **Art inspired by Literature** exhibit with a Meet the Artist evening. 3 artists gave 10-minute talks.

Art Pairings & Echoes exhibit featured Artists who showed their own piece alongside an influence piece. This type of show makes art more accessible to the public.

Foundation Director Lucy Churton organized the **Abstracting Nature** exhibit. This was a beautiful, and 7 pieces were sold. The speaker for this Art Talk drew a full house.

Trustee Katie Sutton also organized the current exhibit: **Art and Mass Culture.**

Foundation President Brenda Bottom organized the upcoming exhibit: **The Meaning of Home**.

An Art talk on June 3 will feature artists from SF Art Institute Foundation.

The upcoming 2 exhibits will have a broad appeal: **Mark Making**, and **Color**.

The Belvedere Community Foundation has been a major support. The Tiburon Peninsula foundation supported marketing. The Advertising Council of Marin MOCA has been a wonderful resource, also.

The core group of the Library Art Committee is engaged in succession planning for leadership and also looking for volunteers with a fine art background.

The Library Art Committee seeks to foster and actualize the Idea of Connection: Building community through Art, asking the question “What does community mean?” and fostering groups coming together and being changed by the experience.

g. Corner Books

Heather Lobdell, Foundation Director, has been managing Corner Books as a volunteer for more than 15 years.

Corner Books sales for April are up 65% over last year. Sales for January through April are up 14% over last year.

Corner Books is managed and staffed by over 40 very active volunteers. In line with the Strategic Plan, this is a meaningful volunteer opportunity to engage with the local community. Corner Books receives thousands of donated books per month. Volunteers cull, price, and shelve books, in addition to assisting customers. Director Duran and Library Staff open the Bookstore for desiring patrons during closed (non-volunteer staffed) hours.

The target collection for Corner Books includes:

Current Best Sellers
Recent Fiction and Non-Fiction
Collectibles
Children’s Books
CD’s and DVD’s

Rare items donated are usually sent to auction. Fifteen books have been sent to PDA Berkeley, bringing in substantial sales.

Plans for Fiscal 26-27 include:

Continuing to Build Sales Growth
Targeted Online Services Visibility
Social Media Presence
Additional Volunteers for more Open Hours

h. Foundation

Brenda Bottom, Foundation President, has served on the Library Art Gallery Committee over the last 4 years.

The Foundation relies on many wonderful Volunteers and Volunteer Directors and Committees.

Key accomplishments for Fiscal 25-26 include:

Library 30th Anniversary Celebration

A new Annual Report, thanks to Michelle Thomsen and Lucy Churton

A 26th Annual Teddy Bear Tea, thanks to Michelle Thomsen and Mickey Hubbell. The event raised $13,000 in cash and many new friends.

Installation of Children's Patio Shade Structure

Participation in National Library Giving Day on April 1, thanks to Sophia Ghaffary. An anonymous donor provided $9,000 in matching gift.

The Annual Fund Drive which targeted 7,000 94920 homes with a giving envelope in the In the Stacks newsletter. Previous donors were also, recognized in the newsletter. The drive raised $160,000 this year.

$204,000 was received in bequests to the Foundation this year.

Plans for Fiscal 26-27 include:

Donors will be thanked with an event on Thursday, September 4th.

The Foundation will Grant $165,000 to the Library for 26-27

A Planned Giving Campaign headed up by Aviva Boedecker who has created a pamphlet, emphasizing awareness of planned giving, and the importance of establishing trusts for financial planning.

Foundation Members will assist Library Staff with Community Engagement Events

An Annual Report will be featured in the August In the Stacks Newsletter.

A target increase in the October Annual Fund Drive of 15%

New Chairs for the Teddy Bear Tea to be held in February 2027

National Library Giving Day April 1 with Matching gift opportunities

Planned Giving, Estate, and Will education

Explore new Fundraising opportunities with new Volunteer Committee Chairs

i. Agency Board

Katherine Sutton, Vice Chair of the Agency Board discussed the Agency

The Agency is the Governing Body of the Belvedere-Tiburon Library Agency, a Joint Powers Agency (between the Town of Tiburon and the City of Belvedere) of the state of California. Seven Trustees are appointed to the Agency: Three from the City of Belvedere, three from the Town of Tiburon, and one from the Reed Union School District. The Agency provides oversight for the Library in Personnel, Budgeting, Operations, and Growth.

