

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, October 19, 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 and via Zoom*
<https://us02web.zoom.us/j/89976186216?pwd=dQe4H4G8IWeiGxiWKC0GfQPNbxatx9.1>
Meeting ID: 899 7618 6216 Passcode: 579440

**please be advised, the BTLA meeting will not be cancelled if there are technical difficulties with remote access*

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.

APPROVAL OF AGENDA

APPROVAL OF 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.

1. Approval of Regular Meeting Minutes of September 21, 2026
2. Approval of Agency Warrants for September 2026

STAFF BOARD AND COMMITTEE REPORTS

3. Chair's Report – Katherine Sutton, Chair (2 minutes)
4. Library Director's Report - Crystal Duran, Library Director (10 minutes)
5. Financial Report – Diane Gasson, Administrative Services Supervisor (5 minutes)
6. Belvedere Tiburon Library Foundation Report – Foundation Representative (5 minutes)
7. Committee Reports (5 minutes)

DISCUSSION/ACTION

8. ***Meeting Room Policy***: consider revisions to current policy
9. ***Holiday Business Hours***: review current hours and consider adjustments

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, October 19, 2026 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

CLOSED SESSION

- A. Public Comment on Closed Session
- B. CLOSED SESSION - Conference with Real Property Negotiators
Pursuant to Government Code Section 54956.8

Property: 1501 Tiburon Boulevard, Tiburon, CA 94920, APN# 058-171-94

Agency Negotiators: Crystal Duran, Lori Liu

Negotiating Parties: Belvedere Tiburon Library Agency and Town of Tiburon

Under Negotiation: Price and terms of possible property acquisition

- C. REPORT FROM CLOSED SESSION

ADJOURNMENT

FUTURE BOARD MEETINGS

All BTLA meetings are open to the public. The public is encouraged to attend. The Board meets regularly on the third Monday of each month, at 6:15 p.m. unless otherwise noted. Upcoming board meetings:

- November 16, 2026
- January 25, 2027

NOTICE: WHERE TO VIEW AGENDA MATERIALS

Meeting minutes and other Agenda items are available at <https://www.beltibrary.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.

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
September 21, 2026**

Roll Call, Present: Chair Katherine Sutton, Vice Chair Roxanne Richards, Anthony Hooker, Emily Poplawski

Late Arrival: Alice Fredericks

Members Absent: Kenneth Weil. Pamela Goldman

Also Present: Crystal Duran, Joey Della Santina, Diane Gasson

CALL TO ORDER: Chair Sutton called the meeting to order at 6:18 p.m.

PUBLIC COMMENT

Chair Sutton opened the floor to comments or questions from the public.

No public comments.

APPROVAL OF AGENDA

Motion to approve the agenda by Vice Chair Richards and seconded by Trustee Hooker

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Emily Poplawski

Absent: Alice Fredericks, Pamela Goldman, Kenneth Weil

Noes: None

Voting Results: Unanimously Approved/Motion Passed

CONSENT CALENDAR

1. Regular Meeting Minutes of August 17, 2026

Vice Chair Richards asked to pull the minutes from the consent calendar to provide suggested changes: Under the Library Director's Report the wording of the last bullet will be changed. Trustee Fredericks' name was incorrectly spelled on page 3 and under Library of Things presentation, wording on the last sentence will be rephrased.

2. Agency Warrants for August 2026

Motion to approve the Regular Meeting Minutes of August 17, 2026 as modified and the August 2026 warrants made by Trustee Hooker and seconded by Chair Sutton.

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Emily Poplawski

Absent: Alice Fredericks, Pamela Goldman, Kenneth Weil

Noes: None

Voting Results: Unanimously Approved/Motion Passed

STAFF BOARD AND COMMITTEE REPORTS

3. **Chair's Report** – Chair Sutton welcomed Trustee Poplawski and congratulated her on her newborn.

4. Library Director's Report

Director Duran provided the following highlights from her written report:

- Fall programming is underway with a lot of new and returning programs, including Richardson Bay Audubon Center exploring local birds and the adjacent marsh. Children's Services also has story times alternating between French and Mandarin.
- Staff Librarians will be at this weekend's Maker Faire in Vallejo.
- Work being done in collaboration with the Town of Tiburon, City of Belvedere and local fire departments related to community preparedness and resilience for the upcoming Super El Nino season.
- Discussed upcoming Conflict Resolution training for staff which she hopes to continue every other year.
- Children's Bilingual Librarian, Nereida, selected to participate in the Catalyst Leadership Development program.
- Running unopposed for President-Elect of the California Library Association (CLA), term beginning in November.
- Project refresh is moving along with new tables arriving (which have built-in power connections) and the older ones being removed. Acoustic panels are being considered as noise levels and privacy within meeting rooms can be a challenge.

Vice Chair Richards inquired about the Library's chairs and if any individual tables were also being replaced. Director Duran reported the chairs we currently have are new and additional furniture updates will be evaluated. Future furniture needs will be considered based around planned use while balancing the Library's open space and book shelving.

Vice Chair Richards asked about the impact to Director Duran's time as she takes on the President-Elect role. Conversation was held around work schedule and time involved in various parts of the Director position. It was noted, being in a leadership role for the CLA offers an opportunity for directing advocacy on behalf of the library as there are some regulations being considered which could have significant impact. Director Duran said her time is also now focused on building relationships and partnerships and the overall administration of the Library as the Circulation Lead and Assistant Director have assumed the day-to-day running of staff and library functions.

Trustee Hooker acknowledged and congratulated Nereida's acceptance into the Catalyst Leadership Development program.

Discussion was held regarding the Sustainable Library Certification Program requirement of developing a Plan for recruiting diverse applicants to the Board of Trustees. As the Library does not play a part of the appointment process, that is done by the City of Belvedere, Town of Tiburon and Reed School District, the Library can only

provide recommendations to support a diverse and broad Board. A general framework will be written for submission.

5. **Belvedere Tiburon Library Foundation Report**

Foundation representation was not present but Director Duran shared that a Donor Appreciation event which will happen Thursday, 5-7 p.m. The Library will be closed at 4 p.m. to accommodate the private event.

Chair Sutton reported the newest art display, Mark Marking: Dots, Lines, Textures, opened last Thursday. The work is being done by Co-Chairs Diane Green and Brenda Bottum.

6. **Committee Reports**

- a. Strategic Planning – Vice Chair Richards reported the new plan will be changed to align with the fiscal year going forward. The original Strategic Plan started in January because of the new library opening.
- b. Finance Committee – meeting will be October 8th.
- c. Compensation Committee – has been reviewing the Director's contract which will be discussed later in the meeting.

DISCUSSION/ACTION

7. **BTLA 2026 Employee Handbook**

Director Duran provided an overview of the updates to the Employee Handbook. They include:

- New section related to California law on reproductive loss
- Added customer expectations and fundamentals for employees
- Clean-up of ambiguous language
- Defined administrative leave
- Holiday time off clarified for part-time, non CalPERS staff now that the Library is open 7-days a week
- Emergency response updates
- Employee appeal process was added
- Legal counsel reviewed for discipline areas and made adjustments
- Clarity around performance review being conducted every 12-15 months and favorable performance evaluations do not guarantee an increase

Trustees inquired about how the Handbook gets sent out and if signature is required; once approved the Handbook will be sent out with a cover page on elements that changed and staff are required to sign the Confirmation of Receipt which includes Confirmation of Confidential Information Policy, Confirmation of Harassment Discrimination and Retaliation Prevention Policy and Confirmation of Employee Handbook.

