

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Meeting of Monday, *August 18, 2025* at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

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

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENT

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

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report - Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Belvedere Tiburon Library Foundation Report – Lucy Churton (5 minutes)
4. Preliminary Financial Statements and Quarterly Treasurer's Report June 30, 2025 - Kristin Johnson, Board Clerk (5-10 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 June 16, 2025.
7. Approval of Agency Warrants for the Months of June and July, 2025.
8. Approval of Regular Board Meeting Schedule for FY25-26.

TRUSTEE CONSIDERATIONS

9. Election of Officers for Fiscal Year 2026.
10. Review of MARINet Consortium and benefits to member libraries.
11. Consideration of Collection Development Policy.
12. Consideration of updated Employee Handbook
13. Consideration of draft Trustee Onboarding Guide

AGENDA CONTINUES ON PAGE 2

AGENDA (continued)
BELVEDERE TIBURON LIBRARY AGENCY
Meeting of Monday, August 18, 2025 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

14. Schedule of 2025-2026 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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



DATE: August 18, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

In June, the Library's Green Fest attracted high traffic and strong engagement from attendees and vendors. Several vendors praised the event's visibility, with Mill Valley Refuse noting robust conversations that allowed them to share updates to recycling services. The local Green Team was ecstatic about recruiting six new volunteers during the event. Following the event, staff and volunteers met to reflect on lessons learned and consider refinements for the next sustainability-focused event. A special digital Green-focused newsletter will be released in September to highlight the Library of Things, other sustainability efforts and progress, and volunteer contributions to the Green Fest. I want to thank Katie for piloting our co-design model for the event; she will share this approach with all staff in September, and Ivan is already exploring how to adapt the model for another large-scale program.

The Wellness Series with Terre Passero has drawn excellent attendance and feedback. Participants have learned practical mindfulness tools and micro-strategies to cultivate greater clarity, resilience, and ease in daily life. Terre's programming is committed through June 2026.

The fall edition of the *In the Stacks* newsletter will be delivered to all residents in late August. It will highlight some of the history behind the Library's 30th Anniversary party and feature program listings for the coming months. Joey is the lead on this quarterly project.

Personnel

Our Staff Development Day took place on August 15, offering a valuable team-building opportunity. The library closure served a dual purpose, allowing much-needed painting and handiwork to be completed.

Recruitment closed on August 15 for the recently vacant Circulation Lead position. Unfortunately, RJ had to step away for personal reasons, and we wish him the best. We anticipate filling the position by September.

Outreach and Engagement

The Library participated in National Night Out, showcasing the Library of Things collection at our booth. Community response was highly positive, with attendees expressing enthusiasm about the new items available for borrowing, such as the ice cream machine and karaoke machine.

Administration

Building work continues. The former reference workroom has been reconfigured as a large conference room, and painting touch-ups have been completed. A backpack cubby has been added to the Teen Room, and modifications to the children's S-shaped shelving have improved sightlines. Planned space changes include relocating the Foundation to the former copy room near the entrance, moving Joey into the Foundation's current office, and converting Joey's previous office into a dedicated staff meeting room. A major shelving move is scheduled for December. Other operational updates include the installation of a dual EV charger in September and approval of the BayREN Energy Roadmapping project scope. BayREN will produce detailed plans to develop both the Library and Town Hall as two Community Resilience Centers; we anticipate cost estimates within 12 weeks.

We completed the FY24-25 sustainability grant, fully expending the \$72,400 award and delivering 37 programs with 970 attendees. Highlights include expanding the Library of Things with 20+ sustainable living items, hosting Green Fest with strong volunteer leadership, and advancing certification activities in transportation, materials, resilience planning, and community engagement. The project enabled us to deepen partnerships and strengthen the Library's role as a leader in sustainability.

The Student Success Card initiative with RUSD is progressing. An MOU for data sharing is scheduled to return to the Board for approval in October. We aim to distribute cards to all K–8 students from March through May 2026, with future integration into the school registration process for new students.

I'm working with peers across the region to create opportunities for Friends and Foundation members to connect, share ideas, and learn from one another. We're considering workshops designed to exchange best practices and explore new ways to support our libraries. We hope to foster a stronger, more collaborative network of library champions by bringing these groups together.

We are also addressing compliance issues recently brought to our attention by *The Ark*. In accordance with SB 272, AB 2257, and AB 169, we've posted an enterprise systems catalog on our website and updated and made certain existing links more prominent. We're working with our website provider to complete the more substantial task of making Board agendas and minutes searchable.

In the coming months, I will bring several policies to the Board for review and adoption:

- Purchasing Policy incorporating sustainability standards
- Diversity Policy affirming the Library's commitment to inclusivity
- Board Resolution on Community Impact and Resiliency
- Updates to Records Management & Retention and Collection Development policies

**BELVEDERE TIBURON LIBRARY AGENCY
QUARTERLY TREASURER'S REPORT
STATEMENT OF CHANGES IN CASH PRELIMINARY
FISCAL YEAR ENDED
JUNE 30, 2025**

Beginning CASH at Fiscal Year End June 30, 2024	\$ 2,586,355
<u>OPERATING ACTIVITY</u>	
Operating Revenue	3,699,184
Original Bond Debt Service	(129,905)
Operating Expenses	(3,306,421)
Net Operating Income/(Outflow)	262,858
<u>RESERVE ACTIVITY</u>	
Computers & Equipment	(5,833)
Furniture	(88,986)
Building Repairs & Improvements	(48,581)
Grounds Improvements	(45,520)
Total Reserve Activity	(188,920)
<u>BALANCE SHEET ACTIVITY</u>	
Prior Year Receivables Received	371,407
Prior Year Prepays Expensed	13,854
Current Year Prepays Accrued	(257,495)
Prior Year Accrued Payroll Paid	(6,645)
Prior Year Accounts Payable Paid	(49,039)
Deferred Grant Revenue	150,000
Deferred Compensation	5,567
Change in Health FSA Accounts	2,318
Net Balance Sheet Activity	229,967
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Capital Contributions	20,000
Designated Fund Inflows	7,587
Designated Fund Outflows	(11,297)
Net Designated Donor Activity	16,290
Ending CASH at June 30, 2025	\$ 2,906,550
<u>CASH BY FUND</u>	
Insurance Reserve	\$ 500,000
Building Reserve	\$ 53,878
Fiscal Agent Account Balance	\$ 111,810
Donor/Source Designated Funds	\$ 18,626
Operating Reserve	\$ 2,222,236
Ending CASH at June 30, 2025	\$ 2,906,550

BELVEDERE TIBURON LIBRARY AGENCY
LONG-TERM DEBT
June 30, 2025

LONG-TERM LIABILITIES					
JUNE 30, 2025					
Compensated Absences (Accrued Vacation Balances)	6/30/2025	\$ 103,358			
CFD 1995-1 BONDS					
Original Bonds CFD 1995-1 thru Sept 2026	6/30/2025	\$ 215,000			
Future interest to be paid thru Sept 2026	6/30/2025	13,050			
Total Bond CFD 1995-1 Liability (5 payments remaining)		\$ 228,050			
Payments are made on 9/1 and 3/1, Last Payment will be 9/1/2026					
PENSION AND OPEB LIABILITIES					
Actuarially Determined Net Pension Liability per Audit	6/30/2024	1,832,458	Prior Year Audit Balance		
Actuarially Determined Net OPEB Liability Per Audit	6/30/2024	279,281	Prior Year Audit Balance		
Total Post-Employment Liability PRIOR AUDIT	6/30/2024	\$ 2,111,739			
TOTAL LONG-TERM LIABILITIES					

NOTES

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

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

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
FISCAL YEAR ENDED
JUNE 30, 2025**

	<u>ACCOUNT</u>	<u>FY25 ANNUAL BUDGET</u>	<u>June, 2025 100% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>	<u>BUDGET REMAINING</u>	<u>FY24 ANNUAL BUDGET</u>	<u>June 2024 100% OF YEAR TO DATE CASH BASIS</u>	<u>% OF BUDGET</u>
GENERAL FUND REVENUE								
Revenue								
	5010	\$ 2,556,925	\$ 2,455,051	96%	\$ 101,874	\$ 2,435,052	\$ 2,315,562	95%
Basic Library Tax								
Parcel Tax	5020	275,000	265,827	97%	9,173	275,000	263,802	96%
ERAF	5025	530,000	591,949	112%	(61,949)	530,000	381,730	72%
BTLF Grants	5032	70,000	211,400	302%	(141,400)	175,000	255,500	146%
Program Grants	5033	80,400	75,865	94%	4,535	15,000	9,000	60%
Book Fines and Reserves	5040	500	2,053	411%	(1,553)	500	1,447	289%
Reference Desk Income	5065	50	506	1012%	(456)	250	119	48%
Copier Fees	5070	380	627	165%	(247)	500	798	160%
Other Revenue (includes EV)	5090	9,303	15,809	170%	(6,506)	7,200	9,302	129%
Interest Income	5099	50,000	80,097	160%	(30,097)	50,000	97,603	195%
Total Revenue		\$ 3,572,558	\$ 3,699,184	104%	\$ (126,626)	\$ 3,488,502	\$ 3,334,863	96%
Bond Debt Service via Parcel Tax								
Bond Debt Service - Interest	8910	(15,900)	(15,900)	100%	0	(21,750)	(21,750)	100%
Bond Debt Service - Principal	8915	(100,000)	(100,000)	100%	0	(95,000)	(95,000)	100%
Bond Fiscal Agent Fees	8920	(14,000)	(14,005)	100%	5	(12,500)	(13,062)	104%
Total Bond Debt Service		(129,900)	(129,905)	100%	5	(129,250)	(129,812)	100%
Total Revenue after Bond Service		\$3,442,658	\$ 3,569,279	104%	\$ (126,621)	\$3,359,252	\$3,205,051	95%

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
FISCAL YEAR ENDED
JUNE 30, 2025**

	ACCOUNT	FY25 ANNUAL BUDGET	June, 2025 100% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	June 2024 100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
GENERAL FUND EXPENDITURES								
Personnel								
Salaries & Wages	7010	1,409,856	1,395,757	99%	14,099	1,364,051	1,248,478	92%
Medical Reimbursement	7015	21,600	21,319	99%	281	21,600	19,575	91%
Part Time Salaries & Wages	7020	303,834	217,647	72%	86,187	344,113	211,910	62%
PERS Retirement Benefits	7100	277,377	246,920	89%	30,457	240,299	209,456	87%
115 Trust	7105	25,000	0	0%	25,000	25,000	0	0%
PERS Insurance Benefits	7110	258,499	252,785	98%	5,714	222,540	206,405	93%
PERS OPEB Benefits	7115	10,200	10,654	104%	(454)	9,060	9,868	109%
Workers Comp Insurance	7120	8,038	8,628	107%	(590)	8,014	7,789	97%
Employment Practice Insurance	7125	5,400	5,400	100%	0	5,400	5,400	100%
Payroll Tax Expense	7130	43,686	29,379	67%	14,307	46,103	42,903	93%
Unemployment	7140	0.00	5,017	N/A	(5,017)	0	0	0%
Professional Development	7200	10,000	11,693	117%	(1,693)	15,200	2,938	19%
Staffing Recruitment	7210	500	1,912	382%	(1,412)	500	968	194%
Total Personnel		\$ 2,373,990	2,207,111	93%	166,879	\$ 2,301,880	\$ 1,965,690	85%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
FISCAL YEAR ENDED
JUNE 30, 2025

	ACCOUNT	June, 2025			% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	June 2024	
		FY25 ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	100% OF YEAR TO DATE CASH BASIS				100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Circulation Materials & Data (6)									
	Books and other Materials	7601	100,000	97,749	98%	2,251	125,000	97,546	78%
	Vendor Processing Costs	7602	7,000	16,195	231%	(9,195)	7,000	9,351	134%
	Supplies for Processing	7603	3,000	1,597	53%	1,403	3,000	3,985	133%
	Digital Collection	7606	80,000	75,008	94%	4,992	60,000	61,522	103%
	MARINet	7607	112,000	113,401	101%	(1,401)	100,000	103,955	104%
	Total Circulation Materials & Data		\$ 302,000	303,950	101%	(1,950)	\$ 295,000	\$ 276,359	94%
Technology Services (7)									
	Staff Digital Subscriptions	8020	12,276	14,280	116%	(2,004)	10,000	4,464	45%
	Computers & Peripherals	8035	14,250	6,166	43%	8,084	5,000	8,151	163%
	Technical Support	8040	39,732	37,166	94%	2,566	66,924	34,429	51%
	IT Infrastructure	8070	31,200	41,095	132%	(9,895)	18,000	32,615	181%
	Website Maintenance	8071	10,000	7,507	75%	2,493	21,500	8,728	41%
	Total Technology Services		\$ 107,458	106,214	99%	1,244	\$ 121,424	\$ 88,387	73%
Program Services & Supplies (8)									
	Copier Expense	8210	15,520	18,731	121%	(3,211)	19,284	16,353	85%
	Postage Freight	8220	3,500	3,837	110%	(337)	7,000	2,635	38%
	Public Relations	8225	34,000	22,593	66%	11,407	30,000	20,003	67%
	Office Supplies	8230	7,000	10,611	152%	(3,611)	10,000	6,749	67%
	Adult Programs	8240	31,900	31,323	98%	577	17,000	22,583	133%
	Children's Program Supplies	8250	20,000	18,176	91%	1,824	19,450	14,302	74%
	Young Adult Programs	8251	6,000	6,737	112%	(737)	9,500	7,523	79%
	Telephone	8260	14,600	15,244	104%	(644)	14,600	13,710	94%
	AV Equipment & Peripherals	8270	5,000	3,514	70%	1,486	5,000	0	0%
	Maker Space Programs	8280	15,000	10,789	72%	4,211	18,000	20,827	116%
	Technology Training Program	8290	4,000	5,400	135%	(1,400)	7,000	3,400	49%
	Total Program Services & Supplies		\$ 156,520	146,955	94%	9,565	\$ 156,834	\$ 128,085	82%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
FISCAL YEAR ENDED
JUNE 30, 2025

	ACCOUNT	June, 2025			% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	June 2024	
		FY25 ANNUAL BUDGET	100% OF YEAR TO DATE CASH BASIS	100% OF YEAR TO DATE CASH BASIS				100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Building Expenses	(9)								
Building & Contents Insur.	8410	125,000	128,032		102%	(3,032)	140,000	112,975	81%
Building Maintenance	8430	17,500	25,386		145%	(7,886)	24,800	40,686	164%
Grounds Maintenance	8440	18,000	8,613		48%	9,387	11,100	1,920	17%
Janitorial Expense	8450	60,000	53,244		89%	6,756	60,000	54,409	91%
Custodial Supplies	8460	9,000	6,917		77%	2,083	9,000	4,595	51%
Trash	8480	5,360	3,563		66%	1,797	4,873	3,329	68%
Electricity & Gas	8490	80,000	74,334		93%	5,666	80,000	61,779	77%
Parking	8491	6,240	7,800		125%	(1,560)	11,040	8,287	75%
Maintenance Contracts	8492	13,000	13,872		107%	(872)	8,400	11,427	136%
EV Public Charging Stations	8493	9,600	17,969		187%	(8,369)	3,000	12,875	0%
Water	8500	7,500	10,018		134%	(2,518)	9,900	6,888	70%
Furniture & Fixtures	8501	0	0			0	0		
Total Building Expenses		\$ 351,200	349,748		100%	1,452	\$ 362,113	\$ 319,170	88%
Agency Administration	(10)								
Bank Charges	8810	500	180		36%	320	1,000	51	5%
Credit Card Fees	8815	800	484		61%	316	2,000	913	46%
Cash Over/(Under)	8820	120	(7)		-6%	127	120	(5)	-4%
Membership and Dues	8825	4,455	5,956		134%	(1,501)	0	0	0%
Accounting	8830	8,000	7,364		92%	636	10,300	10,715	104%
Auditing	8835	33,350	21,412		64%	11,938	34,000	32,510	96%
Legal & Consulting Services	8840	50,000	152,163		304%	(102,163)	65,000	101,369	156%
Staff, Vol, Board	8850	5,000	4,891		98%	109	5,000	6,671	133%
Contribution to Reserves	8890	34,427	0		0%	34,427	0	0	
Total Agency Administration		\$ 136,652	192,443		141%	(55,791)	\$ 117,420	\$ 152,224	130%
Total GENERAL FUND EXPENDITURES		\$ 3,427,820	\$ 3,306,421		96%	\$ 121,399	\$ 3,354,671	\$ 2,929,915	87%
NET OPERATING REVENUE/(LOSS)		\$ 14,838	\$ 262,858			\$ 248,020	\$ 4,581	\$ 275,136	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL PRELIMINARY
FISCAL YEAR ENDED
JUNE 30, 2025

	ACCOUNT	FY25 ANNUAL BUDGET	June, 2025 100% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY24 ANNUAL BUDGET	June 2024 100% OF YEAR TO DATE CASH BASIS	% OF BUDGET
ACTUAL BEGINNING CASH - ALL FUNDS	6/30/2024	\$ 2,586,355	\$ 2,586,355		\$ -			
NET OPERATING REVENUE/(LOSS)		14,838	262,858		248,020			
NON-OPERATING TRANSFERS &								
USES OF RESERVES								
Technology & Equip	9010	0	(5,833)		(5,833)			
Furniture & Fixtures	9020	0	(88,986)		(88,986)			
Building Repairs & Improvements	9022	0	(48,581)		(48,581)			
Grounds Improvements	9025	0	(45,520)		(45,520)			
Total USES OF RESERVES		0	(188,920)		(188,920)			
BALANCE SHEET ACTIVITY		(70,000)	229,967		299,967			
RESTRICTED FUND ACTIVITY								
Capital Project Foundation Grants	5978		20,000		20,000			
Restricted Fund Receipts		10,000	7,587	76%	(2,413)			
Restricted Fund Expenditures		(20,000)	(11,297)	56%	8,703			
Net RESTRICTED FUND ACTIVITY		(10,000)	16,290		26,290			
ENDING CASH - ALL FUNDS	6/30/2025	\$ 2,521,193	\$ 2,906,550		\$ 385,357			

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DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 16, 2025

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

Members Absent: Treasurer Jeff Slavitz

Also Present: Crystal Duran, Kristin Johnson, Lucy Churton

CALL TO ORDER: **Chair Hooker called the meeting to order at 6:19 pm**

OPEN Forum:

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

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Hooker noted that Director Duran's Report illustrates continuing progress in the Library's Strategic Plan goals, and he offered his congratulations.