Accomplishments in Fiscal year Y25-26 include:

14 meetings
Resolution of 1 legal matter
5 resolutions
8 policies
Approval of use of reserves to replace staff and public computers
Support of staff development and benefits
Partnership with Reed Union School in the Student Library Card Success program

The Standing Agency Finance Committee deeply reviewed the Annual Audit before presentation at Agency meetings for approval.

The ad hoc Onboarding Committee has drafted an Onboarding Guide for Agency Trustees.

Plans for Fiscal Year 26-27 include:

A New Trustee from Tiburon to replace Treasurer Jeff Slavitz, who is terming off the Agency Board.

Facility Improvements including new tables and electrical adjustments for the nave

Refreshing the Strategic Plan

Working toward creating a Community Resilience Center with the Town of Tiburon

Closing Reflections

Foundation President Brenda Bottum led the closing discussion:

Foundation Director Lucy Churton said that leadership needs to recognize the Library Staff more. She commented on the good quality of the Staff, and said that the new name tags are helpful in getting to know and remember Staff.

Foundation Director Ann Aylwin said that she was impressed by the longevity of the Library Staff and emphasized the whole community picture of how to we get the information out to more people and engage the community. Opportunities for public relations include Ark Articles, brochures, events, and a major public relations campaign with the goal of engaging everyone in the community to participate in programs and enjoy the library. She added that teen engagement was one of the main goals of the Library Expansion. Teen Movie Night and the Film Committed are attractions for teens. She added that the Community Resilience Center Program, including Solar and Backup Battery capacity, making the Library a safe place for people to come during an emergency should be a focal point for fundraising.

Foundation Director Courtney agreed that promoting the Library in the Ark Newspaper should be a top priority.

Agency Trustee Pamela Goldman agreed that "getting the word out," and not just about books, should be a major goal. She added that teen engagement is always enhanced by food offerings.

Director Young added that teen engagement, can help get teens away from phones and more into personal engagement. She suggested having more teen volunteers, and possibly a local celebrity event of teen interest.

Aviva Boedecker spoke to the difficulty for teens to engage in Marin, since there is nowhere for them to congregate in the evening. She suggested the Foundation sponsor a late night for teens at the Library.

Sylvia Singh suggested that the Library engage a Program Manager who has a wide range of interests to plan more Library programs. Director Duran said that a Program manager, Katie Winters, has been in the position for one year, and that the number and quality of programs have increased. Director Duran, Librarian Winters, and Library Staff are acting with more intention regarding the quality and quantity of programs, and the workload is better distributed among several staff. Staff are constantly working on outreach and engagement with programs. The Library is currently the top Library producer of Adult programs in Marin County.

Sophia Ghaffary asked Director Duran to let Foundation members know how she would like them to prepare for the fall Strategic Planning meeting.

Agency Trustee Roxanne Richards asked that a survey/format for capturing feedback on the community's satisfaction with the Library be developed.

Director Duran agreed that it will be valuable to see how the community feels after the last several years of program development, and whether Library Staff have built up community awareness of offered programs. Resources and services are currently robust. The task remains to better inform the public about them.

Vice Chair Sutton asked for Public Comment on Closed Session. There was none.

Vice Chair Sutton Adjourned the meeting to Closed Session at 2:20 pm

CLOSED SESSION

IV. **PUBLIC COMMENT ON CLOSED SESSION**

V. **CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATOR: Agency-designated representative and Unrepresented employee: Library Director, (California Government Code Section 54957.6)**

VI. **RETURN AND REPORT FROM CLOSED SESSION at 3:25 pm – No action taken.**

VII. **Vice Chair Sutton ADJOURNED the meeting at 3:25 pm**

Meeting Dates

The Next Regular BTLA meeting is scheduled for June 15, 2026.

Respectfully Submitted,

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