Responses to additional questions include:

- Reference to Administrative Services Supervisor is Diane Gasson. In some instances an employee is referred to their supervisor, Administrative Services Supervisor or the Library Director. If Administrative Services Supervisor should need support, they would contact the Board.
- New hire probationary period was 90 days and has been changed to one year which can be extended further upon the discretion of the Library Director.
- Benefits provided to staff in alignment with other libraries.
- Unpaid leave, and whether employee can continue to receive benefits, will depend upon the leave and state and federal laws. As presented, approved personal leave will allow for benefits to continue but the length of time is also at the Library Director's discretion.
- Individuals on leave do not continue to accrue sick or vacation time on unpaid leave.
- Sick time does accrue for CalPERS employees but part-time are provided 40 hours annually and they do not roll over.
- Cell phones are not issued to employees, there is only one that staff can use for taking photos, videos, etc.
- Overtime is not scheduled and does not happen.
- 2024/2025 policy carried over the City's employee appeal process and discipline.
- No staff currently telecommute.
- School and Child Care Activities Leave is covered under California's Family-School Partnership Act – many of the included leaves are mandated and standard.
- Updates will be annual to ensure compliance with legislative changes and requirements.
- COLA, compensation and more specificity around benefits is not included but there is a data sheet which works in tandem with the Handbook as each employee classification (full-time CalPERS, part-time CalPERS and part-time) has different benefits.

Trustees asked if future handbooks could include:

- AI Policy
- Links to other employee related policies

Motion to approve the BTLA 2026 Employee Handbook, with minor edits, made by Trustee Hooker and seconded by Vice Chair Richards

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Alice Fredericks, Emily Poplawski

Absent: Kenneth Weil, Pamela Goldman

Noes: None

Voting Results: Unanimously Approved/Motion Passed

8. BTLA Long-Term Facilities Management Plan

Director Duran presented an overview of the draft Long-Term Facilities Management Plan. She stated this was to help provide for a timeline of what needs to be done, identify upcoming major repairs, possible projects related to sustainability certification and building code requirements.

Consideration for timelines include assessment of the asset and its condition and need for repair/replacement; what is the useful life, is there strategic improvement for an item, preventative reason, etc. The Plan would allow for a timeline to plan and budget for required/approved work. It was noted this is not a PMP (preventive maintenance plan) but a document from which the Board can provide input and thought into how we will fund future building needs. This document does not create a commitment to fund but motion towards creating a framework to give guidance to the Library Director. The Director would maintain oversight of the Plan with review by the Board every 2 years.

Director Duran noted current staff does not have the expertise to make judgment or analysis of repair needs and costs. There is a desire to move towards the Library being a Level 2 Resilience Center. Addition items in need of repair/evaluation include the EV stations, roof, bathroom plumbing – all of which have had maintenance issues.

The Board had a lengthy conversation to try and narrow in on what would be defined as a need, regular maintenance, required repair/replacement and how the framework of the Plan should be created. Trustee Hooker offered it would be helpful to define areas/need by mandatory and discretionary.

Trustee Richards would prefer to have the Board complete the pending agreement with the Town of Tiburon before determining the needs for the Library facilities – whether any maintenance and/or work could be related to shared site areas, etc.

Trustee Fredericks referenced governance and funding she is aware of through the Town of Tiburon that may be helpful to refer to in the event there may be some joint collaboration that could benefit both entities.

The Board collaboratively had further conversation about the layout of the plan, possibly also identifying what is maintenance, strategic/capital, etc. and how this may relate to the work being done for the annual Strategic Planning. It was determined there will be an adhoc committee to discuss a Facilities Management Plan for the Library.

9. Library Director Employment Agreement

Chair Sutton began by acknowledging the work Director Duran has done to build countywide reputation and valued leadership on behalf of the Library.

She stated the Compensation Committee, along with legal counsel, have shared input and negotiated the presented final draft Employment Agreement for Director Duran. She read the cover page with highlights as following:

- Effective: 7/1/2026
- Salary: \$210,751.53
- Health benefit coverage for her and family
- Cell phone and auto allowance
- Vacation and leave benefit changes

The Board requested that the Agreement be amended to include that 1) the newly approved Employee Handbook also applies to Director Duran- in any area(s) of conflict with the Employment Agreement, the Employment Agreement shall supersede the Handbook; 2) provide clarity that the administrative leave will be an executive leave.

Motion to approve the Library Director Employment Agreement, as modified, made by Vice Chair Roxanne, seconded by Trustee Hooker.

ROLL CALL VOTE:

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Alice Fredericks, Emily Poplawski

Absent: Kenneth Weil, Pamela Goldman

Noes: None

Voting Results: Unanimously Approved/Motion Passed

COMMUNICATIONS & ANNOUNCEMENTS - NONE

ADJOURNMENT - Chair Sutton adjourned the meeting at 8:05 p.m.

FUTURE BOARD MEETINGS

All BTLA meetings are open to the public. The public is encouraged to attend. The Board meets regularly on the third Monday of each month, at 6:15 p.m. unless otherwise noted. Upcoming board meetings:

- October 19, 2026
- November 16, 2026

Respectfully Submitted,

Diane Gasson, Clerk of the Belvedere-Tiburon Library Agency Board

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Sep 2026							
Check Date	Check #	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
9/1/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ 5,941.29	\$ 5,941.29
	EFT	CalPERS Retire Classic	100	7110	CalPERS Retirement Benefit	\$ 8,191.25	\$ 8,191.25
	EFT	CalPERS Retire PEPR	100	7100	CalPERS Retirement Benefit	\$ 12,806.86	\$ 12,806.86
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 24,891.54	\$ 24,891.54
	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	\$ -	\$ -
	EFT	CalPERS GASB Audit Gee	100	8835	Audit Fee	\$ 350.00	\$ 350.00
	EFT	Delta Dental July	100	7110	CalPERS Insurance Benefits	\$ 2,739.52	\$ 2,739.52
	ACH	PG&E	100	8490	Power	\$ 7,973.46	\$ 7,973.46
	ACH	PITNEY BOWES	100	8220	Copier Expense	\$ 200.00	\$ 200.00
	EFT	Reliance LTD & LIFE, VSP July	100	7110	CalPERS Insurance Benefits	\$ 1,507.13	\$ 1,507.13
	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 68,630.27	\$ 68,630.27
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	MARIN WATER	100	8500	Water (BI-MONTHLY)	\$ 975.14	\$ 975.14
	EFT	Amazon	100	Various	Amazon Account Charges	\$ 3,810.36	\$ 3,810.36
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 701.83	\$ 701.83
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 67,464.38	\$ 67,464.38
	ACH	Ameriflex FSA	100	Various	FSA/LSA DCA	\$ 1,443.14	\$ 1,443.14
	ACH	Analysis Charge July 2026	100	8830	Accounting		\$ -
	ACH	EDD	100	7140	Unemployment		\$ -
	ACH	TERMINIX PAYMENT	100	8430	Building Maintenance Incidental	\$ 134.00	\$ 134.00
				Sep	TOTAL EFT / ACH	\$ 209,246.26	\$ 209,246.26
OPERATING HAND CHECKS							
				Sep	TOTAL HAND CHECKS	\$ -	\$ -
OPERATING ACCOUNTS PAYABLE BATCHES							
9/21/2026	930	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	105.00	\$ 105.00
9/21/2026	931	ACVARGOTIBURON	100	8491	Parking	1,680.00	\$ 1,680.00
9/21/2026	932	BRIDGETBURKE	100	8240	Adult Programs	225.00	
9/21/2026	932	BRIDGETBURKE	100	8240	Adult Programs	225.00	\$ 450.00
9/21/2026	933	BURKELLPLUMBING	100	8430	Building Maintenance Incidental	835.00	\$ 835.00
9/21/2026	934	CINTAS	100	8230	Office Supplies	299.84	\$ 299.84
9/21/2026	935	CLAIRERCOHN	100	8240	Adult Programs	525.00	\$ 525.00
9/21/2026	936	EXHIBITENVOYINC	100	8240	Adult Programs	2,678.13	\$ 2,678.13
9/21/2026	937	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	4,493.31	
9/21/2026	937	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	309.14	\$ 4,802.45
9/21/2026	938	KYOCERA	100	8210	Copier Expense	978.87	\$ 978.87
9/21/2026	939	MARINITINC	100	8040	Technical Support	2,513.50	\$ 2,513.50
9/21/2026	940	MILLVALLEYREFUSE	100	8480	Trash	311.29	\$ 311.29
9/21/2026	941	MISSIONSQUARE	100	2040	Deferred Comp Deductions	1,462.50	\$ 1,462.50
9/21/2026	942	OPTIONCLICKCONSULTING	100	8240	Adult Programs	220.00	\$ 220.00
9/21/2026	943	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	4,659.00	
9/21/2026	943	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	4,659.00	\$ 9,318.00
9/21/2026	944	REDWOODSECURITYSYSTEMS	100	8492	Building Maintenance Contracts	318.00	\$ 318.00
9/21/2026	945	SBATHESTEVEN BARCLAY	100	8240	Adult Programs	5,000.00	\$ 5,000.00
9/21/2026	946	SHUMEIWANG	100	8250	Children's Program Supplies	390.00	\$ 390.00
9/21/2026	947	THECLUECOLLECTIVE	100	8240	Adult Programs	879.50	\$ 879.50
9/21/2026	948	TPXCOMMUNICATIONS	100	8260	Telephone	1,436.86	
9/21/2026	951	OVERDRIVEINC	100	7605	Digital Collection	1,457.14	
9/21/2026	951	OVERDRIVEINC	100	7605	Digital Collection	845.17	
9/21/2026	951	OVERDRIVEINC	100	7605	Digital Collection	691.88	
9/21/2026	951	OVERDRIVEINC	100	7605	Digital Collection	2,087.02	
9/21/2026	951	OVERDRIVEINC	100	7605	Digital Collection	1,504.31	
9/21/2026	951	OVERDRIVEINC	100	7605	Digital Collection	106.78	
9/21/2026	951	OVERDRIVEINC	100	7605	Digital Collection	179.97	\$ 8,309.13
9/21/2026	949	ITHAKA	100	7606	Databases	1,323.00	\$ 1,323.00
9/21/2026	952	VALUELINEPUBLISHINGLLC	100	7606	Databases	4,150.00	\$ 4,150.00

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Sep 2026							
Check Date	Check #	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
9/21/2026	950	MARINITINC	100	8070	IT Infrastructure	85.50	
9/21/2026	950	MARINITINC	100	8070	IT Infrastructure	741.00	
9/21/2026	950	MARINITINC	100	8070	IT Infrastructure	108.00	
9/21/2026	950	MARINITINC	100	8070	IT Infrastructure	400.00	
9/21/2026	950	MARINITINC	100	8070	IT Infrastructure	220.50	
9/21/2026	950	MARINITINC	100	8070	IT Infrastructure	88.00	\$ 1,643.00
				9/15/2026	ACCOUNTS PAYABLE BATCH	\$ 48,192.21	\$ 48,192.21
9/30/2026	953	A&PMOVINGCOMPANY	100	8430	Building Maintence Incidental	105.00	
9/30/2026	953	A&PMOVINGCOMPANY	100	8240	Adult Programs	950.00	\$ 1,055.00
9/30/2026	954	BRIDGETBURKE	100	8240	Adult Programs	225.00	
9/30/2026	954	BRIDGETBURKE	100	8240	Adult Programs	225.00	\$ 450.00
9/30/2026	955	COFAM	100	8240	Adult Programs	250.00	\$ 250.00
9/30/2026	956	DGEXPRESS	100	8240	Adult Programs	695.00	\$ 695.00
9/30/2026	957	EVELYNDIAZSANCHEZ	100	8250	Children's Program Supplies	525.00	\$ 525.00
9/30/2026	958	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	650.00	\$ 650.00
9/30/2026	959	LIBRARYIDEASLLC	100	7601	Books and other Materials	1,294.78	\$ 1,294.78
9/30/2026	960	MARCIEPETIT	100	8250	Children's Program Supplies	260.00	\$ 260.00
9/30/2026	961	MISSIONSQUARE	100	2040	Deferred Comp Deductions	1,462.50	\$ 1,462.50
9/30/2026	962	OPTIONCLICKCONSULTING	100	8240	Adult Programs	220.00	\$ 220.00
9/30/2026	963	OVERDRIVEINC	100	7605	Digital Collection	500.54	\$ 500.54
9/30/2026	964	RWGLAW	100	8840	Legal & Consulting Services	712.50	\$ 712.50
9/30/2026	965	SHUMEIWANG	100	8250	Children's Program Supplies	260.00	\$ 260.00
9/30/2026	966	TERREPASSERO	100	8240	Adult Programs	600.00	\$ 600.00
9/30/2026	967	THECLUECOLLECTIVE	100	8240	Adult Programs	879.50	\$ 879.50
9/30/2026	968	UNICORNGROUP	100	8230	Office Supplies	378.70	\$ 378.70
9/30/2026	969	USBANKEQUIPFIN	100	8210	Copier Expense	1,405.91	\$ 1,405.91
				9/30/2026	ACCOUNTS PAYABLE BATCH	\$ 11,599.43	\$ 11,599.43
				Aug	TOTAL WARRANTS	\$ 269,037.90	\$ 269,037.90



DATE: October 19, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

On September 25 (9-2-5) on Dolly Parton Day, the Library formally launched the Dolly Parton Imagination Library (DPIL) program, following the countrywide launch in June. At least 60 children and adults participated in the activities, which featured Dolly's music, coffee and donuts, and Dolly-inspired crafts, including decorating library cards, making bookmarks, and temporary tattoos. The celebration brought together families, caregivers, and adults of all ages, crafting alongside their children and other community members, enjoying the activities and festive atmosphere. The event provided an opportunity to raise awareness of DPIL, which mails free books to children from birth to age 5 each month and was supported in part by the Belvedere Tiburon Library Foundation.

The Library is supporting the community by providing education about the upcoming Super El Niño season. Tiburon's Emergency Operations Center Coordinator, Laurie Nilsen, will deliver four comprehensive disaster preparedness programs at the Library to equip residents with practical information about potential flooding, king tides, power outages, and other storm-related hazards. The Library's fall issue of *In the Stacks* will also feature extensive information on the topic.