2. Library Director's Report

Director Duran reported that a "Green Fest" will be held on Saturday, June 21 from 11am to 12pm. Librarian Katie Winters organized the festival, procuring many very interesting small programs. Trustee Roxanne Richards and Foundation President Lucy Churton will be volunteering at the event.

An all-staff development day will be held on a Friday in August. Staff will lead the planning efforts and incorporate the institutional values.

An update of the Library Employee Handbook will be presented for consideration by the Agency at the August Regular meeting. The policy is currently under review by the Human Resources consultants, Muchmore.

A number of facility repair and improvement projects have been underway this year and will continue into the next fiscal year including painting, carpet cleaning, new chairs, and conversion of the larger reference workroom into a public use meeting room. Library Services Manager Joey Della Santina has been leading the "Project Refresh" effort alongside volunteer designers Jean Fair and Jennifer Hull.

The Administrative team is working on various processes including auto- and ACH payments, purchasing, and new in-house accounting software.

Policies under development and in the que for Agency review include purchasing, recycling, records retention, diversity, and community resiliency and impact. Many of these upgrades are related to the Sustainability Project.

The planned visit by the Institute for Museum and Library Services and State Library staff will now be a virtual visit in August. Library Staff and Volunteers will share information and experience regarding our sustainability efforts.

DRAFT FOR AGENCY REVIEW

Trustee Richards thanked Director Duran for participating in a neighborhood talk on safety issues for Belvedere. This is part of the Library Staff's work on sustainability and resilience, which includes hearing community concerns on how to develop the plan. Community members have also responded to the Library newsletter.

Trustee Richards asked that the Agency have an opportunity to contribute to the Library's defined values. Trustee Richards suggested that it be a topic for the joint retreat with the Agency and Foundation for collaboration on additional values.

Chair Hooker asked if the Library is currently fully staffed. Director Duran affirmed, and added that 2 new part-time staff will start work soon. The Library currently has 25 staff, of which 12 are full time and 13 are part-time. Fifteen (15) of the employees qualify for CalPERS membership.

Trustee Weil asked if the Library could be open to the public, lightly staffed, possibly with assistance by Agency members, on the Staff Development Day, in order to minimize any closure times.

Trustee Weil also asked if Digital signing procedures are part of the Administration goals. Director Duran said that the staff would seek to set up Adobe e-signatures. Trustee Weil asked about Software backup issues if the accounting software is brought in-house from Belvedere. Director Duran said that the Library currently relies on the services of Marin IT for a cloud backup.

Trustee Weil asked about Director Duran's upcoming CLA presentation. Director Duran said that the Conference will be focused on advocacy and legislation efforts and salary and benefit negotiations. The Conference theme is "telling your own stories." Director Duran will be hosting the legislative booth.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that the Foundation is finalizing the Bonnie Spiesberger Trust, and Aviva Boedecker is helping to place Bonnie's entire bequest in the Marin Community Foundation funds.

The "Legacy" Celebration planned for fall had been re-named the "Library's 30th Anniversary" Celebration, and the dates have been moved to September 5th and 7th. On Friday the 5th, the Celebration in the Founder's Room will feature historical photos provided by the Landmarks Society, celebrating legacy individuals. On Sunday the 7th, food trucks, activities for children, and a party will be featured.

Director Churton met with Children's Librarian Alicia Bell and the shade structure vendor to preview the workability, and decided to increase the size of the structure. The vendor is processing the new order.

Director Churton and Foundation members have been reaching out to individuals who are interested in leading the Volunteer Task Force. Responses have been low, so a new way to reach potential volunteers is needed. Vice Chair Poplawski suggested that immediate personal response to inquiries will increase engagement of interested parties.

DRAFT FOR AGENCY REVIEW

The Library Art Gallery show, "Art Inspired by Literature," will be up until July 10th. At that time an exhibit run by Library Staff, "The New Americans," featuring new American Citizens, will be installed.

4. Committee Reports

There were no committee reports.

CONSENT CALENDAR

5-6. Motion to approve the Minutes of May 19, 2025 and the Warrants for the Month of May, 2025 made by, Trustee Richards seconded by Trustee Sutton.

Ayes: All present in favor

Absent: Jeff Slavitz

Noes: None

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

7. Consideration of one-time Vacation Buy-Back Program for FY24-25

Director Duran said that the last Vacation Buy-Back Program was approved by the Agency in June 2023, with about \$18,000 paid out to 4 employees. She is requesting another approval this year. A recent informal survey indicated that 4 employees would be interested in the Program this year. The Library is in a financial position facilitate a payout now, which would boost staff morale, lighten staff concerns about current economic impacts. Timing of the payout is key to complete in this fiscal year, as it would be calculated at the current salary rates before a COLA increase in new year. If all eligible employees participated, the payout would be about \$42,500. If the 4 interested employees participate, maximum payout would be about \$21,500.

Trustee Poplawski asked if the Vacation value was reduced by 50% for the payout. Director Duran said that, no, 100% of the value (limited to 75 hours or ½ of total accrued hours) was available for payout.

Chair Hooker asked if this was a one-time payout or if the request comes up every year. Director Duran said that it is only done by Agency vote. It was done 2 years ago, but not last year. If the Agency was fiscally strapped, it wouldn't be instituted, as it is not required. Trustee Poplawski said that the payout program and the total accrual cap reduces the amount required for payout upon employee termination. It is desirable for employees to use vacation as time off, but also desirable to support employees in need with this type of buyback program. With the payout limited to ½ of accrued hours, there is still motivation for employees to take the remaining balance as time off. If an entire cash out was allowed, that would encourage employees to seek payouts rather than take time off. This is a well-balanced plan. It might be good to add related policies when the need arises. It should be clearly communicated that the current payout is a one-time approval based on the Agency's financial capacity.

DRAFT FOR AGENCY REVIEW

Trustee Goldman asked whether hours accrued were paid out by the rate in place at the time they were earned. Director Duran said that the total payout would be at the employees' current rate of pay. When the maximum accrual is reached, no further accruals are added. Sick time is not available for payout. Trustee Weil asked for a more precise figure of how many employees might participate. Director Duran said that 4 employees were likely. Trustee Weil asked that, in the future, a communication and poll be taken earlier in the year, say, at the beginning of the fourth quarter of the fiscal year. Trustee Richards asked if employees were limited in the number of sequential weeks taken as time off. Director Duran said that management tries to accommodate all requests based on planning, staffing schedules, and advance notice. Chair Hooker asked for public comment. There was none.

Motion to approve one-time Vacation Buy-Back Program for FY24-25 Made by Trustee Weil seconded by Vice Chair Poplawski.

Roll Call Vote:

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

Absent: Jeff Slavitz

Noes: None

All present in Favor. Motion Passed.

8. Consideration of Financial Reserve Policy

Director Duran said that, after the May Agency review of the Financial Reserve Policy, the Policy has been revised for a second look. The Operating Reserve Target was lowered from 30% to 20% of annual operating expenses, and delineated as the top reserve priority. The Insurance Reserve, with a target minimum balance of \$550,000 was delineated as second reserve priority. The Capital and Maintenance Reserve, set at a \$70,000 (.5% of estimated building replacement value) initial contribution, will be reviewed annually, and will be capped at a Reserve maximum of \$500,000. The Strategic Initiative Reserve was increased from \$300,000 to \$500,000 based on the prior discussion. Director Duran encouraged the Trustees to act on the policy today.

Clerk Johnson said that these initial contributions and minimums would total more than the entire projected low point operating (based on recent history) reserve in the current year. Insurance Reserve is already funded at \$500,000 and Building Reserve is at about \$54,000.

Chair Hooker asked about a 20-year plan or projection for establishing and maintaining the reserves, and a more formal procedure for selecting reserve contributions and balances. Director Duran said that current best practice in local government is 10% of building replacement value, and suggested that a study could be commissioned regarding the reserves. Chair Hooker said that it would be good to have a basis for establishing the reserve levels. Director Duran said that the initial contributions could be made, and that the policy could be reviewed and amended at any point. Vice Chair Poplawski said that a PowerPoint explanation of each reserve, delving more deeply into the numbers would be more helpful for understanding, illustrating how each reserve

would be funded. Chair Hooker said that the Fiscal 2026 budget up for approval tonight does not officially allocate contributions to reserves.

Chair Hooker asked whether more discussion was needed, and suggested that Trustees email questions to Director Duran for discussion in August. Trustee Weil said that the Finance Committee has reviewed the policy, which is a framework, a goal, and that, if the Agency approves the policy tonight, it could be reviewed at a later date for modification. Trustee Goldman said that connecting each reserve to specific initiatives in the Strategic plan would be helpful in guiding the target-setting for the reserves. Vice Chair Poplawski suggested moving toward a motion. Director Duran reiterated that the policy is just a framework, and could be modified in the future.

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve the Financial Reserve Policy Made by Vice Chair Poplawski, seconded by Trustee Richards.

Roll Call Vote:

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

Absent: Jeff Slavitz

Noes: None

All in Favor. Motion Passed.

9. Consideration of Agency Budget for FY25-26

Director Duran thanked the Executive Committee and staff for their participation in the budget preparation. The budget is aligned to the Library's strategic plan. In the current fiscal year, the Library has sponsored 600 youth programs, expanded library outreach at various community events, and added a new makerspace arts & crafts station based on community demand, and achieved about half of the sustainable library certification goals. Staff have participated in a number of valuable trainings in both human relations and library services. For the coming fiscal year, a new emphasis has been placed on documenting program attendance.

The Budget for Fiscal Year 2025-2026 includes a 4.1% increase in property tax revenue based on estimates provided by County. Total Revenue is budgeted at \$3.75 million. After payment of the CFD-1995-1 Bonds of \$130,000, Revenue available for Operations is \$3.62 million.

The Fiscal 2025-2026 Budget is Zero-based. Expenditure-wise, staff costs represent about 68% of the budget, with building costs at 10% of budget, Materials, 10%, and Programs, Technology, and Administrative combine costs totaling about 11%.

Goals for the year include complying with State guidelines for insuring that by 2026, all public grade school students have a library card. The Library hopes to reach this goal locally by October with the additional goal of including private schools. Other main Library goals for the coming year include sustainability, student success, the joint foundation volunteer initiative, and project refresh (furniture, repairs, upgrades).

DRAFT FOR AGENCY REVIEW

Regarding the collection budget, Trustee Richards asked whether all Consortium members would be buying more “skip the line” items for checkout. Director Duran said that this is under discussion within the Consortium.

Chair Hooker asked which projects would be prioritized in the case of an unexpected financial squeeze. Director Duran said that the sustainability and infrastructure would be prioritized, and while costs are still under study, the Library is not yet committed to any action items. Chair Hooker said that employee time is equally important in costing out purchases, and should be included in the estimated costs of projects. If employees don’t have time for projects, it’s reasonable to cut back on some of them. Director Duran said that, with respect to the time issue, some goals which were not met in Fiscal 2024-2025 are already being pushed into fiscal 2025-2026. Project engagements are informed by each Library department’s capacity.

Trustee Richards asked for an overview walk-through of the budget lines. Director Duran said that most of the budget is status quo in terms of expenditures, there are no major changes. One difference is the exclusion of an OPEB 115 Trust UAL payment in the current year, which was included in the prior year. This change was approved by the Finance Committee. Other expenses are increasing in conjunction with the Property Tax Revenue increase.

In the Personnel area, there is a new allocation for a shared HR manager position with the Town of Tiburon, funded for half of the fiscal year. The Town has filled this position, but the Library as yet has not reached an M.O.U with the Town for cost-sharing. The Library will also retain Muchmore Consulting for technical HR purposes, and estimated costs for this service are included in the Administrative expenses Legal & Consulting line.

In the Circulation and Materials area, processing costs are up due to new vendor services. Trustee Richards asked whether the vendor processing has created efficiencies for staff. Director Duran said that the Cataloging area is now staffed at 1 FTE versus a previous 1.5 FTE as a result of using the vendor services. This also allows the Cataloger to take on other library duties. The average processing cost from the vendor is \$4 per book.

In the Building area, water costs have increased. One of the goals of the sustainability certificate is zero cost utilities.

Trustee Richards asked whether the Salary Schedule includes the 3.5% proposed COLA increase. Director Duran affirmed, and added that considerations in the request for 3.5% include comparison to the April update of the CPIU for the San Francisco Bay Area, the State Budget, which incorporated a 3.8% estimate for inflation, and comparison with neighboring agencies, which are using 3-to-3.5% COLA and adding equity adjustments. Mid-Year adjustments are sometimes considered, especially in agencies with bargaining units. The Town of Tiburon is using 3.5% and the City of Belvedere is using 3% this year. Both often consider a mid-year adjustment. San Francisco and Marin County are using 3% COLA, but also adding 1-to-3% equity adjustments. Right now, the Library is falling behind compared to some local librarian positions. Director Duran suggests that the Compensation Committee initiate another compensation study using Muchmore Consulting.

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve the Agency Budget for FY25-26 Made by Vice Chair Poplawski, seconded by Trustee Goldman.

Roll Call Vote:

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

Absent: Jeff Slavitz

Noes: None

All in Favor. Motion Passed.

10. Consideration Resolution No. 307-2025 Adopting the 2025/2026 Gann Appropriations Limit

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve Resolution No. 307-2025 Adopting the 2025/2026 Gann Appropriations Limit Made by Vice Chair Poplawski, seconded by Trustee Richards.

Roll Call Vote:

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

Absent: Jeff Slavitz

Noes: None

All in Favor. Motion Passed.

11. Consideration of Resolution No. 308-2025 Adopting the CFD 1995-1 2025/2026 Gann Appropriations Limit

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve Resolution No. 308-2025 Adopting the CFD 1995-1 2025/2026 Gann Appropriations Limit Made by Vice Chair Poplawski, seconded by Trustee Richards.

Roll Call Vote:

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

Absent: Jeff Slavitz

Noes: None

All in Favor. Motion Passed.

12. Meeting Dates

The next Regular Agency meeting is scheduled for August 18, 2025. Election of Officers will take place.

Chair Hooker adjourned the meeting at 8:01pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
WARRANTS
JUNE 2025

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	11,429.75	\$ 11,429.75
	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	10,348.40	
	EFT	CalPERS Retire PEPPRA	100	7100	CalPERS Retirement Benefit	9,651.49	\$ 19,999.89
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	25,640.68	
	EFT	CalPERS Health OPEB	100	7115	OPEB Insurance Benefits	790.00	\$ 26,430.68
	EFT	Lincoln Life	100	7110	CalPERS Insurance Benefits	121.70	\$ 121.70
	EFT	Delta Dental	100	7110	CalPERS Insurance Benefits	\$ 1,497.24	\$ 1,497.24
	ACH	Amazon	100	Various	Amazon Account Charges	\$ 4,872.75	\$ 4,872.75
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 59,192.26	\$ 59,192.26
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	EFT	Reliance LTD	100	7110	CalPERS Insurance Benefits	\$ 1,647.34	\$ 1,647.34
	ACH	Ameriflex FSA	100		3 New Accounts	\$ 1,399.14	\$ 1,399.14
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 577.72	\$ 577.72
	ACH	PG&E	100	8490	Power	\$ 993.68	\$ 993.68
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 62,212.18	\$ 62,212.18
				JUNE	TOTAL EFT / ACH	\$ 190,454.51	\$ 190,454.51
OPERATING HAND CHECKS							
6/3/2025	000653	ROBERTSON INDUSTRIES	200	9020	Furniture & Equipment	\$ 8,798.79	\$ 8,798.79
6/5/2025	000654	AUDREY KRAJEWSKI	100	8240	Technical Support	\$ 250.00	\$ 250.00
6/24/2025	000655	ALICIA BELL	100	2080	Payroll Clearing (Vacation Buyback)	3,861.47	\$ 3,861.47
6/24/2025	000656	CRYSTAL DURAN	100	2080	Payroll Clearing (Vacation Buyback)	5,807.88	\$ 5,807.88
6/24/2025	000657	REBECCA JUNG	100	2080	Payroll Clearing (Vacation Buyback)	3,821.75	\$ 3,821.75
6/24/2025	000658	IVAN SILVA	100	2080	Payroll Clearing (Vacation Buyback)	3,151.51	\$ 3,151.51
				JUNE	TOTAL HAND CHECKS	\$ 18,718.14	\$ 18,718.14
OPERATING ACCOUNTS PAYABLE BATCH							
6/11/2025	102670	A&PMOVINGCOMPANY	100	8430	Building Maintence Incidental	\$ 100.00	\$ 100.00
6/11/2025	102671	ANAMARYLEAL	100	8280	Maker Space Programs	\$ 684.86	\$ 684.86
6/11/2025	102672	ASIANARTMUSEUM	100	8240	Adult Programs	\$ 100.00	\$ 100.00
6/11/2025	102673	BAKER	100	7601	Books and other Materials	\$ 348.09	
6/11/2025	102673	BAKER	100	7602	Processing Costs & Fees	\$ 91.25	
6/11/2025	102673	BAKER	100	7601	Books and other Materials	\$ 319.44	
6/11/2025	102673	BAKER	100	7602	Processing Costs & Fees	\$ 108.60	\$ 867.38
6/11/2025	102674	BELLPRODUCTS	100	8492	Building Maintenance Contracts	\$ 1,049.50	
6/11/2025	102674	BELLPRODUCTS	100	8492	Building Maintenance Contracts	\$ 3,800.78	\$ 4,850.28
6/11/2025	102675	CINTAS	100	8230	Office Supplies	\$ 392.06	\$ 392.06
6/11/2025	102676	DEMCOINC	100	7603	Supplies for Processing	\$ 155.42	
6/11/2025	102676	DEMCOINC	100	8250	Children's Program Supplies	\$ 55.15	\$ 210.57
6/11/2025	102677	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 1,972.81	
6/11/2025	102677	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 52.66	\$ 2,025.47
6/11/2025	102678	MARINET	100	1300	Prepaid Expenses	\$ 107,273.49	\$ 107,273.49
6/11/2025	102679	MARINITINC	100	8040	Technical Support	\$ 2,513.50	
6/11/2025	102679	MARINITINC	100	8070	IT Infrastructure	\$ 1,770.00	\$ 4,283.50
6/11/2025	102680	MBCONTRACTFURNITURE	200	9020	Furniture & Fixtures	\$ 1,217.44	\$ 1,217.44
6/11/2025	102681	MCMILLANDATA	100	8460	Custodial Supplies	\$ 2,275.00	\$ 2,275.00
6/11/2025	102682	MILLVALLEYREFUSE	100	8480	Trash	\$ 296.91	\$ 296.91
6/11/2025	102683	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,000.00	\$ 2,000.00
6/11/2025	102684	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	
6/11/2025	102684	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	\$ 400.00
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 539.97	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 87.50	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 64.74	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 979.18	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 321.00	
6/11/2025	102685	OVERDRIVEINC	100	7606	Digital Collection	\$ 285.84	\$ 2,278.23
6/11/2025	102686	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00	\$ 4,437.00
6/11/2025	102687	REDWOODSECURITYSYSTEMS	100	8492	Building Maintenance Contracts	\$ 318.00	\$ 318.00
6/11/2025	102688	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,300.17	\$ 1,300.17
				5/31/2025 payables disbursed on 6/11/2025	ACCOUNTS PAYABLE BATCH	\$ 135,310.36	\$ 135,310.36

BELVEDERE TIBURON LIBRARY AGENCY
WARRANTS
JUNE 2025

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING ACCOUNTS PAYABLE BATCH							
6/20/2025	102689	BRODARTCO	100	7601	Books and other Materials	56.73	\$ 56.73
6/20/2025	102690	CALIFORNIALIBRARYASSOCIATION	100	8825	Memberships and Dues	1,500.00	\$ 1,500.00
6/20/2025	102691	CINTAS	100	8230	Office Supplies	392.06	\$ 392.06
6/20/2025	102692	DEMCOINC	100	8250	Children's Program Supplies	55.15	\$ 55.15
6/20/2025	102693	EASTBAYVIVARIUM	100	1300	Prepaid Expenses	475.00	\$ 475.00
6/20/2025	102694	EBSCOINDUSTRIES	100	1300	Prepaid Expenses	4,466.00	
6/20/2025	102694	EBSCOINDUSTRIES	100	1300	Prepaid Expenses	1,940.00	\$ 6,406.00
6/20/2025	102695	ENVISIONWAREINC	100	1300	Prepaid Expenses	878.38	\$ 878.38
6/20/2025	102696	HEARTPATH ENTERPRISES	100	1300	Prepaid Expenses	520.00	\$ 520.00
6/20/2025	102697	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	1,421.52	
6/20/2025	102697	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	37.95	\$ 1,459.47
6/20/2025	102698	MARINITINC	100	8040	Technical Support	2,513.50	
6/20/2025	102698	MARINITINC	100	8070	IT Infrastructure	1,602.50	\$ 4,116.00
6/20/2025	102699	MARINWATER	100	8500	Water	51.75	\$ 51.75
6/20/2025	102700	MICHAELDELLAPENNA	100	1300	Prepaid Expenses	450.00	\$ 450.00
6/20/2025	102701	MUCHMORE	100	8840	Legal & Consulting Services	290.90	
6/20/2025	102701	MUCHMORE	100	8840	Legal & Consulting Services	1,375.45	\$ 1,666.35
6/20/2025	102702	NATASHAKALUZA	100	1300	Prepaid Expenses	675.00	\$ 675.00
6/20/2025	102703	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	200.00	\$ 200.00
6/20/2025	102704	OVERDRIVEINC	100	7606	Digital Collection	58.77	
6/20/2025	102704	OVERDRIVEINC	100	7606	Digital Collection	304.49	
6/20/2025	102704	OVERDRIVEINC	100	7606	Digital Collection	1,627.16	\$ 1,990.42
6/20/2025	102705	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	1,171.02	\$ 1,171.02
6/20/2025	102706	PHILIPKING	100	8290	Technology Training Program	150.00	\$ 150.00
6/20/2025	102707	REBBECAJNILE	100	1300	Prepaid Expenses	360.00	\$ 360.00
6/20/2025	102708	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	561.70	\$ 561.70
6/20/2025	102709	RELIANCE	100	7110	PERS Insurance Benefits	224.48	\$ 224.48
6/20/2025	102710	RWGLAW	100	8840	Legal & Consulting Services	240.00	\$ 240.00
6/20/2025	102711	TRIPEPI	100	8840	Legal & Consulting Services	857.50	\$ 857.50
6/20/2025	102712	WTCOXINFORMATIONSERVIC	100	7601	Books and other Materials	48.11	\$ 48.11
6/20/2025	102713	XLIBRARIESINC	100	8240	Adult Programs	400.00	\$ 400.00
				6/20/2025	ACCOUNTS PAYABLE BATCH	\$ 24,905.12	\$ 24,905.12
OPERATING ACCOUNTS PAYABLE BATCH							
6/30/2025	102714	ACVARGOTIBURON	100	8491	Parking	1,560.00	1,560.00
6/30/2025	102715	ANNMARIEBONNEAU	100	8240	Adult Programs	2,500.00	2,500.00
6/30/2025	102716	BAKER	100	7601	Books and other Materials	166.34	
6/30/2025	102716	BAKER	100	7602	Processing Costs & Fees	39.15	205.49
6/30/2025	102717	BOUCHER LAW, PC	100	8840	Legal & Consulting Services	7,328.00	
6/30/2025	102717	BOUCHER LAW, PC	100	8840	Legal & Consulting Services	9,725.00	17,053.00
6/30/2025	102718	CINTAS	100	8230	Office Supplies	165.83	165.83
6/30/2025	102719	EXHIBITENVOYINC	100	1300	Prepaid Expenses	1,032.81	1,032.81
6/30/2025	102720	GARDENERS GUILD	200	9025	Grounds Improvements	938.00	938.00
6/30/2025	102721	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	658.77	
6/30/2025	102721	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	17.59	676.36
6/30/2025	102722	JANMULLER	100	8240	Adult Programs	61.73	61.73
6/30/2025	102723	MBCONTRACTFURNITURE	200	9020	Furniture & Fixtures	10,003.92	10,003.92
6/30/2025	102724	MISSIONSQUARE	100	2040	Deferred Comp Deductions	2,000.00	
6/30/2025	102724	MISSIONSQUARE	100	2040	Deferred Comp Deductions	2,000.00	4,000.00
6/30/2025	102725	MSILITHO	100	8225	Public Relations	8,584.82	8,584.82
6/30/2025	102726	READINGGROUPCHOICES	100	7601	Books and other Materials	20.99	20.99
6/30/2025	102727	RELIANCE	100	1300	Prepaid Expenses (7110 Health Benefits)	224.48	224.48
6/30/2025	102728	SDRMA	100	1300	Prepaid Expenses (7120 Workers Comp)	8,583.51	
6/30/2025	102728	SDRMA	100	1300	Prepaid Expenses (7125/8410 EP & BLDG Insurance)	130,616.77	139,200.28
6/30/2025	102729	ULINE	200	9020	Furniture & Fixtures	562.96	562.96
				6/30/2025	ACCOUNTS PAYABLE BATCH	\$ 186,790.67	\$ 186,790.67
				6/30/2025	TOTAL WARRANTS	\$ 556,178.80	\$ 556,178.80

BELVEDERE TIBURON LIBRARY AGENCY
WARRANTS
JULY 2025

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	15,508.12	\$ 15,508.12
	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	10,225.67	
	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit	9,840.04	\$ 20,065.71
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	25,640.68	
	EFT	CalPERS Health OPEB	100	7115	OPEB Insurance Benefits	790.00	\$ 26,430.68
	EFT	Lincoln Life	100	7110	CalPERS Insurance Benefits	121.70	\$ 121.70
	EFT	Delta Dental	100	7110	CalPERS Insurance Benefits	\$ 1,497.24	\$ 1,497.24
	ACH	Amazon	100	Various	Amazon Account Charges	\$ 7,334.29	\$ 7,334.29
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 59,523.51	\$ 59,523.51
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	EFT	Reliance LTD	100	7110	CalPERS Insurance Benefits	\$ 1,706.54	\$ 1,706.54
	ACH	Ameriflex FSA	100		3 New Accounts	\$ 4,168.53	\$ 4,168.53
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 618.08	\$ 618.08
	ACH	PG&E	100	8490	Power	\$ 8,020.00	\$ 8,020.00
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 64,997.89	\$ 64,997.89
				July	TOTAL EFT / ACH	\$ 210,072.47	\$ 210,072.47
OPERATING HAND CHECKS							
	000659	SOU MAYA LHAMOUS	100	2080	Payroll Clearing	\$ 267.08	\$ 267.08
	000660	CRYSTAL DURAN REPLACE CHECK#000656(NSF)	100	2050	PERS ESCROW ACCOUNT	\$ 5,807.88	\$ 5,807.88
	000661	BOUCHER LAW REPLACE CHECK#102717(NSF)	100	8840	Payroll Clearing (Vacation Buyback)	9,725.00	\$ 9,725.00
				July	TOTAL HAND CHECKS	\$ 15,799.96	\$ 15,799.96
OPERATING ACCOUNTS PAYABLE BATCH							
7/15/2025	102730	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	\$ 100.00	\$ 100.00
7/15/2025	102731	BAKER	100	7601	Books and other Materials	\$ 1,141.76	
7/15/2025	102731	BAKER	100	7602	Processing Costs & Fees	\$ 97.85	
7/15/2025	102731	BAKER	100	7601	Books and other Materials	\$ 179.85	
7/15/2025	102731	BAKER	100	7602	Processing Costs & Fees	\$ 26.10	
7/15/2025	102731	BAKER	100	7601	Books and other Materials	\$ 107.15	
7/15/2025	102731	BAKER	100	7602	Processing Costs & Fees	\$ 21.70	\$ 1,574.41
7/15/2025	102732	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 7.95	
7/15/2025	102732	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 80.00	\$ 87.95
7/15/2025	102733	BRODARTCO	100	7601	Books and other Materials	\$ 90.46	
7/15/2025	102733	BRODARTCO	100	7602	Processing Costs & Fees	\$ 5.13	
7/15/2025	102733	BRODARTCO	100	7601	Books and other Materials	\$ 32.84	
7/15/2025	102733	BRODARTCO	100	7601	Books and other Materials	\$ 67.80	\$ 196.23
7/15/2025	102734	BRWARCHITECTS	200	9022	Building Repairs & Improvements	\$ 2,503.00	\$ 2,503.00
7/15/2025	102735	CALIFAGROUP	100	8280	Maker Space Programs	\$ 630.00	
7/15/2025	102735	CALIFAGROUP	100	7606	Digital Collection	\$ 1,124.55	\$ 1,754.55
7/15/2025	102736	EBSCOINDUSTRIES	100	8020	Staff Digital Subscriptions	\$ 2,675.00	\$ 2,675.00
7/15/2025	102737	LANDCULTURELLC	200	9025	Grounds Improvements	\$ 340.00	
7/15/2025	102737	LANDCULTURELLC	200	9025	Grounds Improvements	\$ 617.50	\$ 957.50
7/15/2025	102738	MILLVALLEYREFUSE	100	8480	Trash	\$ 304.87	\$ 304.87
7/15/2025	102739	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,000.00	\$ 2,000.00
7/15/2025	102740	MOTIONPICTURELICENSING	100	8020	Staff Digital Subscriptions	\$ 244.68	\$ 244.68
7/15/2025	102741	MUCHMORE	100	8840	Legal & Consulting Services	\$ 163.80	\$ 163.80
7/15/2025	102742	NBS	310	8920	Bond Fiscal Agent Fees	\$ 2,776.30	\$ 2,776.30
7/15/2025	102743	NORTHNETLIBRARYSYSTEM	100	7607	Consortium Costs FY25	\$ 7,198.00	
7/15/2025	102743	NORTHNETLIBRARYSYSTEM	100	7607	Consortium Costs FY26	\$ 7,198.00	
7/15/2025	102743	NORTHNETLIBRARYSYSTEM	100	7607	Consortium Costs FY26	\$ 3,821.00	\$ 18,217.00
7/15/2025	102744	OCLCINC	100	8070	IT Infrastructure	\$ 1,294.38	\$ 1,294.38
7/15/2025	102745	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
7/15/2025	102746	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 975.19	\$ 975.19
7/15/2025	102747	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00	\$ 4,437.00
7/15/2025	102748	RWGLAW	100	8840	Legal & Consulting Services	\$ 3,800.00	\$ 3,800.00
7/15/2025	102749	TERMINIXPROCESSINGCENTE	100	8492	Building Maintenance Contracts	\$ 124.78	\$ 124.78
7/15/2025	102750	THEARKNEWSPAPER	100	8225	Public Relations	\$ 2,500.00	\$ 2,500.00
7/15/2025	102751	TPXC COMMUNICATIONS	100	8260	Telephone	\$ 1,299.82	\$ 1,299.82
				7/15/2025	ACCOUNTS PAYABLE BATCH	\$ 48,186.46	\$ 48,186.46
OPERATING ACCOUNTS PAYABLE BATCH							
7/25/2025	102752	BRODARTCO	100	7601	Books and other Materials	\$ 136.15	\$ 136.15
7/25/2025	102753	CINTAS	100	8230	Office Supplies	\$ 295.65	\$ 295.65
7/25/2025	102754	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 2,560.29	
7/25/2025	102754	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 62.20	\$ 2,622.49
7/25/2025	102755	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,000.00	\$ 2,000.00
7/25/2025	102756	RELANCE	100	7110	PERS Insurance Benefits	\$ 224.48	\$ 224.48
7/25/2025	102757	USBANKEQUIPPIN	100	8220	Postage Freight	\$ 1,405.91	\$ 1,405.91
7/25/2025	102758	WTCOXINFORMATIONSERVIC	100	7601	Books and other Materials	\$ 10,765.16	
7/25/2025	102758	WTCOXINFORMATIONSERVIC	320	9500	Snelling Trust Expenses	\$ 74.47	\$ 10,839.63
				7/30/2025	ACCOUNTS PAYABLE BATCH	\$ 17,524.31	\$ 17,524.31
				7/31/2025	TOTAL WARRANTS	\$ 291,583.20	\$ 291,583.20

Belvedere Tiburon Library Agency FY 25-26 Regular Meeting Schedule

August 18, 2025

September 15, 2025

October 20, 2025

November 17, 2025

December 15, 2025*

January 26, 2026

February 23, 2026

March 16, 2026

April 20, 2026

May 18, 2026

June 15, 2026

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

***Denotes no meeting unless necessary**

The Power of Libraries Working Together



Enhance Access

- **Extensive Physical Collection:** 9+ million physical titles across MARINet & LINK+.
- **Shared OverDrive Collection:** Over **200,000** eBooks, audiobooks, comics & magazines across MARINet, NorthNet, & PLS.

Harness Efficiencies

- **Centralized Systems:** ILS (integrated library system), online catalog, and Android and Apple apps maintained and upgraded by MARINet staff.
- **Numerous Branches:** Seamless access across city, county, and academic libraries. Borrow and return across 21 branches. Weekday delivery of MARINet & LINK+ items.
- **Network Infrastructure:** High-speed internet connectivity and equipment upgrades.