Staff are preparing a special, one-time interactive murder mystery event on November 2 in the Founders Room. Set in the Roaring Twenties, the program invites participants to put their detective skills to the test as they unravel clues, uncover secrets, and solve a fictional murder. Attendees are encouraged to dress in Jazz Age attire, with a prize for the best costume. The event will include light refreshments and is limited to 50 participants.

From October 12 through November 7, the Library will host a community ofrenda in recognition of Día de los Muertos. Community members are invited to contribute photographs or decorations honoring loved ones who have passed away, including pets. The display provides a welcoming space for remembrance, cultural celebration, and community connection. This activity is being led by Librarians Nereida and Katie.

Personnel

Administration is coordinating the annual employee benefits open enrollment process, including communicating plan information and assisting staff with enrollment. The Library welcomed two new on-call librarians, Emily and Ari, who both have extensive experience with MARINet

libraries. These appointments will help maintain consistent public service coverage and support succession planning. Both on-call positions are budgeted for in the FY 26-27 budget.

Administration

Staff have completed a Board of Trustees Recruitment and Diversity Plan as part of the requirements for Sustainable Library Certification. The plan establishes a framework for encouraging a broad and diverse pool of qualified residents to consider Board service, recognizing diversity in backgrounds, experiences, perspectives, and community connections. Because Trustee appointments are made by the Town of Tiburon and City of Belvedere, rather than the Agency Board, the document is intended to serve as a working plan rather than a formal policy. It outlines strategies for outreach, recruitment, and educating prospective applicants about Trustee responsibilities while preserving the appointing authorities' discretion. The plan is attached to this report for the Board's reference and has been reviewed by the Executive Committee. As of October, the Library has 13 remaining required activities to complete the Sustainable Library Certification.

Purpose

The Belvedere Tiburon Library Agency (BTLA) is committed to fostering an inclusive and welcoming library that reflects the community it serves. A Board of Trustees whose members bring varied backgrounds, perspectives, experiences, and community connections strengthens governance and helps the Library understand and respond to community needs. This plan establishes a framework for encouraging a broad and diverse pool of qualified residents to consider service on the BTLA Board of Trustees.

Appointment Authority

BTLA Trustees are appointed by the Town of Tiburon and City of Belvedere in accordance with the Agency's governing documents. The BTLA Board does not appoint its own members, and nothing in this plan limits either Council's authority to appoint any qualified resident. BTLA's role is to encourage community interest in Board service, conduct broad outreach, and provide prospective applicants with information about Trustee responsibilities and the perspectives and experiences that contribute to a well-rounded Board.

Diversity and Representation

BTLA recognizes diversity broadly and seeks to encourage participation by residents representing different identities, lived experiences, perspectives, and relationships to the community.

Diversity may include differences in:

- Age, race, color, ethnicity, language, and national origin;
- Physical and mental ability or disability;
- Gender identity, gender expression, and sexual orientation;
- Religion and beliefs;
- Family and marital status and veteran status; and
- Socioeconomic status.

The Agency also values diversity of community experience and perspective, including:

- Professional and occupational background, including the business community;
- Geographic representation within Belvedere and Tiburon;
- Household makeup;
- Renters and homeowners;
- Newer and long-term residents;
- Different levels of Library engagement; and
- Connections to public, private, and homeschool education

These considerations are intended to guide outreach and broaden the applicant pool. They are not qualifications, quotas, or requirements for appointment.

Recruitment and Outreach

When Trustee vacancies are anticipated, BTLA will support broad community awareness of opportunities to serve. Recruitment efforts may include:

- Publicizing vacancies through Library communication channels;
- Sharing opportunities with schools, neighborhood groups, businesses, civic and community organizations, and other local networks;
- Conducting additional outreach to communities or perspectives that may be underrepresented;
- Encouraging qualified residents from a variety of backgrounds to consider Board service; and,
- Providing prospective applicants with information about the Library, Trustee responsibilities, governance, time commitments, and current priorities.

The Board may periodically consider whether its outreach is reaching a broad cross-section of the community and adjust recruitment efforts accordingly.

Guiding Principle

BTLA does not seek to prescribe who should be appointed to the Board. Rather, the Agency seeks to ensure that residents from throughout the community see themselves as potential Library Trustees and have opportunities to learn about and pursue Board service. Through intentional outreach and education, BTLA will support a broad applicant pool and encourage a Board that collectively brings diverse perspectives, experiences, and community connections to its governance of the Library.

BELVEDERE TIBURON LIBRARY AGENCY

PRELIMINARY - Budget to Actual

3 Months Ended (25% of Year)

September 30, 2026

Sept. 2026						FY26		Sept. 2025	
ACCOUNT	FY27 ANNUAL BUDGET	YTD CASH BASIS	% OF BUDGET	BUDGET REMAINING		ANNUAL BUDGET	YTD CASH BASIS	% OF BUDGET	
GENERAL FUND REVENUE									
Revenue									
Basic Library Tax	5010	\$ 2,779,784	\$ 44,193	2%	\$ 2,735,591	\$ 2,662,684	\$ 137	0%	
Parcel Tax	5020	277,000	\$ 903	0%	276,097	\$ 277,000	\$ -	0%	
ERAF	5025	620,000	\$ 20,437	3%	599,563	\$ 575,000	\$ -	0%	
BTLF Grants	5032	165,000	\$ 165,000	100%	0	\$ 150,000	\$ 150,000	100%	
Program Grants	5033	5,000	\$ -	0%	5,000	\$ 11,000	\$ 1,464	13%	
Book Fines and Reserves	5040	1,000	\$ 1,323	132%	(323)	\$ 500	\$ 469	94%	
Makerspace Fees	5050	1,000	\$ 182	18%	818	\$ -	\$ -		
Reference Desk Income	5065	50	\$ 111	222%	(61)	\$ 50	\$ 10	20%	
Copier Fees	5070	380	\$ 28	7%	352	\$ 380	\$ 211	56%	
Other Revenue (includes EV)	5090	15,808	\$ 4,189	26%	11,619	\$ 15,808	\$ 1	0%	
Interest Income	5099	63,600	\$ 24,335	38%	39,265	\$ 58,000	\$ 17,438	30%	
Total Revenue		\$ 3,928,622	\$ 260,701	7%	\$ 3,667,921	\$ 3,750,422	\$ 169,730	5%	
Bond Debt Service via Parcel Tax									
Bond Debt Service - Interest	8910	(3,300)	(3,300)	100%	0	(9,750)	(6,450)	66%	
Bond Debt Service - Principal	8915	(110,000)	(110,000)	100%	0	(105,000)	(105,000)	100%	
Bond Fiscal Agent Fees	8920	(9,000)	(2,814)	31%	(6,186)	(14,424)	(2,776)	19%	
Total Bond Debt Service		(122,300)	(116,114)	95%	(6,186)	(129,174)	(114,226)	88%	
Total Revenue after Bond Service		\$3,806,322	\$ 144,587	4%	\$ 3,661,735	\$3,621,248	\$55,504	2%	
GENERAL FUND EXPENDITURES									
Personnel									
Salaries & Wages	7010	1,551,112	381,676	25%	1,169,436	1,518,267	355,104	23%	
Medical Reimbursement	7015	23,816	5,392	23%	18,424	21,747	5,400	25%	
Part Time Salaries & Wages	7020	309,275	84,641	27%	224,634	245,772	42,036	17%	
PERS Retirement Benefits	7100	332,732	188,831	57%	143,901	299,977	196,667	66%	
115 Trust	7105	0	0	0%	0	0	0	0%	
PERS Insurance Benefits	7110	334,287	88,626	27%	245,661	331,249	74,314	22%	
PERS OPEB Benefits	7115	10,987	1,357	12%	9,630	10,654	2,370	22%	
Workers Comp Insurance	7120	9,969	9,222	93%	747	9,308	8,584	92%	
Employment Practice Insurance	7125	6,257	6,257	100%	0	5,718	5,718	100%	
Payroll Tax Expense	7130	46,151	10,716	23%	35,435	40,816	8,402	21%	
HR Cost Sharing with Town of Tiburon	7135	0	0	0%	0	37,500	0	0%	
Unemployment	7140	5,000	1,447	29%	3,553	8,500	0	0%	
Professional Development	7200	16,200	2,781	17%	13,419	13,728	1,252	9%	
Staffing Recruitment	7210	3,600	7,991	222%	(4,391)	500	135	27%	
Total Personnel		\$ 2,649,386	788,937	30%	1,860,449	\$ 2,543,736	\$ 699,982	28%	