Reduce Cost

- **Expert Staff Support:** Access to four full-time staff providing tech support, system administration, and vendor management.
- **Digital Subscriptions (NY Times, Marin IJ, Ancestry, Mango & more):** Many vendors have “minimum annual fees,” while group purchases are at a discount.
- **Negotiation Power:** In 2024, MARINet negotiated a four-year ILS contract that saved members \$99,250 over the next four years.
- **Grants:** MARINet applies on behalf of members. \$175,000 awarded in 2024; \$85,000 currently pending.

Examples of MARINet Membership vs Standalone Costs

MARINet membership reduces annual costs by over 80% on these three systems alone -

System	BET MARINet dues	BET Standalone Cost
Sierra ILS (integrated library system)	\$8,212	\$40,000 implementation + \$27,000 annual
BiblioCommons	\$3,270	\$60,000 implementation + \$40,000 annual
OverDrive Magazines	\$1,292	\$5,000 annual
Total	\$12,774	First year \$105,000 Annual \$72,000



DATE: August 18, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Review Updated Collection Development Policy

In October 2023, the Board reviewed and approved an updated Collection Development Policy. Since then, the successful passage of AB 1825, California's Freedom to Read Bill, has established new requirements for all public libraries. Under AB 1825, public libraries must submit an updated Collection Development Policy to the California State Library for review before January 2026.

The revised policy now includes the language required to comply with AB 1825, specifically affirming that:

- The Library maintains autonomy in curating a collection that reflects the broad and diverse interests of its community, honoring both professional expertise and local needs.
- The Library serves as a center for voluntary inquiry, promoting the free exchange and dissemination of information and ideas.
- Library materials are provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- The Library affirms the public's right to access a wide range of social, political, aesthetic, moral, and other ideas and experiences, and reflects this commitment in its collection.

AB 1825 also requires Collection Development Policies to establish a clear process for community members to raise concerns regarding library materials and to post the policy online, criteria which the Library already meets.

In addition to compliance updates, the policy has been strengthened to reflect the Library's commitment to sustainability. New language outlines how items will be sourced, maintained, and disposed of to maximize reuse, benefit the community, and minimize environmental impact.

Attached for your review are the draft Collection Development Policy and the Request for Reconsideration of Material form.



COLLECTION DEVELOPMENT POLICY

October 2023, Revised August 2025

Purpose

The Collection Development Policy helps library staff meet collection goals related to the Library's mission, ensures equitable access to information and resources for all community members, advances the Library's commitment to sustainability, and informs the community about the principles by which materials are selected for inclusion. It also guides how the Library allocates its collection funds, ensuring responsible stewardship of public resources and alignment with community priorities.

Policy

The Library maintains autonomy in curating a collection that reflects the broad and diverse interests of its community, honoring both professional expertise and local needs. Library staff make selections to provide a broad and relevant collection while being good stewards of the community's tax dollars. The greatest value is received by focusing on the most popular and widespread formats and not duplicating the comprehensive collection efforts of college and research institutions.

Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material's value to the Library's collection. The library selects materials in various formats and languages that best serve the community's needs. To enhance the collection, BTLA participates in regional, state, and national cooperative networks and facilitates interlibrary loans to obtain items for users that the library does not own or cannot purchase.

The Library is committed to building a collection that reflects the diversity of its community in culture, language, identity, and lived experience. It also considers environmental impacts in acquisitions by prioritizing durable, reusable formats, minimizing waste, and leveraging shared resources through cooperative networks.

Intellectual Freedom

The library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement adopted by the American Library Association, and California's Freedom to Read Act (AB 1825). The Library serves as a center for voluntary inquiry, promoting the free exchange and dissemination of information and ideas. While anyone is free to select or reject materials for themselves or their minor children, the freedom of others to read or inquire will not be restricted. The library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, are responsible for guiding and directing their children's reading, listening, and viewing choices. The Library affirms the public's right to access a wide range of social, political, aesthetic, moral, and other ideas and experiences, and reflects this commitment in its collection.

Acquisition and Selection

The responsibility for selecting library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff is responsible for selecting materials. All staff members and the general public are encouraged to recommend resources for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible. Library materials are provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.

Budget allocation for materials is based on public demand, usage statistics, relevance to the collections, available resources, environmental considerations, and space limitations. Budget and space limitations require focusing on materials that appeal to a broad range of users rather than the academic and highly technical works collected by universities and other research institutions.

General criteria for selecting materials include, but are not limited to:

- Community-driven and based on local demand
- Historical significance of author or subject
- Timeliness of material
- Local emphasis and connection to Belvedere, Tiburon, and surrounding areas
- Authority, accuracy, and factualness
- Format appropriate for circulation and durability
- Literary acclaim
- Diversity of viewpoint and representation
- Cultural influence
- Environmental impact and sustainability of production and distribution

Additional criteria are considered when selecting items in digital formats:

- Accessible or universal formats compatible with current digital platforms
- Compliance with accessibility standards for users with disabilities

BTLA welcomes suggestions from the community for possible purchases of resources. All suggestions are given consideration using the same criteria as all other materials purchased for the Library. When appropriate, patrons will be redirected to participate in the library's Zip Books program for requests.

Formats

BTLA maintains a broad selection of entertainment, informational and instructional materials in a variety of formats, including but not limited to physical books, digital books and resources, audiobooks, DVDs, and music. Additionally, the Library collects and circulates a variety of realia and specialty items. Format selection is informed by both equity and sustainability goals, prioritizing items that are accessible to users of differing abilities, available in multiple languages where feasible, and designed for durability, reusability, and shared community use.

Gifts and Donations of Books and Materials

BTLA accepts donations that supplement and enhance its collections. Gifts earmarked for addition to the collection are evaluated by staff in alignment with the same criteria applied to purchased material, in addition to cost considerations related to processing. Priority is given to gifts of local interest and in good condition.

The Library reserves the right to accept or refuse all donations. BTLA accepts donations with the understanding that no restrictions will be applied to the donation, except such restrictions jointly agreed upon by the library and donor. Once a donation is accepted, the donation becomes the sole property of BTLA and may be handled in any way BTLA deems appropriate. The Library reserves the right at all times to dispose of any gift without notification to the donor, if, in the judgment of BTLA, such item no longer serves the purposes of the Library. The donation must be free and clear of all encumbrances and donors must have full legal rights to make the donation to BTLA. Gifts and donations are most often items intended for the circulating collections; retention of these items follows the general guidelines for deselection and collection maintenance. Gifts not retained for the Library's collection may be redistributed to support literacy and access in underserved communities, sold to raise funds for the Library, or recycled in an environmentally responsible manner.

Deselection and Collection Maintenance

Weeding or deselection of materials in the collection is another component of collection development and maximizes the library collection's usefulness. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

Four criteria are typically taken into consideration when identifying material for routine deselection:

- Condition. Wear and extensive damage that render the content unusable, such as missing content and liquid damage.
- Redundancy. Multiple copies of the same item, duplication between physical and digital collections, or between the Library's holdings and those of organizations with which the Library has reciprocal borrowing agreements.
- Out-of-scope. Incomplete serials holdings, low-use items, or titles superseded by later editions.
- Access. Technologies required to access items are outdated, or the library cannot meet environmental storage requirements.

Deselected items will be handled in a manner consistent with the Library's mission, commitment to sustainability, and benefit to the community. At the Library's discretion, materials may be:

- Donated to the Belvedere Tiburon Library Foundation for sale at Corner Books;
- Sold through partners such as Better World Books;
- Redistributed to local organizations and events such as the Senior Fair, area schools, or correctional facilities;
- Provided to other partner agencies for resale, redistribution, or donation;
- Recycled or otherwise disposed of in an environmentally responsible manner.

The Library reserves the right to make final determinations regarding the disposition of all materials.

Controversial Materials and Creators

Individual items, which in and of themselves may be controversial or offensive to some, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community. Individual authors and creators of works may also be controversial due to their viewpoints or personal actions. Their works may also be included if the work will contribute to the Library collection. Their works will not be removed solely for the history or situation of the author/creator.

Misinformation and the Library Collection

For the purposes of evaluating informational material, the Library draws a distinction between material that may cause controversy or objection, and material that contains misinformation. While potential controversy does not disqualify material from the Library's collection, material that purports to be factual and/or authoritative but contains inaccurate or misleading information does not meet the Library's standard for selection and may be deselected, reclassified, or weeded at the Library staff's discretion.

This distinction is addressed in the selection criteria for the Library's collections, including but not limited to:

- **Authority and Accuracy.** Content authority and accuracy can be evaluated through the expertise of the material's creator(s), corroborating sources, independent fact-checking and analysis, and professional and industry review. Opinions, commentaries, and analyses may be subject to this evaluation unless they are unambiguously presented as fact.
- **Timeliness of Material.** Some informational subjects may require only the most up-to-date materials in order to provide factual information, while other subjects may contain or rely on older materials in order to provide context, history, and depth of coverage.
- **Diversity of Viewpoint.** The Library is not obligated to balance every informational material in the collection with one of an opposing viewpoint or to add misinformation to Library collections solely because it represents an additional viewpoint.
- **Cultural Influence.** Relation to current events does not outweigh the Library's commitment to the authority and accuracy of informational material in its collection. The Library may but is not required to facilitate access to material of cultural importance that may contain misinformation through other means, including but not limited to interlibrary loan, internet access, and reference services.

Concerns Regarding Library Materials

Patrons raising concerns about a book or other material in the Library collection will be offered to complete a formal written request for reconsideration using the library-provided form to include an explanation of their objections, citing specifics from the material in question. This request for reconsideration process is limited to books or other materials available at the Belvedere Tiburon Library location, and patrons seeking to request reconsideration of books or materials located at other libraries in the MARINet system or through Inter-Library Loan shall go through the process required by the respective library. The appropriate library staff and Library Director will review the request. The patron will receive a final written response to the submitted request for reconsideration within 90 days of the Library receiving the request. Requests for reconsideration of materials may only be submitted by persons with an active Belvedere Tiburon Library card in good standing and living within the Belvedere Tiburon Library's tax jurisdiction. Once an item has undergone the reconsideration process, it cannot be reconsidered by the Library (regardless of who requests the reconsideration) for five (5) years. Any person wishing to appeal the Library Director's decision must notify BTLA in writing within 30 days of receiving the decision. BTLA will notify the patron of the decision to host a challenge hearing. A decision by BTLA shall be final.

Policy History

Adopted by the Belvedere Tiburon Library Agency in November 1997, revised in October 2001, January 2013, October 2023, and August 2025.



Request for Reconsideration of Material Form

The Belvedere Tiburon Library Agency has established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. Requests for Reconsideration will only be considered by patrons with an active Belvedere Tiburon Library card in good standing and who reside in the Belvedere Tiburon Library's tax jurisdiction.

Date: _____ Library Card Number: _____
 Name: _____
 Mailing Address: _____
 City: _____ State/Zip: _____
 Phone: _____ Email: _____
 Do you represent yourself? ☐ Or an organization? ☐ Name of Organization: _____

1. Resource on which you are commenting (one per form):

☐ Book/eBook ☐ Magazine ☐ Digital resource ☐ Newspaper
☐ Movie ☐ Audio recording ☐ Realia ☐ Other

Title: _____

Author/Producer: _____

Library Call Number: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

(Continued on next page)

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the Library Director consider?



DATE: August 18, 2025

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Review of 2025 Employee Handbook

As part of our typical annual practice, I am requesting that the Board review and adopt the updated 2025 Employee Handbook.

This year's review included a compliance check for updates required by current or new legislation, conducted in partnership with our HR consultant.

Summary of Changes:

- Minor revisions throughout to improve clarity and readability.
- Addition of a *Staff Values* section.
- Clarified language in the *Discipline* and *Punctuality and Attendance* sections.
- New section on *Training and Professional Development*.

No substantive policy changes have been made. As required, all employees will receive the updated handbook and sign a confirmation of receipt and understanding.

Recommended Action

Adopt the 2025 Employee Handbook as presented.



2025 Employee Handbook

Belvedere Tiburon Library
1501 Tiburon Blvd.
Tiburon, CA 94920

Revised and Board Adopted August 18, 2025

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Introductory Statement

Welcome! As an employee of the Belvedere Tiburon Library, you are an important team member. We hope that you find your position with us rewarding, challenging, and productive, and we look to you and the other employees to contribute to our library's success.

The Belvedere Tiburon Library is a Joint Powers Agency of the City of Belvedere and the Town of Tiburon. The Belvedere Tiburon Library Agency (BTLA) is the legal governing body of the library. The BTLA Board consists of three Trustees appointed by the elected Belvedere City Council, three Trustees appointed by the elected Tiburon Town Council, and one Trustee appointed by the elected Reed Union School District Board. The Board is responsible for the collection of tax monies, budget development, operation, and expenditure of money for the Library's development, operation, and maintenance. The Board hires a Library Director to oversee and administer the library and public services, including developing long-range plans and policies, overseeing personnel, budget expenditures, programming, collection development, and customer services. The Library's mission is to nurture curiosity, spark connections, and foster lifelong learning.

This employee handbook is intended to explain the terms and conditions of employment of all full and part-time employees and supervisors and summarize the policies and practices in effect at the time of publication. It supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. In addition to the policies covered in this handbook, Belvedere Tiburon Library also maintains and incorporates separate policies and procedures in the Injury and Illness Prevention Program.

Please take the time to review the policies in this handbook and other Belvedere Tiburon Library policies and procedures. Your supervisor or manager will happily answer any questions you may have. Again, welcome!

General Employment Policies

Standards of Conduct and Ethics

Each official and employee of the Belvedere Tiburon Library serves the public and has a duty to uphold the highest ethical and professional standards. Our actions should enhance the public's trust in the Library and its operations.

Library employees have unique responsibilities that differ from those in private industry. Employment with the Library requires personal integrity, professional conduct, and a commitment to earning and maintaining public confidence. Library services must be provided efficiently, thoroughly, and courteously, reflecting our mission and dedication to the community.

As a condition of employment, the Library expects all employees to:

- Demonstrate initiative and make a conscientious effort to perform productive work.
- Maintain cooperative, positive, responsive, and courteous relations with colleagues, supervisors, subordinates, and the public.
- Strive for continual learning and improvement to keep performance high.
- Comply with all Library policies, regulations, rules of conduct, ordinances, and applicable laws.
- Exhibit responsible work habits, including dependability, promptness, reliable attendance, and competent performance of duties.
- Be flexible and adaptable to change, and accept constructive feedback.
- Commit to sustainable practices that consider social equity, economic feasibility, and environmental stewardship.

Employees must effectively implement the library's policies when serving in their official capacity with customers, clients, and the public, and when identifying themselves as Library employees.

Core Staff Values

Our staff values guide how we work together, serve our community, and make decisions. They are integral to our workplace culture and should be demonstrated in all interactions with co-workers, volunteers, trustees, community partners, and patrons. These values are also considered in performance evaluations, professional development, and recognition programs:

- Inclusion – Intentionally making others a part of the collective group, fostering a sense of belonging.
- Creativity – Using imagination and innovation to develop and implement new ideas, possibilities, and solutions.
- Integrity – Being honest while upholding ethical and moral principles.
- Growth – Continuous self-discovery and improvement, with a commitment to learning.
- Respect – Showing regard for others and treating them with kindness, dignity, consideration, and fairness.

Gifts and Gratuities

No official or employee may accept any fee, compensation, gift, payment of expenses, or other item of monetary value if doing so could result in, or appear to result in:

- Use of public office or employment for personal gain.
- Preferential treatment of any person.
- Loss of independence or impartiality.
- Reduction of public confidence in the integrity of Library operations.

Employees must decline any gift or gratuity from a customer, vendor, supplier, or other person doing business with the Library if acceptance could appear to influence decision-making. When in doubt, employees should err on the side of caution or seek guidance from a supervisor.

There are some exceptions. Employees may accept:

- Items displayed in public areas of the Library (e.g., flowers, greeting cards)
- Handmade items from children
- Gifts shared with a team
- Edible gifts of nominal value that are shared widely with staff

This policy does not limit the Library's ability to accept donations, bequests, or other gifts for the purpose of supporting its mission and services.

Harassment Discrimination and Retaliation Prevention

Belvedere Tiburon Library is an equal opportunity employer. Belvedere Tiburon Library is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, and gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned);
- National origin;
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and over);
- Sexual orientation;
- Reproductive health decision-making;
- Military or veteran status;
- Use of cannabis/marijuana off the job and away from the workplace; and
- Any other basis protected by federal, state or local law, ordinance or regulation.

Belvedere Tiburon Library also prohibits discrimination, harassment, and disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. In addition, the Library prohibits retaliation against individuals who raise complaints of discrimination or harassment or participate in workplace investigations. All such conduct violates Library policy.

Harassment Prevention

The Library's policy prohibiting harassment applies to all persons involved in library operations and prohibits harassment and disrespectful or unprofessional conduct by any employee, including supervisors, managers, and coworkers. The library's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons you contact while working.

Prohibited harassment and disrespectful or unprofessional conduct includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct, including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct prohibited by state and/or federal law or by library policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment; prohibited harassment is based on any protected category.

Non-Discrimination

The Library complies with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in library operations. The library prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee, including supervisors, managers, coworkers, and third parties.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, Belvedere Tiburon Library is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Library will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process and will not tolerate or permit retaliation by management, employees, or coworkers. Retaliation is prohibited against any person by another employee, supervisor, manager, coworker, or by the Belvedere Tiburon Library itself. Please report any retaliation to your supervisor or any member of Library management.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the library will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified applicant or employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation to perform the job's essential functions should contact the Administrative Supervisor and discuss the need for an accommodation. Library administration will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee, or unpaid intern who requires accommodation for a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Administrative Supervisor and discuss the need for accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Library will make the accommodation. If there is more than one possible accommodation, the Library will decide which one will be provided.

The Library will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or coworkers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor, the Administrative Supervisor, and/or the Library Director as soon as possible after the incident. You can bring your complaint to any of these individuals.

If you need assistance with your complaint or prefer to make a complaint in person, contact the Administrative Supervisor. Please provide all known details of the incident or incidents, the names of individuals involved, and the names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory. The Library Agency encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you've been harassed, discriminated against, or retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov and www.eeoc.gov. Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the library's Administrative Supervisor so the library can try to resolve the complaint.

When the Library receives allegations of misconduct, it will promptly conduct a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. Conclusions will be based on the evidence gathered. The Library will maintain confidentiality to the extent possible; however, complete confidentiality cannot be guaranteed. The Library's obligation to investigate and take appropriate corrective action may require disclosing information to individuals with a legitimate need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;

- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

If the Library determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The library will also take appropriate action to deter future misconduct.

Any employee determined by the Library to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct. Any employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

At-Will Employment Status

Employees at Belvedere Tiburon Library are employed on an at-will basis. This means that the employee or the library may terminate the employment relationship at any time with or without reason or advance notice. Nothing in this handbook limits the right to terminate at-will employment.

No employee or representative of the Library has the authority to enter into an agreement for employment for any specified period or to make an agreement for employment on terms other than at will. Only the Library Agency has the authority to make any such agreement, binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or to work with others to alter the terms and conditions of their employment, such as communications regarding wages, scheduling, or other terms of employment.

Right to Revise

This employee handbook contains Belvedere Tiburon Library's employment policies and practices as of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Belvedere Tiburon Library reserves the right to revise, modify, delete, or add to any policies, procedures, work rules, or benefits stated in this handbook at any time, except for the at-will employment policy. Any written changes to this handbook will be distributed to all employees so that you will be aware of any new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook contains the entire agreement between you and Belvedere Tiburon Library regarding the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Nothing in this statement is intended to interfere with your right to communicate or work with others to alter the terms and conditions of your employment, such as communications regarding wages, scheduling, or other terms or conditions of employment.

Diversity, Equity, and Inclusion

Belvedere Tiburon Library is committed to fostering a diverse workforce and maintaining an equitable, inclusive, and safe workplace for all employees. From recruiting practices to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We recognize that our employees comprise a wide range of backgrounds and characteristics, and we also believe those differences should be celebrated and valued. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to our company.

Belvedere Tiburon Library is committed and determined to ensure access, opportunity, and advancement for all individuals. We are always looking for ways to cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

We intend that all our employees, regardless of any background or characteristic, are always treated with respect and dignity. Likewise, we expect that, as our employees, you treat your coworkers, supervisors, volunteers, and library patrons with the same dignity and respect. Disrespectful, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, including termination.

If you feel you have been mistreated, harassed, discriminated against, or retaliated against in violation of the company's Harassment, Discrimination, and Retaliation Prevention Policy, please get in touch with your supervisor, the Administrative Supervisor, or the Library Director.

Hiring

Employment Types

Regular Full-Time Employees

Regular full-time employees are scheduled for and work 37.5 hours per week. They are eligible for most of the employee benefits described in this handbook. Benefit eligibility may depend on the length of continuous service, and plans or laws may also impose eligibility requirements.

Regular Part-Time Employees

Regular part-time employees are scheduled for and work fewer than 37.5 hours per week but not fewer than 20 hours. They are eligible for pro-rated medical and retirement benefits and federally mandated sick leave.

Part-Time/Temporary/On-Call Employees

Part-time/Temporary/On-Call employees or extra help work less than 20 hours per week or are employed for short-term assignments. Short-term assignments generally last three months or

fewer; however, such assignments may be extended. Part-time/Temporary/On-Call employees are not eligible for employee benefits except those mandated by applicable law.

Exempt Employees

Federal and state laws exempt certain employees from wage and hour requirements, including overtime pay and meal and rest break requirements. An exempt employee defined under federal law is not subject to overtime payment over 40 hours per week or the equivalent. Exempt employees earn no less than twice California's minimum wage or a minimum monthly salary of \$5,546.67 per month (\$65,560 per year).

Non-Exempt Employees

An employee who, under federal law, must be paid premium wages (or compensatory time off) when they work over 40 hours per week or the equivalent. Also known under federal law as an hourly employee. Non-exempt employees are entitled to one-and-a-half times their hourly rate of pay for all hours worked in excess of 40 in a single workweek; however, overtime work must be approved in advance.

Inactive Status

Employees on any leave of absence, work-related or non-work-related, that exceeds any protected state, federal, or local leave of absence and not on vacation or away on sick time will be placed on inactive status. Unless a health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense. Contact the Administrative Supervisor for more information.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the expected performance standards. Please remember that your job responsibilities may change at any time. From time to time, you may be asked to work on special projects or to assist with other work necessary to the operation of your department or the Belvedere Tiburon Library. Your cooperation and assistance in performing such additional work is expected. Belvedere Tiburon Library reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional responsibilities.

New Hires

The first 90 days of continuous employment at Belvedere Tiburon Library is an introductory period. During this time, you will learn about your responsibilities, get acquainted with co-workers, and determine whether or not you are happy with your job. You will begin accruing sick and vacation time at your date of hire. Your supervisor will closely monitor your performance. Completing the introductory period does not entitle you to remain employed by Belvedere Tiburon Library for any definite period. Your status as an at-will employee does not change. You or the library may terminate the employment relationship during the introductory period at any time with or without cause and with or without advance notice.

Time Off and Leaves of Absence

Sick Leave

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act. You cannot be discriminated against or retaliated against for requesting or using accrued paid sick time. If you have any questions about paid sick leave, please get in touch with the Administrative Supervisor.

All employees who have worked for the Library employer for 30 or more days within a year from their first day of work will be entitled to paid sick time. However, employees are not eligible to take paid sick time until they have worked for the Library for 90 days from their hire date. Regular full-time employees earn 12 sick days per year, and regular part-time employees are entitled to 12 sick days on a pro-rata basis. Exempt employees are presumed to work 37.5 hours per workweek for sick time accrual. Part-time/on-call/temporary employees are eligible for up to 40 hours of sick leave per year, awarded at the beginning of each calendar year, that does not carry over from one year to the next. The Library does not pay employees for unused paid sick leave. Employees who are rehired within one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time. Library employees who are members of CalPERS are eligible to receive credit for unused accumulated sick leave at the time of retirement.

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of crime or abuse.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" may also be someone you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee, spouse, or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person." A designated person is any individual you identify when you request paid sick leave. You are limited to one designated person per 12-month period for purposes of paid sick leave.

If the need for paid sick leave is foreseeable, you must provide advance oral or written notification to your supervisor. If the need for paid sick leave is not foreseeable, provide notice to your supervisor as soon as practical.

Use of paid sick time may run concurrently with other leaves under local, state or federal law. Paid sick leave can be used in half-hour increments.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may choose to use paid sick leave to receive pay for these absences. If you do not have accrued paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work related to your illness or injury.

Vacation

Regular full-time employees are entitled to earn:

0-4 years = Two weeks per year
5-9 years = Three weeks per year
10+ years = Four weeks per year

Regular full-time employee vacation accrual limits:

0-4 years = Up to Four weeks
5-9 years = Up to Six Weeks
10+ years = Up to Eight Weeks

Regular part-time employees working 20 hours per week or more are entitled to two weeks of paid vacation each year on a pro-rata basis. Part-time/on-call/temporary employees do not earn or accrue paid vacation. Active service begins on your first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Total accumulated vacation for any employee may not exceed twice the employee's annual accrual rate. No additional vacation will be earned until accrued vacation time is used. You become eligible to take accrued vacation after six months of active service as work schedules permit. Vacation requests must be made in writing to the employee's supervisor and approved by your supervisor in advance. Vacations are scheduled to provide adequate coverage of job responsibilities and staffing requirements. Every effort will be made to permit employees to take their vacations when they wish. However, Belvedere Tiburon Library's operating needs will take priority. When your employment relationship with the Library ends, you will be paid for accrued unused vacation days pro-rata.

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you take and/or federal and state leave requirements. Please contact the Administrative Supervisor to discuss coordination of your benefits.

Bereavement Leave

Belvedere Tiburon Library grants paid time off to eligible employees in the event of the death of a "family member." To be eligible for bereavement leave, you must have been employed for at least 30 days before starting leave. If you are eligible and experience the death of a family member, you may take up to five days of paid bereavement leave.

For purposes of this policy, a family member is a:

- Spouse
- Domestic Partner
- Child
- Parent
- Parent-in-law
- Sibling
- Grandparent
- Grandchild

The days of bereavement leave do not need to be taken consecutively; however, you must complete your bereavement leave within three months of your family member's death, at which any unused bereavement time remaining will expire.

The Library may require you to provide documentation to support the need for bereavement leave, which may include a death certificate, a published obituary, or a verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency. Belvedere Tiburon Library may, at its discretion, approve additional unpaid time off.

Reproductive Loss Leave

Belvedere Tiburon Library grants time off to eligible employees who suffer a qualifying reproductive loss event as defined in this policy. To be eligible for reproductive loss leave, you must have been employed for at least 30 days before starting leave. If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple-day event, of one of the following:

- Failed adoption: The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party if you would have been a parent of the adoptee if the adoption had been completed.
- Failed surrogacy: The dissolution or breach of a surrogacy agreement or a failed embryo transfer to the surrogate if you would have been a parent of a child born as a result of the surrogacy.
- Miscarriage: This may be a miscarriage by you, your current spouse, or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- Stillbirth: This may be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- Unsuccessful assisted reproduction: An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively; however, you must complete your reproductive loss leave within three months of your reproductive loss event, or if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is paid per your typical scheduled workday. If you experience more than one reproductive loss event within a 12-month period, you can receive another five days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a 12-month period. Any information provided related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary or as required by law. The Library may request reasonable documentation confirming the occurrence of a reproductive loss event.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a California Civil Air Patrol volunteer. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible. Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Library.

Crime or Abuse Victims' Leave, Accommodation, and Leave for Treatment

If you are the victim of crime or abuse, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the below-mentioned purposes. The Library will not retaliate against any employee because of the employee's status as a victim of crime or abuse if the employee provides notice to the Library of the status or the Library has actual knowledge of the status.

You are considered a victim of crime or abuse who is eligible for unpaid leave if you are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury;
- A person whose immediate family member is deceased as a result of a crime.
"Immediate family member" includes:
 - Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
 - Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child;
 - Your legal spouse or registered domestic partner;
 - Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
 - Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.

- Any person against whom any crime has been committed (only for purposes of taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding).

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by crime or abuse;
- To obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- To obtain psychological counseling or mental health services related to experiencing crime or abuse;
- To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

You may request leave if involved in a legal action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. When advance notice is not feasible, the Library may request that you provide documentation within a reasonable time evidencing the basis for the absence in accordance with Labor Code section 230(d)(2).

If you need a reasonable accommodation for your safety at work, contact the Administrative Supervisor. If you request a reasonable accommodation, you must submit a written statement signed by you or by an individual acting on your behalf, certifying that the accommodation is for your safety at work. For reasonable accommodation requests, the Library will also require certification demonstrating that you are the victim of crime or abuse. The Library may request recertification every six months. Please notify the Library if an approved accommodation is no longer needed.

The Library will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result. To the extent allowed by law, Belvedere Tiburon Library will maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Criminal Judicial Proceedings and Victims' Rights Leave

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim. If you are the family member of a crime victim, you may be eligible to take this leave if you are the crime victim's spouse, parent, child or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be to attend judicial proceedings or proceedings involving the rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid unless you use accrued and unused paid time off. For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact the Administrative Supervisor.

Time Off for Voting

If you do not have sufficient time outside working hours to vote in an official statewide election, you may take off up to two hours without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

Jury Duty and Witness Leave

Belvedere Tiburon Library encourages employees to serve on jury duty when called. Full-time employees who have completed their introductory periods will receive full pay while serving up to the amount required to complete jury duty. Regular part-time employees will receive pay for days and times they would have typically been scheduled while serving jury duty; pay is not provided to part-time/on-call/temporary employees. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of the performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave and Spousal Leave

Employees who wish to serve in the military and take military leave should contact the Administrative Supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. Employees who work more than 20 hours per week and have a spouse or registered domestic partner in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment. You must request this leave in writing to Library Director within two business days of receiving official notice that your spouse will be on leave. You must attach to the leave request written documentation certifying that your spouse will be on leave from deployment.

School and Child Care Activities Leave

Employees are encouraged to participate in the school or childcare activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands in *loco parentis* to one or more children of the age to attend kindergarten through grade 12 or who are with a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- You can use the time off to find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. You must provide reasonable advance notice to your supervisor before taking the time off;
- You can also use time off to address a "child care provider or school emergency" if you give notice to the Library. A "child care provider or school emergency" means that your child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that your child be picked up, or has an attendance policy (excluding planned holidays) that prohibits your child from

attending or requires your child to be picked up from the school or child care provider;

- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
- A natural disaster, including, but not limited to, fire, earthquake or flood.
- If more than one parent is employed by Belvedere Tiburon Library, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by their supervisor;
- You must use vacation leave in order to receive compensation for this time off; and
- If you who do not have paid time off available, you will take the time off without pay.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave and up to an additional 30 business days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.
- You may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Belvedere Tiburon Library will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation.

Belvedere Tiburon Library requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave and/or vacation. Belvedere Tiburon Library requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave and/or vacation. Once a Donor has exhausted the required paid sick and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Personal Leave

A personal leave of absence without pay may be granted to full-time employees who have completed at least 12 months of continuous service and are in good standing. Requests for personal leave are at the discretion of the Library Director. They should be limited to unusual circumstances requiring an absence of longer than six weeks, such as educational opportunities or personal hardship. Requests for personal leave should be made to the Library Director at least 30 days before the need. Approvals of personal leave will be based on staffing needs and operational requirements. Employees taking personal leave must use all accrued time off before

being placed in an unpaid leave status. While an employee is on personal leave, the Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work as long as the employee pays their portion of the health care premium; vacation, sick leave, holidays, and other paid leave will not be earned during the leave. Reinstatement may not be available to an employee on a personal leave of absence if business needs or changed circumstances make it impossible or unreasonable to reinstate the employee.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Leave Donation Program

Belvedere Tiburon Library has a leave donation program to assist regular employees suffering from a crisis event that has resulted in a need for additional time off in excess of their available sick or other paid time. The program allows eligible employees to voluntarily donate time from their available sick leave to a donated leave bank of behalf of their co-workers in accordance with the policy.

This policy is strictly voluntary. It does not guarantee any employee the right to extended leave beyond what is provided for by the Library's stated policy and legal obligations. The Library Director has the final approval of receipt of any sick leave donation and of the ability to donate accrued leave. Donations made under this policy shall be deemed to be equivalent one-hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

In order for you to donate sick leave to another employee, you must:

- Be employed by Belvedere Tiburon Library for one year.
- Donate sick leave in units of one-hour increments.
- Donate no more than 50% percent of your current balance.
- You must maintain a minimum of 37.5 hours in your current sick leave balance after the donation.
- Not be currently on an approved leave of absence.

Employees who donate leave are not permitted to exhaust their own sick leave balance because they may experience their own need for time off.

Regular full-time and regular part-time employees who would like to receive donated sick time from the leave bank must have a crisis event as determined by the Administrative Supervisor. A crisis event includes circumstances such as the following:

- A catastrophic injury or illness of an employee or immediate family member.
- Death of an immediate family member.
- A crisis of a severe nature that directly impacts the employee, such as a catastrophic casualty loss due to a natural disaster.

Donated time can only be used for time off related to the approved crisis event. Recipient employees must exhaust their own available paid leave time prior to using any donated time. Employees who receive donated sick time may receive no more than 480 hours (12 weeks) within a rolling 12-month period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the library's stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event, or whether the employee can receive donated sick time is within the discretion of Belvedere Tiburon Library. Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

If you want to donate sick time to the leave bank on behalf of your co-workers, you must make a written request to the Administrative Supervisor, who will confirm eligibility. The request must be approved by the Library Director. The identity of donors and donation recipients will remain confidential. Donations under the program are voluntary, and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

FMLA Leave

The federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- You have been employed with the Library for at least 12 months before the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave and
- You are employed at a worksite with 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of FMLA leave, a "family member" includes your:
 - Spouse.
 - Parent.
 - Child under the age of 18 or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin.
- The birth of your child or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, child, or parent in the Armed Forces of the United States or to care for a covered servicemember. (See *Military Family Leave Entitlements* below.)
- Incapacity due to pregnancy, prenatal medical care or childbirth

Depending on your reason for leave, you may also be eligible for California Family Rights Act (CFRA) leave, in which case both your FMLA and CFRA leave will run concurrently. (See the *CFRA Leave* policy for additional information and CFRA leave eligibility.) For further information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact the Administrative Supervisor.