BELVEDERE TIBURON LIBRARY AGENCY

PRELIMINARY - Budget to Actual

3 Months Ended (25% of Year)

September 30, 2026

		Sept. 2026				FY26	Sept. 2025	
		FY27 ANNUAL	YTD CASH	% OF	BUDGET		YTD CASH	% OF
	ACCOUNT	BUDGET	BASIS	BUDGET	REMAINING	BUDGET	BASIS	BUDGET
Circulation Materials & Data								
Books and other Materials	7601	100,000	37,817	38%	62,183	100,000	31,134	31%
Vendor Processing Costs	7602	10,000	347	3%	9,653	25,000	626	3%
Supplies for Processing	7603	5,000	738	15%	4,262	2,000	(55)	-3%
Digital Collection	7605	34,000	7,876	23%	26,124	0	0	0%
Databases	7606	53,000	17,684			80,000	29,190	36%
Library of Things	7608	2,000	2,456	123%	(456)	5,000	23	0%
MARINet	7607	115,000	113,988	99%	1,012	115,000	118,292	103%
Total Circulation Materials & Data		\$ 319,000	180,906	57%	102,778	\$ 327,000	\$ 179,210	55%
Technology Services								
Staff Digital Subscriptions	8020	15,000	7,109	47%	7,891	15,200	8,912	59%
Computers & Peripherals	8035	3,000	432	14%	2,568	14,250	752	5%
Technical Support	8040	30,162	7,541	25%	22,621	39,732	2,514	6%
IT Infrastructure	8070	55,000	20,898	38%	34,102	35,100	8,909	25%
Website Maintenance	8071	15,000	1,900	13%	13,100	10,200	2,250	22%
Total Technology Services		\$ 118,162	37,880	32%	80,282	\$ 114,482	\$ 23,337	20%
Program Services & Supplies								
Copier Expense	8210	16,600	5,857	35%	10,743	16,600	4,273	26%
Postage Freight	8220	4,000	600	15%	3,400	4,000	661	17%
Public Relations	8225	39,000	2,500	6%	36,500	34,000	7,525	22%
Office Supplies	8230	12,000	2,258	19%	9,742	7,000	1,648	24%
Adult Programs	8240	43,700	17,631	40%	26,069	20,000	5,309	27%
Children's Program Supplies	8250	29,000	9,056	31%	19,944	20,000	4,713	24%
Young Adult Programs	8251	10,000	4,284	43%	5,716	6,000	1,189	20%
Telephone	8260	17,000	5,838	34%	11,162	15,000	3,898	26%
A/V Equipment & Peripherals	8270	8,000	263	3%	7,737	5,000	0	0%
Maker Space Programs	8280	10,400	4,660	45%	5,740	10,000	6,288	63%
Technology Training Program	8290	0	665	0%	(665)	4,800	1,275	27%
Total Program Services & Supplies		\$ 189,700	53,612	28%	136,088	\$ 142,400	\$ 36,779	26%

BELVEDERE TIBURON LIBRARY AGENCY

PRELIMINARY - Budget to Actual

3 Months Ended (25% of Year)

September 30, 2026

		Sept. 2026					FY26		Sept. 2025				
		FY27 ANNUAL	YTD CASH	% OF	BUDGET		ANNUAL	YTD CASH	% OF				
ACCOUNT		BUDGET	BASIS	BUDGET	REMAINING		BUDGET	BASIS	BUDGET				
Building Expenses													
	Building & Contents Insur.	8410	148,148	121,712	82%	26,436	138,826	124,899	90%				
	Building Maintenance	8430	25,800	5,129	20%	20,671	10,000	3,055	31%				
	Grounds Maintenance	8440	18,000	4,661	26%	13,339	18,000	0	0%				
	Janitorial Expense	8450	65,000	13,977	22%	51,023	65,000	21,946	34%				
	Custodial Supplies	8460	9,000	1,952	22%	7,048	9,000	1,495	17%				
	Trash	8480	7,000	934	13%	6,066	5,628	915	16%				
	Electricity & Gas	8490	90,491	25,391	28%	65,100	87,857	30,729	35%				
	Parking	8491	6,240	1,680	27%	4,560	6,240	3,120	50%				
	Maintenance Contracts	8492	15,750	4,360	28%	11,390	15,000	1,921	13%				
	EV Public Charging Stations	8493	10,308	1,531	15%	8,777	13,295	1,763	13%				
	Water	8500	10,500	975	9%	9,525	13,164	821	6%				
Total Building Expenses		\$	406,237	182,302	45%	223,935	\$	382,010	\$	190,664	50%		
Agency Administration													
	Bank Charges	8810	500	217	43%	283	500	154	31%				
	Credit Card Fees	8815	800	0	0%	800	800	0	0%				
	Cash Over/(Under)	8820	120	0	0%	120	120	0	0%				
	Membership and Dues	8825	4,500	2,747	61%	1,753	4,500	230	5%				
	Accounting	8830	9,200	1,448	16%	7,752	8,200	2,079	25%				
	Auditing	8835	34,500	350	1%	34,150	34,500	350	1%				
	Legal & Consulting Services	8840	64,000	16,403	26%	47,597	58,000	17,838	31%				
	Staff, Vol, Board	8850	8,000	1,512	19%	6,488	5,000	178	4%				
	Contribution to Reserves	8890	0	0	0%	0	0	0	0%				
Total Agency Administration		\$	121,620	22,677	19%	98,943	\$	111,620	\$	20,829	19%		
Total GENERAL FUND EXPENDITURES		\$	3,804,105	\$	1,266,314	33%	\$	2,502,475	\$	3,621,248	\$	1,150,801	32%
NET OPERATING REVENUE/(LOSS)		\$	2,217	\$	(1,121,727)		\$	(1,123,944)	\$	-	\$	(1,095,297)	
ACTUAL BEGINNING CASH - ALL FUNDS		6/30/2026	\$	2,584,422	\$	3,092,660		\$	508,238				
NET OPERATING REVENUE/(LOSS)				2,217		(1,121,727)			(1,123,944)				