CFRA Leave

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- You have been employed with the Company for at least 12 months before the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply), and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse;
 - Parent;
 - Child of any age;
 - Registered domestic partner;
 - Grandparent;
 - Grandchild;
 - Sibling;
 - Parent-in-law;
 - "Designated person." This is someone else with a blood or family-like relationship with you. You may identify this individual at the time you request leave. You are limited to one designated person per 12-month period for CFRA leave.
- The birth of your child or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See *Qualifying Exigencies Related to Active Duty*.)

Please note that incapacity due to pregnancy, prenatal medical care, or childbirth is not an eligible reason for CFRA leave. (See the *Pregnancy Disability Leave* Policy for more information). For additional information about eligibility for CFRA leave, contact the Administrative Supervisor.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA or CFRA, Belvedere Tiburon Library uses the Rolling 12-month period measured backward from the date an employee uses any FMLA or CFRA Leave. Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

Military Family Leave Entitlements

Under the FMLA, eligible employees are entitled to the following Military Family Leave Entitlements: Qualifying Exigency Leave and Military Caregiver Leave. (See the *FMLA Leave* Policy for more information about eligible employees.)

- Qualifying Exigency Leave. Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status, as defined by law, may use some or all of their 12-week FMLA leave entitlement for certain qualifying

exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Qualifying Exigency Leave will run concurrently with FMLA/CFRA leave to care for a covered family member with a serious health condition to the extent permitted by law.

- Military Caregiver Leave. Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. Note: this leave entitlement does not increase the amount of time an employee can be off work for FMLA/CFRA reasons.

A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are different from the FMLA definition of "serious health condition."

Qualifying Exigency Leave and Military Caregiver Leave may be taken intermittently or on a reduced leave schedule basis. Intermittent or reduced leave schedules must be medically necessary, as determined by the health care provider of the covered servicemember, for Military Caregiver Leave. Employees must make a reasonable effort to schedule the leave so as not to unduly disrupt the Library's operations. The smallest increment of time for intermittent leave or leave on a reduced leave schedule is half-hour increments.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Time off because of pregnancy disability, childbirth, or related medical condition counts as FMLA leave but not for CFRA leave. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL). Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA for purposes of baby bonding or for their own serious medical condition, or to care for a family member or designated person with a serious medical condition.

Under the FMLA, leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless the Library grants intermittent leave. If your baby bonding leave is under both FMLA and CFRA (running concurrently), such leave does not have to be taken in one continuous period of time: CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Library will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks on any two occasions. The Library may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken (under either FMLA or CFRA) must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to all protected leaves such as PDL, FMLA and CFRA leave:

- Please contact the Administrative Supervisor as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Library at least 30 days before the leave is to begin. You must consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
- If you cannot provide 30 days' notice, the Library must be informed as soon as is practical.
- If the FMLA or CFRA request is made because of your own serious health condition, the Library may require, at its expense, a second opinion from a healthcare provider that the Library chooses. The healthcare provider designated to give a second opinion will not be one who is employed on a regular basis by the Library.
- If the second opinion differs from the first opinion, the Library may require you, at the Library's expense, to obtain the opinion of a third healthcare provider designated or approved jointly by you and the employer. The opinion of the third healthcare provider shall be considered final and binding on you and the Library.

Certification

Belvedere Tiburon Library requires you to provide certification for FMLA and CFRA leave. You will have 15 calendar days from the Library's request for certification to provide it to the Library, unless it is not practical to do so. The Library may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)*

If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Library may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA or CFRA leave. If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

Under the FMLA, when both parents are employed by the Library, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Library will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by the Library is entitled to 12 work weeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Library will also require a medical release to return to work form or certification from your healthcare provider that you are able to resume work. Failure to provide a release to return to work from your healthcare provider may result in denial of reinstatement until the certificate is obtained.

Leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service. (See *Military Family Leave Entitlements*.)

Health and Benefit Plans

If you are taking FMLA or CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Library will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Library may recover premiums paid to maintain health coverage if you fail to return to work following FMLA or CFRA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA and CFRA leave is unpaid. The Library requires employees to use accrued paid leave while taking FMLA and CFRA leave, except as prohibited by law.

Reinstatement

Under most circumstances, upon return from FMLA or CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA or CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA or CFRA leave will not result in the loss of any employment benefit that the employee earned before using FMLA or CFRA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Library's operations;
- The employee is notified of the Library's intent to refuse reinstatement at the time the Library determines the refusal is necessary and
- If leave has already begun, the Library gives the employee a reasonable opportunity to return to work following the notice described previously.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take FMLA or CFRA leave intermittently (in blocks of time or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition, or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is half-hour increments. (See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding*.)

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth, or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave* policy for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA for purposes of baby bonding. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Library will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks duration on any two occasions. The Library may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee. The Library will require employee to provide proof of live birth, adoption, or placement of a child to set the date to begin the 12-month period of bonding entitlement.

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise the Library as early as possible. Please make an appointment with the Administrative Supervisor to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro-rata basis. The four

months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

- Belvedere Tiburon Library will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- If you need to take PDL, you must inform Belvedere Tiburon Library when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable and prior to impact to work (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days advance notice before the PDL or transfer is to begin. Consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of the your health care provider.
- For emergencies or unforeseeable events, we need you to notify the Library, at least verbally, as soon as practical after you learn of the need for leave.
- Failure to comply with these notice requirements may delay PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by your health care provider. You must provide Belvedere Tiburon Library with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Library. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the Administrative Supervisor for a medical certification form to give to your health care provider. Your health care provider may provide their own form.
- Leave returns will be allowed only when your health care provider sends a release.
- You are allowed to use accrued sick, vacation or personal time (if otherwise eligible to take the time) during PDL.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in half-hour increments.

If intermittent leave or leave on a reduced work schedule is medically advisable, you may sometimes be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transferring to an alternative position can include altering an existing job to accommodate your need for intermittent leave or a reduced work schedule.

When your healthcare provider releases you to return to work from PDL, you will be reinstated to the same position held when the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have

been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Library can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please get in touch with the personnel department for more information.

Paid Parental Leave

Employees who receive California Paid Family Leave (PFL) payments from the California Employment Development Department (EDD) for purposes of new child bonding during the first year after the child's birth or placement with the employee through foster care or adoption may be eligible to receive Supplemental Compensation from Belvedere Tiburon Library. The Paid Parental Leave (PPL) program applies to supplemental wage replacement benefits for employees receiving PFL benefits from the state for new child bonding purposes.

Belvedere Tiburon Library will provide Supplemental Compensation in an amount equal to 100 percent of your gross weekly wages, less the amount of PFL benefits, up to a cap if you are receiving the Maximum Weekly Benefit Amount under the PFL law. The total amount of Supplemental Compensation you receive from all employers, combined with PFL benefits, may not exceed 100 percent of your current normal gross weekly wages. Supplemental compensation is available for the duration that you are receiving PFL payments, which may be up to a total of eight weeks. For more information about Supplemental Compensation, please contact the Administrative Supervisor.

To be eligible to receive Supplemental Compensation, you must:

- Have been employed with Belvedere Tiburon Library at least 180 days prior to the start of the leave period;
- Perform at least eight hours of work per week for Belvedere Tiburon Library onsite;
- Perform at least 40 percent of your total work hours for Belvedere Tiburon Library onsite;
- Apply for and receive paid family leave compensation from the state of California under the California PFL law for the purpose of bonding with a new child and

Before you can receive Supplemental Compensation, you must complete and submit a Paid Parental Leave Form (PPL Form) to the Administrative Supervisor. On the PPL Form, you must:

- Indicate how you will provide Belvedere Tiburon Library with notice of the EDD PFL benefit amount you will receive from EDD (see below);
- Agree to reimburse Belvedere Tiburon Library the full amount of Supplemental Compensation you received if you voluntarily separate from employment within 90 days of the end of the leave period and Belvedere Tiburon Library requests reimbursement in writing; and
- Report wages from other employer(s), if any, and submit a copy of the completed PPL Form to each employer.

You can notify Belvedere Tiburon Library of the amount of PFL you are receiving by selecting one or both of the following options:

- Providing Belvedere Tiburon Library with a copy of the Notice of Computation as soon as you receive it from EDD, notifying Belvedere Tiburon Library when you receive your first PFL payment from the EDD and providing Belvedere Tiburon Library with the Notice of Payment you receive from the EDD; and/or
- Providing the EDD with written authorization to disclose the weekly PFL benefit amount to Belvedere Tiburon Library upon request, and then notify Belvedere Tiburon Library on the PPL Form that you have granted such permission to EDD.

If you plan to receive PFL benefits intermittently, you must notify Belvedere Tiburon Library of the intermittent leave schedule you provided to the EDD.

Extended Medical Leave

Occasionally, an employee may need a medical leave of absence that extends beyond limits under state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy. In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written disability certificate. Extended disability leaves will also be considered case-by-case, consistent with the Library's obligations under federal and state disability laws. Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. The Administrative Supervisor will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you can return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work. Upon return from medical leave, you will be offered the same position you held when your leave began, if available. A comparable position will be offered if your former position is unavailable. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Belvedere Tiburon Library makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Belvedere Tiburon Library will comply with any reinstatement obligations under state or federal law. California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee who needs reasonable accommodations should contact the Administrative Supervisor and discuss the need for an accommodation.

Time Accrual

No vacation or sick time will accrue during any unpaid leave of absence.

Benefits

Holidays

Full-time employees are entitled to the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday immediately after
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Belvedere Tiburon Library may grant another day off instead of closing. For a full-time employee who does not work a Monday through Friday schedule, the day immediately following their two days off will be deemed a holiday in lieu of the day observed, unless the supervisor and employee agree to another day for business reasons. Holiday observance will be announced in advance.

In addition to recognized holidays, the Board may approve observing additional paid holidays appointed by the President of the United States or the Governor of California upon which federal and/or state government offices will be closed. Holidays that are paid but not worked do not count for overtime purposes. To be eligible for a paid holiday, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately before and immediately after the holiday unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law.

Floating Holidays

Full-time employees are eligible to earn four prorated floating holidays per year, granted on July 1. Floating holidays may be taken at any time or times during the fiscal year in which they are accrued, provided the request is made in advance and the department approves such request. For new employees, floating holidays will be prorated on a quarterly basis. Floating holidays must be taken in the fiscal year accrued and will not carry over from one fiscal year to the next. Upon separation of employment from the Library, unused, accrued pro-rated floating holidays will not be paid.

Public Employees' Retirement System Eligibility

The Library provides retirement benefits under the California Public Employee's Retirement System (CalPERS) for all regular employees. Regular part-time employees must work a minimum of 20 (twenty) hours per week or 1,000 hours per year, as stipulated under the retirement program provisions, to be eligible. An employee must be at least 50 and have at least five years of CalPERS-credited service to be eligible for service retirement.

In a defined benefit retirement plan, a retiree will receive a benefit determined by a set formula. More information regarding retirement benefits can be found at the CalPERS website located at www.calpers.ca.gov. All regular employees who meet the minimum requirements for inclusion in PERS will receive information regarding these benefits at the time of eligibility.

Insurance Benefits

Certain insurances and other benefits are available to specified employees with costs shared by the Library and/or the employee as defined and specified in compensation resolutions, adopted policies, or individual employment agreements, which the Library may amend from time to time.

All regular full-time employees can participate in the Library's health plan. Regular part-time employees working more than 20 hours per week are eligible for prorated benefit contributions. Eligible employees may elect to utilize the Library's health and dental insurance or opt out and receive a direct stipend in lieu of participating. Insurance premiums not paid in whole or in part by the Library will be the employee's responsibility. The Library's benefit plans are guided by Section 125 of the IRS Tax Code and thus abide by certain rules established for pre-tax plans. All premiums paid by employees for their benefits are on a pre-tax basis. Employees eligible for cashback on their fringe benefit package are subject to IRS Section 125 regulations, as unused

fringe is considered taxable income to the recipient. Section 125 requires that benefits that are selected at the time of employment may not be changed during the benefit year unless there is a change in employment status or life circumstances.

Participation in Long Term Disability and State Disability Insurance (SDI) is mandatory for all employees. Health, life insurance, and disability insurance benefit details are provided separately to employees at the time of eligibility. Please see the Administrative Services Supervisor for plan details.

Tuition Reimbursement

All employees are encouraged to obtain additional training or education to enhance their performance and promotion eligibility. All employees in good standing with over one year of satisfactory employment at the Library are eligible for tuition reimbursement. Eligible courses must be directly related to an employee's current position or to a promotional opportunity that may be reasonably anticipated within the near future. Courses must be from an accredited educational, technical, vocational, trade or business school or institution, whether public or private, including correspondence school. An employee may be reimbursed for up to \$1,000 annually for the cost of tuition or registration, books, and materials upon evidence of satisfactory completion of an approved course, provided funds are available in the budget.

Before enrollment, an employee must complete the Request for Tuition Reimbursement Form to be approved by the employee's immediate supervisor and Library Director. If approved and after completion of the course, the employee must furnish the Library with:

- Evidence of successful course completion, i.e. copy of grade notification slip; and
- Evidence of payment of tuition, books, etc. and complete a Reimbursement Form.

Tuition reimbursement may not be claimed if another agency or program, whether public or private, is defraying 50% or more of the education expenses.

Lactation Accommodation

It is the policy of the Library to accommodate lactating employees with a suitable lactation location who desire to express breast milk for their infant child and provide a reasonable amount of break time to express breast milk. Lactation accommodations will be provided to employees for as long as they desire to express breast milk or nurse their infant.

The break time should run concurrently with your normally scheduled break time if possible. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private, shielded from view, and free from co-workers and public intrusion. The area will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Belvedere Tiburon Library will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the lactation space requirements. Multi-purpose rooms may be used as lactation space if they satisfy the criteria for space; however, the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the Administrative Supervisor to request accommodations. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Belvedere Tiburon Library will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

Belvedere Tiburon Library, by state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the Administrative Supervisor; and
- Provide the Library with a certification from your health care provider regarding the need for workers' compensation disability leave and your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held when the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. An employee's return depends

on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Library's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act. The law requires Belvedere Tiburon Library to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

If you test positive for COVID-19, please notify the Library immediately so we may ensure proper protocols are implemented for your safety and safety of your coworkers.

Workers' Compensation and CFRA/FMLA

Employees who are ill or injured as a result of a work-related incident and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA) and/or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if necessary. You will be paid your regular wages for the time you seek initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

Management

Business Hours and Closures

Generally, the Library is open to the public seven days a week, but will close on the following holidays:

- January 1 (New Year's Day)
- The third Monday in January (Martin Luther King, Jr. Day);
- The third Monday in February (President's Day);
- The last Monday in May (Memorial Day);
- July 4th (Independence Day);
- The first Monday in September (Labor Day);
- November 11th (Veteran's Day);
- Last Thursday in November (Thanksgiving Day) and the day following;
- Christmas Day

Additionally, the Library may close or operate with reduced hours and/or services on the following days:

- Christmas Eve
- New Year's Eve
- Staff Development Days (Typically in August and/or December)

Business hours are subject to change but typically include weekdays, 9 am to 8 pm and weekends, 10 am to 5 pm. The Library may unexpectedly close due to unforeseen circumstances such as natural disasters (e.g., earthquakes, floods), safety concerns like structural damage or hazardous materials, or utility failures including power outages and water supply issues.

Employee Property

An employee's personal property, including but not limited to lockers, packages, briefcases, purses, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Belvedere Tiburon Library property, possession of dangerous weapons or firearms, or abuse of the Library's drug and alcohol policy.

Employment of Relatives

Relatives of employees may be eligible for employment with Belvedere Tiburon Library only if individuals involved do not work in a direct supervisory relationship or in job positions in which there is a conflict of interest. The Library defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

Belvedere Tiburon Library is required by law to keep all employees' names and addresses current. You are responsible for notifying the Library of a name or address change.

Open-Door Policy

Suggestions for improving Belvedere Tiburon Library are always welcome. At some point, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us. If you have a complaint, suggestion, or question, speak with your supervisor immediately. If you are uncomfortable talking to your supervisor, please bring the issue to the Administrative Supervisor or any other member of management. Also, if you have raised the issue and the problem persists, you may present it to the Administrative Supervisor, who will investigate and provide a solution or explanation. If the problem is not resolved, you may also present the problem to the Library Director, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, you are not required to write your complaint. If you need assistance with your complaint or prefer to make a complaint in person, contact your supervisor. This procedure, which we believe is important for both you and the Library, cannot guarantee that every problem will be resolved to your satisfaction. However, Belvedere Tiburon Library values your observations, and you should feel free to raise concerns without fearing retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by their supervisor. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties, or recurring performance problems. Typically, performance reviews will be conducted annually near the employment anniversary date. Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to inform you of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Belvedere Tiburon Library and depend upon many factors besides performance. After the review, you must sign the evaluation report to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

When a merit increase is granted, employees will be placed on the next step above their current step. Employees promoted to a higher classification will be placed in the step on the new classification that warrants at least a 5% increase from their current step. The Library Director may approve additional step increases based on merit for outstanding performance.