BELVEDERE TIBURON LIBRARY AGENCY

PRELIMINARY - Budget to Actual

3 Months Ended (25% of Year)

September 30, 2026

			Sept. 2026				FY26	Sept. 2025	
		FY27 ANNUAL	YTD CASH	% OF	BUDGET		ANNUAL	YTD CASH	% OF
	ACCOUNT	BUDGET	BASIS	BUDGET	REMAINING		BUDGET	BASIS	BUDGET
NON-OPERATING TRANSFERS & EXPENDITURES									
Technology & Equip	9010	0	0		0				
Furniture & Fixtures	9020	0	(14,930)		(14,930)				
Building Repairs & Improvements	9022	0	0		0				
Grounds Improvements	9025	0	0		0				
Total USES OF RESERVES		0	(14,930)		(14,930)				
BALANCE SHEET ACTIVITY		0	5,199		5,199				
RESTRICTED FUND ACTIVITY									
Capital Project Foundation Grants	5978		0		0				
Restricted Fund Receipts	5500	5,821	0	0%	(5,821)				
Restricted Fund Expenditures	9500	(5,821)	(3,554)	61%	2,267				
Net RESTRICTED FUND ACTIVITY		0	(3,554)		(3,554)				
ENDING CASH - ALL FUNDS	9/30/2026	\$ 2,586,639	\$ 1,957,647		\$ (628,992)				
CASH BY FUND									
		<u>% of Budgeted</u>		<u>% of</u>	CURRENT				
		<u>Operating</u>		<u>Budgeted</u>	YEAR LOW				
		<u>Expenses</u>		<u>Operating</u>	POINT				
Cash with Fiscal Agent - CFD 1995-1 Bond Service			896						
Restricted Funds	Fund 320,351		11,590						
Insurance and Building Reserves	2720 & 2730	15%	553,878						
Operating Reserve		37%	1,391,283						
TOTAL ENDING CASH - ALL FUNDS	9/30/2026		1,957,647						
CASH BY BANK ACCOUNT									
		<u>% of Total Cash</u>							
Mechanics Operating Checking/Petty Cash			217,611						
US Bank Fiscal Agent for CFD-1995-1 Bonds			896						
LAIF		89%	1,739,140						
TOTAL ENDING CASH - ALL ACCOUNTS	9/30/2026		1,957,647						



Belvedere
Tiburon
Library

June 30, 2026

Budget to Actual

Will have revisions due to the audit and accrual adjustments

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
June 30, 2026

			FY 2025-26				FY 2024-25	
			Jun, 2026				Jun, 2025	
	<u>ACCOUNT</u>	FY26 ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
GENERAL FUND REVENUE								
Revenue								
	Basic Library Tax (1)	5010	\$ 2,662,684	\$ 2,627,283	99%	\$ 35,401	\$ 2,556,925	\$ 2,455,051 96%
	Parcel Tax (1)	5020	277,000	\$ 271,357	98%	5,643	275,000	\$ 265,827 97%
	ERAF (1)	5025	575,000	\$ 595,841	104%	(20,841)	530,000	\$ 591,949 112%
	BTLF Grants (2)	5032	150,000	\$ 150,000	100%	0	70,000	\$ 211,400 302%
	Program Grants (3)	5033	11,000	\$ 12,714	116%	(1,714)	80,400	\$ 75,865 94%
	Book Fines and Reserves	5040	500	\$ 2,962	592%	(2,462)	500	\$ 2,053 411%
	Reference Desk Income	5065	50	\$ 59	118%	(9)	50	\$ 506 1012%
	Copier Fees	5070	380	\$ 798	210%	(418)	380	\$ 627 165%
	Other Revenue (includes EV)	5090	15,808	\$ 11,723	74%	4,085	9,303	\$ 15,809 170%
	Interest Income (3B)	5099	58,000	\$ 56,176	97%	1,824	50,000	\$ 80,097 160%
	Total Revenue		\$ 3,750,422	\$ 3,728,913	99%	\$ 21,509	\$ 3,572,558	\$ 3,699,184 104%
Bond Debt Service via Parcel Tax								
	Bond Debt Service - Interest	8910	(9,750)	(9,750)	100%	0	(15,900)	(15,900) 100%
	Bond Debt Service - Principal	8915	(105,000)	(105,000)	100%	0	(100,000)	(100,000) 100%
	Bond Fiscal Agent Fees	8920	(14,424)	(14,208)	99%	(216)	(14,000)	(14,005) 100%
	Total Bond Debt Service		(129,174)	(128,958)	100%	(216)	(129,900)	(129,905) 100%
	Total Revenue after Bond Service		\$3,621,248	\$ 3,599,955	99%	\$ 21,293	\$3,442,658	\$3,569,279 104%
GENERAL FUND EXPENDITURES								
	Personnel (4) & (5)							
	Salaries & Wages	7010	1,518,267	1,463,451	96%	54,816	1,409,856	1,395,757 99%
	Medical Reimbursement	7015	21,747	21,808	100%	(61)	21,600	21,319 99%
	Part Time Salaries & Wages	7020	245,772	198,176	81%	47,596	303,834	217,647 72%
	PERS Retirement Benefits	7100	299,977	302,373	101%	(2,396)	277,377	246,920 89%
	115 Trust	7105	0	0	0%	0	25,000	0 0%
	PERS Insurance Benefits	7110	331,249	293,698	89%	37,551	258,499	252,785 98%
	PERS OPEB Benefits	7115	10,654	10,851	102%	(197)	10,200	10,654 104%
	Workers Comp Insurance	7120	9,308	8,087	87%	1,221	8,038	8,628 107%
	Employment Practice Insurance	7125	5,718	5,718	100%	0	5,400	5,400 100%

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 June 30, 2026

			Jun, 2026				Jun, 2025	
	<u>ACCOUNT</u>	FY26 ANNUAL	100% OF YEAR	% OF	BUDGET	FY25	100% OF YEAR	% OF
		BUDGET	TO DATE CASH	BUDGET	REMAINING	ANNUAL	TO DATE CASH	BUDGET
			BASIS			BUDGET	BASIS	
Payroll Tax Expense	7130	40,816	36,329	89%	4,487	43,686	29,379	67%
HR Cost Sharing with Town of Tiburon	7135	37,500	0	0%	37,500	0	0	0%
Unemployment	7140	8,500	6,437	76%	2,063	0	5,017	0%
Professional Development	7200	13,728	15,308	112%	(1,580)	10,000	11,693	117%
Staffing Recruitment	7210	500	12,773	2555%	(12,273)	500	1,912	382%
Total Personnel		\$ 2,543,736	2,375,009	93%	168,727	\$ 2,373,990	\$ 2,207,111	93%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
June 30, 2026