Personnel Records

You have a right to inspect or receive a copy of Belvedere Tiburon Library's personnel records relating to your performance or any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records must be made in writing to the Administrative Supervisor. You may designate a representative to inspect the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Belvedere Tiburon Library may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The records will be made available no later than 30 calendar days from the date Belvedere Tiburon Library receives your written request to inspect or copy your personnel records (unless you/your representative and Belvedere Tiburon Library mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request). Personnel information will be limitedly disclosed to outside sources other than your designated representative. However, Belvedere Tiburon Library will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Telecommuting

Working remotely, also called "telecommuting," allows employees to work from an alternative environment rather than the library's physical location. One goal of teleworking is to reduce traffic congestion and related air emissions. The Library Director may occasionally approve telecommuting for limited time or special projects. Requests to telecommute must be made in writing at least one week in advance of the requested day; requests to telecommute must be approved by the employee's supervisor and the Library Director. Working remotely is a privilege and may not be appropriate for all employees.

As a telecommuting employee, you must:

- Remain accessible during your telecommute schedule by phone, email, and direct message;
- Regularly communicate with your supervisor/manager to stay current on assigned/relevant tasks, projects, and any other work-related issues;
- Be available for and attend any video/teleconferences scheduled on an as-needed basis;
- Be available to physically attend scheduled work meetings as requested or required by the Library;
- Properly record all hours worked each day in compliance with the Library policies and practices;
- Take rest and meal breaks in full compliance with all applicable policies of the Library and
- Request supervisor approval to use vacation, sick or other leave in the same manner as when working at a physical work location.

Telecommuting employees must comply with all Library rules, policies, practices, and instructions that would apply if they were working at the Library's physical work location(s), including but not limited to policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their workspace is safe and free from hazards, providing adequate protection and security of Library property. Telecommuting employees must maintain a safe, secure, and ergonomic work environment, comply with all applicable workplace safety rules, policies, and instructions, and report work-related injuries to the Library immediately. Telecommuting employees needing assistance maintaining a safe workspace should contact the Administrative Supervisor. Telecommuting employees are protected by the Library's workers' compensation insurance. As such, telecommuting employees are required to report any injuries that occur while working immediately. A telecommuting employee is liable for any injuries to third parties at or around the telecommuting employee's alternative work environment.

Company Property

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, and vehicles are Belvedere Tiburon Library property and must be maintained according to Library rules and regulations. They must be kept clean and used only for work-related purposes. Belvedere Tiburon Library reserves the right to inspect all Library property, including computer or phone data or messages, to ensure compliance with its rules and regulations without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Library property may be removed from the premises.

Library voice mail and/or electronic mail (e-mail), including texting, pagers, and mobile email, are to be used for business purposes. Belvedere Tiburon Library reserves the right to monitor

voicemail messages, e-mail messages, and texts to ensure compliance with this rule without notice to the employee and at any time, not necessarily in the employee's presence.

Belvedere Tiburon Library may periodically need to assign and/or change "passwords" and personal codes for

- Email
- Voice mail
- Cell phone
- Computer and laptop
- Internet router
- Shared Drive
- Library ILS

These communication technologies and related storage media and databases are to be used only for Library business and remain Belvedere Tiburon Library's property.

Belvedere Tiburon Library reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Library voicemail and email systems are subject to the same policies against discrimination and harassment as any workplace communications. Offensive, harassing, discriminatory content, or content providing or creating the perception of personal gain in such messages will not be tolerated.

No personal locks may be used on library-provided lockers or filing cabinets unless the employee furnishes a copy of the key or the lock combination. Unauthorized use of a personal lock by an employee may result in losing the right to use a locker or filing cabinet.

For security reasons, employees should not leave valuable personal belongings in the workplace. Terminated employees should remove any personal items when they leave Belvedere Tiburon Library and immediately return any Library property in their possession. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Monitoring of Company Property

Belvedere Tiburon Library reserves the right to inspect all Library property to ensure compliance with its legal obligations under federal, state, and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting the defense of litigation, and others, as well as ensuring compliance with the company's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's presence. Belvedere Tiburon Library computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The Library reserves the right to access, review, and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems, and other digital archives. The Library also reserves the right to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Library policy or any law occurs. The Library may monitor email, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private." Employee passwords may be used to secure devices and data from unauthorized access by other employees or third parties, but using a password does not affect the Library's ownership of the electronic information or ability to access and monitor the information at any time. Employees are not

permitted to access the electronic communications of other employees or third parties unless directed to do so by Belvedere Tiburon Library management.

Electronics and Social Media

Belvedere Tiburon Library provides a wide variety of electronic devices, communications tools, and resources to employees to facilitate business operations and activities. The Library has substantial business interests related to using its electronic devices, including, for example, workplace productivity and performance; the privacy of employees, customers, clients, and other third parties; and protecting the Library's confidential information. Additionally, the Library has significant legal obligations concerning the use of its electronic devices and communications, including data and record retention requirements, workplace safety, preventing workplace harassment, supporting the defense of litigation, and others. This policy governing the use of Library computer systems and electronic information is intended to ensure compliance with the Library's legal obligations under federal, state, and local law and to facilitate a safe, efficient, and productive workplace.

For purposes of this policy, the following definitions apply: "computers" are defined as company-owned desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware, and servers provided by the company. Belvedere Tiburon Library also uses various forms of "electronic communication." "Electronic communication" includes, but is not limited to, email; text messages; telephones; cell phones and other handheld devices (such as mobile phones, smartphones, tablets or iPads); fax machines; use of Internet- and cloud-based platforms, programs and services such as Microsoft Teams, Slack, Asana, Dropbox, etc.; and use of social media platforms such as LinkedIn, Instagram, Facebook, X (Twitter), etc.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data and files. The following general policies apply:

- Computers and all data transmitted through Belvedere Tiburon Library servers are subject to review, inspection, and retention to conduct Library business and comply with the Library's legal obligations under federal, state, and local law.
- Company computers must be maintained according to Belvedere Tiburon Library rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any company property may be removed from the premises.
- All electronic communications are also subject to review, inspection, and retention for Library business and compliance with federal, state, and local law. For example, email messages created, sent, and/or received through library-provided email accounts, computers, or servers may be monitored and retained for both business purposes and to comply with legal obligations.
- Electronic information created by an employee using any computer or any means of electronic communication is also subject to the Library's review, inspection and retention to conduct Library business and comply with legal obligations.
- Information stored in Belvedere Tiburon Library computers and file servers, including, without limitation, Library patrons' personal and confidential information
Library patrons' library usage data is the property of the Library and may not be distributed outside the Library in any form whatsoever without the written permission of the Library Director.

- Violating any of this policy's provisions, whether intentional or not, will subject Belvedere Tiburon Library employees to disciplinary action, up to and including termination.

Prohibited Use

All existing Library policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with the misuse of company assets or resources. It is a violation of Belvedere Tiburon Library policy to use computers, electronic communications, electronic information, or the Internet in a discriminatory manner, harassing, or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Belvedere Tiburon Library policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential information such as trade secrets, other confidential information described in the Library's Confidential Information policy, or information restricted from disclosure by law.

The display of any sexually explicit multimedia content, message, or document on any Library computer is a violation of the Library's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is at the discretion of Belvedere Tiburon Library to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Computer and Internet Use

An efficient and productive workplace is critical to the future of the Library and its employees. Belvedere Tiburon Library provides its employees with computers, electronic communications, information and information technology resources, including the Internet, to help them do their job. Passwords to these resources should not be shared except with the written approval of the Library Director or Administrative Supervisor. Generally, these Library resources should be used for business-related purposes. However, the Library recognizes that occasional personal use of these resources and property may occur during working time. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any Library policy, including policies regarding cybersecurity and against harassment, discrimination, and disclosure of confidential or trade secret information.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to use Library email systems to:

- Communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

All policies relating to monitoring Library property usage apply. Belvedere Tiburon Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Social Media

Social media is an Internet platform that facilitates interaction between people online, such as Facebook, LinkedIn, Instagram, X (Twitter), TikTok, and other related platforms. Employees may not represent or speak on behalf of the Belvedere Tiburon Library on their personal social media accounts. Management of the Library's official social media platforms is limited to designated staff under the direction of the Library Director. If you have specific questions about which programs the Library deems to be social media, consult the Library Director. The Library recognizes that occasional personal use of social media using Library resources may occur during working hours. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any company policy, including policies against harassment, discrimination, and disclosure of confidential or trade secret information. All policies relating to monitoring usage of company property apply. Belvedere Tiburon Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Employees can also use their own personal devices to engage in social media during breaks and meal periods; however, all other Library policies against inappropriate usage apply, including the Library's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information. Nothing in the Library's social media policy is intended, nor should it be interpreted, to in any way interfere with, restrain, or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as the lunchroom, kitchens, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Parking

Employees may park their vehicles in designated areas with a parking permit. If a parking permit is not provided, employees must park in permissible public areas or park in the library's lot with permission from the Library Director. Belvedere Tiburon Library is not responsible for any loss or damage to employee vehicles or contents while parked on Library property.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are Library property. Data (including web browsing), messages (including voice mail, mobile email and text messaging) and other stored electronic information is subject to monitoring, and employees do not have an expectation of privacy in the use of this company property.

The Library will assign a password to your company cell phone to prevent unauthorized access. This password does not affect the Library's cell phone ownership or ability to monitor the

information. Company cell phones must not be used in any manner that violates any other Library policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment. Employees are prohibited from using Library-issued cell phones and any other Belvedere Tiburon Library property to conduct personal business. Employees who are provided a company cell phone may use the phone for personal reasons only in case of an emergency, or if they are engaged in a protected concerted activity related to improving the terms and conditions of their employment, such as communicating a workplace safety issue. Other personal use is prohibited. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Smoking

Smoking is strictly prohibited within the workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, traditional cigarettes, cigars, electronic smoking devices, such as electronic cigarettes (e-cigarettes), pipes, hookahs, vaping devices, and any other device used for smoking or inhaling vapor.

Solicitation and Distribution of Literature

To ensure the efficient operation of the Library's business and prevent disruption to employees, we have established control of solicitations and distribution of written and/or electronic materials and content on Library property. Belvedere Tiburon Library has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor. No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, during their working time, or during the working time of the employee or employees at whom such activity is directed. For purposes of this policy, work areas are areas controlled by the Library where employees are performing work, excluding areas where work is typically not performed, such as parking lots, break rooms, lunch areas, etc. Working time does not include rest and meal break periods. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on Library property. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Employee Conduct

Conducting Personal Business

Employees are expected to conduct only Belvedere Tiburon Library business during scheduled work hours. Personal business or work for another employer may not be conducted while on duty. Limited personal use of cell phones or email is permitted for brief moments that do not interfere with work responsibilities, and during scheduled meal and rest breaks. This policy does not prohibit reasonable communication in response to an emergency

For purposes of this policy, personal business does not include engaging in communications in response to an emergency or:

- Communicating with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engaging in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment. During your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding Belvedere Tiburon Library's business, including information related to the Library's clients and related information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety, and other topics you have the right to discuss with other employees under the law.

You have a responsibility to prevent revealing or divulging any confidential information unless you must do so in performing your duties or as required by law. Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and the Library may take legal action. This policy does not prohibit employees from confidentially disclosing trade secrets or proprietary or confidential information to federal, state, and local government officials or to an attorney when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets expressly allowed by 18 U.S.C. sec. 1833(b). Nothing in this policy prevents you from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination, or any other conduct you have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Belvedere Tiburon Library

that impairs an employee's ability to exercise sound judgment on the Library's behalf can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships can also lead to supervisory problems, possible claims of sexual harassment, and morale problems. Employees involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor or any other appropriate supervisor to determine whether an actual conflict exists. If an actual conflict is determined, Belvedere Tiburon Library may take appropriate corrective action according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Customer Relations

Employees must be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that they do not feel capable of handling, a supervisor should be notified immediately. Ours is a service agency, and we should strive to work amicably to find solutions to customer issues. Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must promptly and professionally respond to customer inquiries in person or by telephone. Through your conduct, show your desire to assist the customer in obtaining the help they need. If you are unable to help a customer, find someone who can. All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we provide service. Never argue with a customer. If a problem develops or a customer remains dissatisfied, ask your supervisor for additional support or to intervene.

Dress Codes and Other Personal Standards

Employees must maintain a professional appearance consistent with the Library's public-facing role and workplace safety standards. Our dress code is gender-neutral and based on the nature of the work performed. Because each employee represents the Belvedere Tiburon Library in the eyes of the public, each employee must report to work appropriately groomed and wearing appropriate clothing. Employees are expected to dress neatly. The following are examples of acceptable office attire:

- Button-down shirts, blouses, sweaters, or polo shirts
- Sport coats, blazers, cardigans
- Slacks, khakis, jeans without holes or rips
- Knee-length skirts and dresses
- T-shirts with Library logos or text
- Closed-toed shoes (for those regularly moving books, large carts, boxes, etc.)

The following are examples of unacceptable office attire:

- Tanks, halter or crop tops, low-cut, backless tops or tops showing midriff area
- Flip-flops
- Clothing with holes, such as distressed jeans
- Clothing that is too tight or short

- Clothing with offensive logos or text

All clothing should be clean and without rips or holes. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire. All employees required to wear uniforms provided by Belvedere Tiburon Library must take care of them and report any wear or damage to their supervisors. Your supervisor must approve any deviations from these guidelines. This policy will be enforced equitably and without regard to any protected class, including but not limited to race, sex, gender identity or expression, religion, national origin, disability, or any other class protected by federal, state, or local law. Cultural attire is permitted unless it presents a legitimate safety issue. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact the Administrative Supervisor to discuss the need for accommodation.

Drug and Alcohol Abuse

Belvedere Tiburon Library is concerned about the use of alcohol, cannabis/marijuana, illegal drugs, or controlled substances as it affects the workplace. These substances can detract from an employee's work performance, efficiency, safety, and health and seriously impair Library operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Library to the risks of property loss, damage or injury to other persons. The following rules and standards of conduct apply to all employees while on Library property, at work, or working on library business. The following are strictly prohibited by Library policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana (including the unlawful use of prescription drugs and possessing drug paraphernalia) during work hours, on breaks, or at any time on paid status, except for alcohol served after working hours or at an authorized function such as a retirement party
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol, or marijuana while on the job.

Violating these rules and standards of conduct will not be tolerated and will result in disciplinary action, up to and including termination. Belvedere Tiburon Library may also bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, Belvedere Tiburon Library reserves the right to conduct searches of Library property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Belvedere Tiburon Library will not discriminate against employees for the use of marijuana off the job and away from the worksite, nor will Belvedere Tiburon Library take disciplinary action against employees for such use so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Library property will not be tolerated because such conduct, even though off duty, reflects adversely on Belvedere Tiburon Library. In addition, the Library must keep people who sell or possess controlled substances off the Library premises in order to keep the controlled substances themselves off the premises.

Belvedere Tiburon Library will encourage and reasonably accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Library is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use. Employees who are given the opportunity to seek treatment and/or rehabilitation will not be reinstated if doing so would result in undue hardship to the Library. This policy on treatment and rehabilitation is not intended to affect the Library's treatment of employees who violate the regulations described previously. Instead, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Other Employment

Employees of Belvedere Tiburon Library are expected to devote their energies to their jobs. Generally, no full-time employee may engage in outside employment unless prior written approval from the Library Director is granted. Employment that directly conflicts with the Library's essential business interests and disrupts business operations is strictly prohibited. If you wish to engage in additional employment that may create a real conflict of interest, you must submit a written request to the Library Director explaining the details of the additional employment. If the additional employment is authorized, Belvedere Tiburon Library assumes no responsibility for it. Belvedere Tiburon Library shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. Library time, facilities, property, or equipment (including all computers, networks, and electronic equipment) must not be used for your outside political activities. Belvedere Tiburon Library will not reimburse any employee for political contributions, and you should not attempt to receive or facilitate such reimbursements. Absent a formal statement by Belvedere Tiburon Library announcing any political endorsements, you must not, through your actions, speech, contributions, or written communication, mislead others to believe that Belvedere Tiburon Library officially endorses or opposes any candidates for political office that Belvedere Tiburon Library itself has not publicly announced. Library employees are entitled to their position. The Library will not discriminate against employees based on their lawful political activity outside of work.