			Jun, 2026				Jun, 2025	
	<u>ACCOUNT</u>	<u>FY26 ANNUAL</u>	<u>100% OF YEAR</u>	<u>% OF</u>	<u>BUDGET</u>	<u>FY25</u>	<u>100% OF YEAR</u>	<u>% OF</u>
		<u>BUDGET</u>	<u>TO DATE CASH</u>	<u>BUDGET</u>	<u>REMAINING</u>	<u>ANNUAL</u>	<u>TO DATE CASH</u>	<u>BUDGET</u>
			<u>BASIS</u>			<u>BUDGET</u>	<u>BASIS</u>	
Circulation Materials & Data	(6)							
Books and other Materials	7601	100,000	101,576	102%	(1,576)	100,000	97,749	98%
Vendor Processing Costs	7602	25,000	4,576	18%	20,424	7,000	16,195	231%
Supplies for Processing	7603	2,000	3,926	196%	(1,926)	3,000	1,597	53%
Digital Collection	7606	80,000	71,126	89%	8,874	80,000	75,008	94%
Library of Things	7608	5,000	4,140	83%	860	0	0	
MARINet	7607	115,000	113,635	99%	1,365	112,000	113,401	101%
Total Circulation Materials & Data		\$ 327,000	298,979	91%	28,021	\$ 302,000	\$ 303,950	101%
Technology Services	(7)							
Staff Digital Subscriptions	8020	15,200	9,169	60%	6,031	12,276	14,280	116%
Computers & Peripherals	8035	14,250	14,682	103%	(432)	14,250	6,166	43%
Technical Support	8040	39,732	30,125	76%	9,607	39,732	37,166	94%
IT Infrastructure	8070	35,100	44,401	126%	(9,301)	31,200	41,095	132%
Website Maintenance	8071	10,200	15,075	148%	(4,875)	10,000	7,507	75%
Total Technology Services		\$ 114,482	113,452	99%	1,030	\$ 107,458	\$ 106,214	99%
Program Services & Supplies	(8)							
Copier Expense	8210	16,600	19,596	118%	(2,996)	15,520	18,731	121%
Postage Freight	8220	4,000	4,473	112%	(473)	3,500	3,837	110%
Public Relations	8225	34,000	35,813	105%	(1,813)	34,000	22,593	66%
Office Supplies	8230	7,000	10,788	154%	(3,788)	7,000	10,611	152%
Adult Programs	8240	20,000	37,928	190%	(17,928)	31,900	31,323	98%
Children's Program Supplies	8250	20,000	17,587	88%	2,413	20,000	18,176	91%
Young Adult Programs	8251	6,000	11,430	191%	(5,430)	6,000	6,737	112%
Telephone	8260	15,000	15,198	101%	(198)	14,600	15,244	104%
A/V Equipment & Peripherals	8270	5,000	49	1%	4,951	5,000	3,514	70%
Maker Space Programs	8280	10,000	15,704	157%	(5,704)	15,000	10,789	72%
Technology Training Program	8290	4,800	9,340	195%	(4,540)	4,000	5,400	135%
Total Program Services & Supplies		\$ 142,400	177,906	125%	(35,506)	\$ 156,520	\$ 146,955	94%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
June 30, 2026

			Jun, 2026				Jun, 2025	
	ACCOUNT	FY26 ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Building Expenses	(9)							
Building & Contents Insur.	8410	138,826	126,818	91%	12,008	125,000	128,032	102%
Building Maintence	8430	10,000	32,056	321%	(22,056)	17,500	25,386	145%
Grounds Maintenance	8440	18,000	9,048	50%	8,952	18,000	8,613	48%
Janitorial Expense	8450	65,000	63,411	98%	1,589	60,000	53,244	89%
Custodial Supplies	8460	9,000	5,867	65%	3,133	9,000	6,917	77%
Trash	8480	5,628	3,924	70%	1,704	5,360	3,563	66%
Electricity & Gas	8490	87,857	83,786	95%	4,071	80,000	74,334	93%
Parking	8491	6,240	7,800	125%	(1,560)	6,240	7,800	125%
Maintenance Contracts	8492	15,000	14,315	95%	685	13,000	13,872	107%
EV Public Charging Stations	8493	13,295	9,766	73%	3,529	9,600	17,969	187%
Water	8500	13,164	8,411	64%	4,753	7,500	10,018	134%
Furniture & Fixtures	8501	0	0	0%	0	0	0	0%
Total Building Expenses		\$ 382,010	365,202	96%	16,808	\$ 351,200	\$ 349,748	100%
Agency Administration	(10)							
Bank Charges	8810	500	253	51%	247	500	180	36%
Credit Card Fees	8815	800	99	12%	701	800	484	61%
Cash Over/(Under)	8820	120	0	0%	120	120	(7)	-6%
Membership and Dues	8825	4,500	2,363	53%	2,137	4,455	5,956	134%
Accounting	8830	8,200	13,440	164%	(5,240)	8,000	7,364	92%
Auditing	8835	34,500	24,070	70%	10,430	33,350	21,412	64%
Legal & Consulting Services	8840	58,000	164,954	284%	(106,954)	50,000	152,163	304%
Staff, Vol, Board	8850	5,000	6,068	121%	(1,068)	5,000	4,891	98%
Contribution to Reserves	8890	0	0	0%	0	34,427	0	0%
Total Agency Administration		\$ 111,620	211,247	189%	(99,627)	\$ 136,652	\$ 192,443	141%
Total GENERAL FUND EXPENDITURES		\$ 3,621,248	\$ 3,541,795	98%	\$ 79,453	\$ 3,427,820	\$ 3,306,421	96%
NET OPERATING REVENUE/(LOSS)		\$ -	\$ 58,160		\$ 58,160	\$ 14,838	\$ 262,858	

BELVEDERE TIBURON LIBRARY AGENCY

DETAIL BUDGET VS ACTUAL

June 30, 2026

		FY26 ANNUAL BUDGET	Jun, 2026 100% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Jun, 2025 100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
	ACCOUNT							
ACTUAL BEGINNING CASH - ALL FUNDS	6/30/2025	\$ 2,918,013	\$ 2,906,550		\$ (11,463)			
NET OPERATING REVENUE/(LOSS)		-	58,160		58,160			
NON-OPERATING TRANSFERS &								
Technology & Equip	9010	0	(61,156)		(61,156)			
Furniture & Fixtures	9020	0	(56,238)		(56,238)			
Building Repairs & Improvements	9022	0	(3,576)		(3,576)			
Grounds Improvements	9025	0	(1,915)		(1,915)			
Total USES OF RESERVES		0	(122,884)		(122,884)			
BALANCE SHEET ACTIVITY		0	237,499		237,499			
RESTRICTED FUND ACTIVITY								
Capital Project Foundation Grants	5978		14,850		14,850			
Restricted Fund Receipts	5500	5,821	5,036	87%	(785)			
Restricted Fund Expenditures	9500	(5,821)	(6,551)	113%	(730)			
Net RESTRICTED FUND ACTIVITY		0	13,335		13,335			
ENDING CASH - ALL FUNDS	6/30/2026	\$ 2,918,013	\$ 3,092,660		\$ 174,647			
CASH BY FUND	(12)	% of Budgeted Operating Expenses		% of Budgeted Operating	CURRENT YEAR LOW POINT			
Cash with Fiscal Agent - CFD 1995-1 Bond Service			113,300		1,441			
Restricted Funds	Fund 320,351		15,145		17,421			
Insurance and Building Reserves	2720 & 2730	15%	553,878	15%	553,878			
Operating Reserve		67%	2,410,337	29%	1,051,420			
TOTAL ENDING CASH - ALL FUNDS		6/30/2026	3,092,660	11/30/2025	1,624,160			

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 June 30, 2026

			Jun, 2026				FY25	Jun, 2025	
	<u>ACCOUNT</u>	FY26 ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING		ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
CASH BY BANK ACCOUNT		<u>% of Total Cash</u>		<u>% of Total Cash</u>					
Mechanics Operating Checking/Petty Cash			188,658		393,727				
US Bank Fiscal Agent for CFD-1995-1 Bonds			113,300		1,441				
LAIF		90%	2,790,701	76%	1,228,992				
TOTAL ENDING CASH - ALL ACCOUNTS		6/30/2026	3,092,660	11/30/2025	1,624,160				



DATE: October 19, 2026

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Updated Meeting Room Policy

In September 2022, the Board adopted a Meeting Room Policy that defines rules for meeting rooms available for public use. The Library currently has three reservable rooms open to the public and provides staff-metered access to three additional meeting spaces. The attached Meeting Room Policy includes the following updates under the Usage and Reservations section:

- C. Updated to remove “with an option to extend an additional hour if the room is not booked”
- E. Updated to increase the number of active reservations per patron from 1 to 3 at a time
- F. Replace “fails to check in with library staff” with “fails to arrive”

Note that this Meeting Room Policy does not apply to the use of specialized spaces such as the Founders Room, art gallery, reading room, teen room, gated patios, storytime room, and Makerspace, as those spaces are metered by Library management.

Board Request

Adopt the updated Meeting Room Policy as presented.

MEETING ROOM POLICY

Adopted September 2022;

Revised October 2026

This policy provides Belvedere Tiburon Library staff and the public with guidelines for using and reserving public meeting rooms. Meeting and study rooms of various sizes are available throughout the Library to provide the community with spaces for quiet work, group collaboration and discussion, and other learning activities. For this policy, meeting rooms are those with a table, chairs, whiteboard, and monitor for screencasting; it does not include specialized spaces in the library, such as the Founders Room, art gallery, reading room, teen room, gated patios, storytime room, and makerspace.

Use of meeting rooms is available to the public when those facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use is not disruptive to the Library's programs and activities. Such permission is revocable and does not constitute a lease. Permission to use a Library meeting room does not imply Library endorsement of any group or organization's aims, policies, or activities. Public use of meeting rooms is not a primary purpose of the Library and should not be allowed to disrupt the Library's primary service goals. The Library Director or their designee maintains the discretion to make exceptions to the Meeting Room Policy as needed.

Prohibited Activities

Library meeting rooms may not be used for any activity incompatible with the Library environment or that interferes with its operations. The solicitation or sales of products or services, charging admission or registration fees, or soliciting donations other than in conjunction with a program or event sponsored or hosted by the Friends and Foundation of the Library organization are prohibited.

Priority Use

Priority use of meeting rooms is listed below by priority:

1. Library-sponsored functions
2. for groups and organizations affiliated with the Library;
3. for other local government departments, agencies, or commissions;
4. to children and youth groups and organizations involved in literacy programs;
5. for local neighborhood and community-based groups and organizations;
6. for other non-profit public and/or social service organizations.

Other requests will be considered on a first-come, first-served basis. Any previous approvals may be canceled at any time if the room is needed on an emergency basis for official governmental or Library business, or the reservation conflicts with library programming. The reservation shall be canceled and may be rescheduled at the group's request.

Usage and Reservations

Meeting rooms at the Belvedere Tiburon Library may be used by the general public during regular hours of operation.

- A. One individual may reserve rooms for use by multiple people.
- B. Advance registration requests can be submitted no more than one (1) week in advance.
- C. Rooms may be reserved for a maximum of two (2) hours each day.

- D. To ensure equitable use of library facilities, the Library reserves the right to limit usage to no more than three (3) bookings per week.
- E. Patrons may have three active reservations at a time.
- F. If the group representative who has reserved a room fails to arrive within fifteen (15) minutes of the reservation start time, the Library may, at its discretion, cancel the reservation.
- G. Use must not exceed the maximum occupancy for each room.
- H. Room set-up and take-down are the group's responsibility. No additional furniture or equipment other than that already available in the meeting rooms will be provided unless prior arrangements have been made.
- I. All meetings hosted by an agency or board must be open to the public. The sponsoring group must be clearly identified in publicizing a meeting to be held at the library. Groups must not imply Library sponsorship of their program or organization or include the library's contact information in their publicity.
- J. Permission to use meeting rooms may be withheld from groups whose members or invitees damage the room, equipment, or furniture, or fail to comply with these rules and regulations. Individuals causing disturbances during meetings will be asked to leave.
- K. Failure to follow this policy may result in the loss of future reservation and use privileges.
- L. The Library will not be responsible for lost or damaged materials used in meeting rooms.
- M. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for the cleanup.
- N. The individual making the reservation, as well as the membership of the group as a whole, agree to comply with all applicable federal, state, county, and city ordinances, rules and regulations now in force or which may hereafter be enacted or promulgated.
- O. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the Library harmless from and against any and all losses, expenses, demands, and claims made against the Library arising in any manner from such group's use of the library facilities, whether such losses, expense, demand, or claim made against the Library is caused by the Library's negligence or not.

Equipment

- A. Audio-Visual Equipment is available.
- B. Staff can offer limited assistance with equipment. It is the patron's responsibility to determine if the equipment is compatible with the Library's equipment.
- C. Usage of Library computers must comply with the Library's Computer Use Policy & the Acceptable Use Policy for the Internet



DATE: October 19, 2026

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Holiday Hours

Historically, the Library has adjusted its operating hours on Christmas Eve and New Year's Eve, and these arrangements have varied depending on the day of the week on which the holidays fall. In 2026, both Christmas Day and New Year's Day fall on Fridays, making Christmas Eve and New Year's Eve Thursdays. With both holidays creating three-day weekends, visitation may be further reduced as residents travel or make other holiday plans.

Other local agencies will also observe holiday closures during this period. The Town of Tiburon and City of Belvedere will close for extended holiday hours between December 23 and January 4. The Reed Union School District will also be on winter break. These closures may further reduce activity and visitation in the community during the holiday period.

Neighboring public libraries are also adjusting their holiday schedules:

Library	Christmas Eve	New Year's Eve
Marin County Free Library	Close at 5pm	Close at 5pm
Mill Valley Public Library	Close at 2pm	Close at 5pm
San Anselmo Public Library	Closed	Half-day hours
San Rafael Public Library	Closed Dec. 24-Jan. 4	
Larkspur Public Library	Closed Dec. 24-Jan. 4	
Sausalito Public Library	Closed	Half-day hours

Door counts from the past two years indicate that visitation at the Belvedere Tiburon Library on Christmas Eve and New Year's Eve is significantly lower than on typical weekdays, which averages 662 visitors daily:

- December 24, 2024 = 135
- December 31, 2024 = 138
- December 24, 2025 = 107
- December 31, 2025 = 201
- Average Holiday Eve = 145

Holiday Eve visitation averaged approximately 78% below typical weekday levels, with Christmas Eve consistently experiencing lower visitation than New Year's Eve. Given historical usage patterns, anticipated holiday travel, and the operating schedules of neighboring agencies and libraries, staff is requesting Board consideration of adjusted operating hours for both days.

Proposed Holiday Hours

- Option A - Open reduced hours from 9 am to 1 pm on both days
- Option B - Closed on Christmas Eve, open 9 am to 1 pm on New Year's Eve
- Option C - Closed on both days

Each option would reduce operating hours compared with the Library's regular Thursday schedule. Adjusted hours would recognize historically low visitation while balancing public access, operational efficiency, and staffing considerations during the holiday season. The Library currently provides benefited employees with holiday time off on Christmas Day and New Year's Day.