Prohibited Conduct

To provide a safe, cooperative, efficient, and productive work environment for all of its employees, Belvedere Tiburon Library requires order and discipline in the workplace. For this reason, certain types of conduct are impermissible and may lead to disciplinary action, up to and including termination. While it's not possible to provide employees with a complete list of every possible type of disciplinary offense, the following are some examples of the types of conduct that are considered impermissible:

- Falsifying employment records, employment information, or other company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time to falsify any timekeeping, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any company property or the property of any employee or customer;

- Removing or borrowing company property without prior authorization;
- Unauthorized use or misuse of company equipment, time, materials, or facilities as specified in company policies;
- Provoking a fight or fighting during working hours or on Library property, proprietary information, coworker property, service, time, or wages;
- Rudeness, disrespect, demeaning speak or behavior, bullying, or any conduct that is unbecoming a Library representative or discredits the Library or its programs and services;
- Participating in horseplay or practical jokes on company time or company premises;
- Carrying firearms or any other dangerous weapons on company premises at any time;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Using abusive or threatening language at any time on company premises;
- Violating company punctuality and attendance policies. (Neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy);
- Failing to obtain permission to leave work for any reason during regular working hours, not including rest and meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than five minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned schedule and overtime;
- Violating dress standards;
- Violating any safety, health, security, or Library policy, rule, or procedure;
- Violating the company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the company's anti-harassment or equal employment opportunity policies; and
- Failing to report work-related injury or illness promptly.
- Breach of trust and conduct unbecoming a public employee, such as any act of dishonesty, misuse of authority, misappropriation of Library resources, or violation of confidentiality that undermines the public's confidence in the integrity of the Belvedere Tiburon Library, its employees, or its operations.

This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and/or Library operations may also be prohibited and will result in disciplinary action up to and including termination.

This statement of prohibited conduct does not alter the Library's at-will employment policy. You or Belvedere Tiburon Library remain free to terminate the employment relationship at any time, with or without reason or advance notice. Belvedere Tiburon Library will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in concerted activity protected under federal, state, or local law.

Punctuality and Attendance

As an employee of Belvedere Tiburon Library, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, others must perform your assigned work. You are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods, rest periods, or when required to leave on authorized Library business. Late arrivals, early departures, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

Employees are required to attend all mandatory training sessions, staff meetings, and other required events as part of their regular job duties. These sessions are considered work time and are subject to the same attendance and punctuality expectations outlined in this policy. Failure to attend mandatory training or other required events without prior approval may result in corrective or disciplinary action.

If you cannot report for work on any particular day, you must provide reasonable advance notice to your supervisor before you are scheduled to begin working that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence. Excessive absenteeism or tardiness, providing false information, or abuse of leave laws will not be tolerated.

Unauthorized leaves or absences without notification shall be considered without pay, and the employee's pay reductions shall be made accordingly. Absence without authorization for more than three consecutive working days shall be deemed an abandonment of the job and result in employment termination. Examples of unauthorized leave include taking breaks, including lunch or dinner, beyond the time specified above. Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Training and Professional Development

The Belvedere Tiburon Library values ongoing learning and professional growth. Training and professional development opportunities may be offered to help employees maintain and improve job-related skills, meet legal compliance requirements, and support the Library's mission and strategic goals. Some training programs are mandatory, either by law, policy, or operational need. Attendance at these sessions is considered part of your regular job duties and will be compensated as work time.

Employees are required to attend all mandatory training sessions, staff meetings, and other required events unless prior approval for absence is granted by their supervisor. Employees are expected to commit to these opportunities, take them seriously, and actively apply the skills and knowledge gained to their work. Failure to attend required training without prior approval, or failure to demonstrate reasonable engagement in required training, may result in corrective or disciplinary action.

The Library may also offer optional training programs, conferences, or professional development activities to support your growth and development. Attendance at optional events

must be approved in advance by your supervisor and is subject to staffing needs and budget considerations.

Wages

Salary Schedule

Belvedere Tiburon Library utilizes a six-step salary schedule for all classifications. Typically, new hires will be placed on the first step of the salary schedule of their classification unless background and experience warrant a higher step placement. The Library Director will determine placement on the salary schedule upon hire. Advances through the steps are based on performance and are not automatic. On occasion, the Library may update the salary schedule to account for Cost of Living Adjustments (COLA).

Advances

Belvedere Tiburon Library does not permit advances against paychecks or against unaccrued vacation. Advances may only be provided for approved work-related travel to cover anticipated Meal and Incidental costs; the Library Director must approve these advances.

Expense Reimbursements

Belvedere Tiburon Library reimburses employees for business expenses made with personal funds and pre-approved by their supervisor. Employees who have incurred business expenses must submit the required receipts and the Personal Reimbursement Form to Administration no later than 30 days after the purchase. Personal and/or vacation travel may be combined with business travel provided there is no additional cost to Belvedere Tiburon Library and it meets with the approval of the Library Director. Belvedere Tiburon Library credit cards are not to be used for personal expenses. If you have any questions about the Library's expense reimbursement policy, contact the Administrative Supervisor.

Makeup Time

Belvedere Tiburon Library allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate and must not result in incurred overtime. Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Makeup time requests must be submitted in writing to your supervisor. Requests will be considered for approval based on the legitimate business needs of the Library at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time. If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 48 hours before working the makeup time before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first. All makeup time must be worked in the same workweek as the time taken off. The Library's seven-day workweek is Sunday through Saturday. Employees may not work more than 11

hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason. An employee's use of makeup time is completely voluntary. Belvedere Tiburon Library does not encourage, discourage, or solicit the use of makeup time.

Meal and Rest Periods

All non-exempt employees are entitled to uninterrupted rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods, and you will not clock out. You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or a major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break. If you work a shift from three and one-half (3.5) to six (6) hours in length, you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. You are authorized and permitted to take a rest break in the middle of each four-hour work period. Your rest break will be scheduled by your Direct Supervisor.

All non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period. If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing. Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by your Direct Supervisor.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record. If, for any reason, you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Administrative Supervisor. Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your Direct Supervisor and document the reason for the missed meal period or time worked. Please also refer to the Belvedere Tiburon Library Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Belvedere Tiburon Library will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Library Director. Belvedere Tiburon Library provides

compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.. Compensation for hours in excess of 40 for the workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

Belvedere Tiburon Library will pay employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;

Payment for mandatory meetings or training may be paid in actual wages or with compensatory time off, as requested by the employee.

Payment of Wages

Paydays are scheduled semi-monthly, ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, you will be paid on the preceding business day. If you observe an error on your check, please report it immediately to the Administrative Supervisor.

Belvedere Tiburon Library offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from Administration) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins. To stop automatic payroll deposit, complete the form available from Administration and return it at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the form is received, provided it is received no later than 10 days before the end of the pay period.

Timekeeping Requirements

All employees are required to use ADP Software to record time worked for payroll purposes. All time worked must be accurately reported on your time record. You must record your own time at the start and at the end of each work period. You are not allowed to work "off the clock." Working off the clock violates Library policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. You also must record your time whenever you leave the building for any reason other than Belvedere Tiburon Library business. You will be required to certify that your time record is accurate. Altering another employee's timecard and allowing another employee to alter your timecard is not permissible and is subject to disciplinary action. Any errors on your timecard should be reported immediately to your supervisor. Please also refer to Belvedere Tiburon Library's Meal and Rest Break Policy.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Library vehicle or their own vehicles for Library business will be required to show proof of valid driving licenses and insurability under the Library's policy or current effective insurance coverage before the first day of employment. Belvedere Tiburon Library participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job. If an employee is required to drive as part of their job, Belvedere Tiburon Library retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Library's policy.

Ergonomics

Belvedere Tiburon Library is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Library will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Library encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. Belvedere Tiburon Library believes that the reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Administrative Supervisor.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to Administration. Belvedere Tiburon Library maintains an Injury and Illness Prevention Program to comply with California law and promote the concept of a safe workplace. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the manager's office. In compliance with Proposition 65, Belvedere Tiburon Library will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work include road closure, severe weather, earthquake, and fire. If weather conditions prevent you from safely traveling to work, you must notify your Direct Supervisor by phone, if telephone service is functional, or by any other available means. Employees may be paid for up to three day(s) per year when weather conditions prevent them from reaching the worksite. Absences in excess of three day(s) will be unpaid or will be deducted from accumulated vacation time.
- In the event of a natural disaster, the Library will be closed if the building is damaged or highways leading to the Library are damaged.

Recreational Activities and Programs

Belvedere Tiburon Library or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Workplace Violence Prevention Policy

Belvedere Tiburon Library is committed to providing a safe and secure work environment for all employees, volunteers, and patrons. The Library has zero tolerance for any form of workplace violence, including threats, intimidation, harassment, or physical acts of aggression. All acts or threats of violence, including those made in jest, will be taken seriously and may lead to disciplinary action, up to and including termination. Prohibited conduct includes, but is not limited to:

- Direct or indirect threats of harm
- Verbal or written intimidation
- Harassment or stalking
- Physical assault or attempted assault
- Display or possession of weapons of any kind on Library property, in Library vehicles, or at Library-sponsored events, unless specifically authorized by law

Employees are expected to report any violent behavior, threats, or safety concerns immediately to a supervisor, the Administrative Supervisor, or Library Director. Reports may be made anonymously and will be investigated promptly. Retaliation against individuals who report concerns in good faith is strictly prohibited. This policy is part of the Library's broader Workplace Violence Prevention Plan (WVPP), in accordance with California Labor Code Section 6401.9 and Cal/OSHA requirements. The WVPP includes procedures for:

- Identifying and evaluating workplace violence risks
- Training all employees annually on how to recognize and report potential threats
- Responding to and investigating incidents of workplace violence
- Documenting and maintaining records of violent incidents for at least five years

For further details, please refer to the full Workplace Violence Prevention Plan, which is maintained as part of the Library's Injury and Illness Prevention Program (IIPP) and is available from the Administrative Supervisor upon request.

Termination

Employee References

All requests for references must be directed to the Administrative Supervisor. No other manager, supervisor, or employee is authorized to release references for current or former employees without prior authorization from the Administrative Supervisor. For all former employees, the Belvedere Tiburon Library discloses the dates of employment, title of the last position held, and salary upon departure. The Administrative Supervisor may release current

salary range information when verifying employment for a loan or other benefits. If an employee agrees and signs the Consent to Release Form, additional reference information may be provided for prospective hiring agencies, including job-related duties, performance, and character. Information that is incomplete or constitutes an unwarranted invasion of personal privacy will not be provided.

Involuntary Termination and Discipline

Violation of Belvedere Tiburon Library policies and rules may result in disciplinary action. Such action may include, but is not limited to, informal counseling, verbal warnings, written warnings, suspension without pay, demotion, or termination. The Library does not follow a rigid, formal system of discipline and may, in its sole discretion, determine appropriate action based on the circumstances, up to and including immediate termination of employment. Nothing in this policy alters or limits the at-will nature of the employment relationship.

Reductions in Force

Under some circumstances, Belvedere Tiburon Library may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, the Library will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. In determining which employees will be subject to layoff, Belvedere Tiburon Library will consider, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at Belvedere Tiburon Library or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All Library-owned property, including keys, laptops, identification badges, and credit cards, must be returned immediately upon termination of employment. Failure to return library property may result in the Library seeking recovery of the property through court action.

Reappointments

Reappointment after separation from employment for any reason will be considered as new employment.

Confirmation of Receipt

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the Library's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

Belvedere Tiburon Library - 2024 Employee Handbook

I understand that the Library is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____
Employee's Printed Name _____
Date _____

Confirmation of Confidential Information Policy

I have received my copy of the Library's Confidential Information Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Library is committed to safeguarding the confidential information of library clients. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____
Employee's Printed Name _____
Date _____

Confirmation of Employee Handbook

I have received my copy of the Library's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Belvedere Tiburon Library is employment at will; employment may be terminated at the will of either the Library or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Belvedere Tiburon Library and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Belvedere Tiburon Library.

I understand that except for at-will employment status, any and all policies or practices can be changed at any time by the Library. Belvedere Tiburon Library reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Library Director of Belvedere Tiburon Library, no manager, supervisor, or representative of the Library has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Library Director has the authority to make any such agreement and then only in writing, signed by the Chair.

Employee's Signature _____
Employee's Printed Name _____
Date _____

Leave Procedures

The following procedures shall apply to all protected leaves such as PDL, FMLA and CFRA leave:

- Please contact the Administrative Supervisor as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Library at least 30 days before the leave is to begin. You must consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
- If you cannot provide 30 days' notice, the Library must be informed as soon as is practical.
- If the FMLA or CFRA request is made because of your own serious health condition, the Library may require, at its expense, a second opinion from a healthcare provider that the Library chooses. The healthcare provider designated to give a second opinion will not be one who is employed on a regular basis by the Library.
- If the second opinion differs from the first opinion, the Library may require you, at the Library's expense, to obtain the opinion of a third healthcare provider designated or approved jointly by you and the employer. The opinion of the third healthcare provider shall be considered final and binding on you and the Library.

Certification

Belvedere Tiburon Library requires you to provide certification for FMLA and CFRA leave. You will have 15 calendar days from the Library's request for certification to provide it to the Library, unless it is not practical to do so. The Library may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)*

If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Library may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA or CFRA leave. If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

Under the FMLA, when both parents are employed by the Library, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Library will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by the Library is entitled to 12 work weeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Library will also require a medical release to return to work form or certification from your healthcare provider that you are able to resume work. Failure to provide a release to return to work from your healthcare provider may result in denial of reinstatement until the certificate is obtained.

Leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service. (See *Military Family Leave Entitlements*.)

Health and Benefit Plans

If you are taking FMLA or CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Library will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Library may recover premiums paid to maintain health coverage if you fail to return to work following FMLA or CFRA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA and CFRA leave is unpaid. The Library requires employees to use accrued paid leave while taking FMLA and CFRA leave, except as prohibited by law.

Reinstatement

Under most circumstances, upon return from FMLA or CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA or CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA or CFRA leave will not result in the loss of any employment benefit that the employee earned before using FMLA or CFRA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Library's operations;
- The employee is notified of the Library's intent to refuse reinstatement at the time the Library determines the refusal is necessary and
- If leave has already begun, the Library gives the employee a reasonable opportunity to return to work following the notice described previously.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take FMLA or CFRA leave intermittently (in blocks of time or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition, or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is half-hour increments. (See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding*.)

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth, or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave* policy for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA for purposes of baby bonding. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Library will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks duration on any two occasions. The Library may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee. The Library will require employee to provide proof of live birth, adoption, or placement of a child to set the date to begin the 12-month period of bonding entitlement.

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise the Library as early as possible. Please make an appointment with the Administrative Supervisor to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro-rata basis. The four

months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

- Belvedere Tiburon Library will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- If you need to take PDL, you must inform Belvedere Tiburon Library when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable and prior to impact to work (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days advance notice before the PDL or transfer is to begin. Consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of the your health care provider.
- For emergencies or unforeseeable events, we need you to notify the Library, at least verbally, as soon as practical after you learn of the need for leave.
- Failure to comply with these notice requirements may delay PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by your health care provider. You must provide Belvedere Tiburon Library with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Library. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the Administrative Supervisor for a medical certification form to give to your health care provider. Your health care provider may provide their own form.
- Leave returns will be allowed only when your health care provider sends a release.
- You are allowed to use accrued sick, vacation or personal time (if otherwise eligible to take the time) during PDL.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in half-hour increments.

If intermittent leave or leave on a reduced work schedule is medically advisable, you may sometimes be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transferring to an alternative position can include altering an existing job to accommodate your need for intermittent leave or a reduced work schedule.

When your healthcare provider releases you to return to work from PDL, you will be reinstated to the same position held when the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have

been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Library can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please get in touch with the personnel department for more information.

Paid Parental Leave

Employees who receive California Paid Family Leave (PFL) payments from the California Employment Development Department (EDD) for purposes of new child bonding during the first year after the child's birth or placement with the employee through foster care or adoption may be eligible to receive Supplemental Compensation from Belvedere Tiburon Library. The Paid Parental Leave (PPL) program applies to supplemental wage replacement benefits for employees receiving PFL benefits from the state for new child bonding purposes.

Belvedere Tiburon Library will provide Supplemental Compensation in an amount equal to 100 percent of your gross weekly wages, less the amount of PFL benefits, up to a cap if you are receiving the Maximum Weekly Benefit Amount under the PFL law. The total amount of Supplemental Compensation you receive from all employers, combined with PFL benefits, may not exceed 100 percent of your current normal gross weekly wages. Supplemental compensation is available for the duration that you are receiving PFL payments, which may be up to a total of eight weeks. For more information about Supplemental Compensation, please contact the Administrative Supervisor.

To be eligible to receive Supplemental Compensation, you must:

- Have been employed with Belvedere Tiburon Library at least 180 days prior to the start of the leave period;
- Perform at least eight hours of work per week for Belvedere Tiburon Library onsite;
- Perform at least 40 percent of your total work hours for Belvedere Tiburon Library onsite;
- Apply for and receive paid family leave compensation from the state of California under the California PFL law for the purpose of bonding with a new child and

Before you can receive Supplemental Compensation, you must complete and submit a Paid Parental Leave Form (PPL Form) to the Administrative Supervisor. On the PPL Form, you must:

- Indicate how you will provide Belvedere Tiburon Library with notice of the EDD PFL benefit amount you will receive from EDD (see below);
- Agree to reimburse Belvedere Tiburon Library the full amount of Supplemental Compensation you received if you voluntarily separate from employment within 90 days of the end of the leave period and Belvedere Tiburon Library requests reimbursement in writing; and
- Report wages from other employer(s), if any, and submit a copy of the completed PPL Form to each employer.

You can notify Belvedere Tiburon Library of the amount of PFL you are receiving by selecting one or both of the following options:

- Providing Belvedere Tiburon Library with a copy of the Notice of Computation as soon as you receive it from EDD, notifying Belvedere Tiburon Library when you receive your first PFL payment from the EDD and providing Belvedere Tiburon Library with the Notice of Payment you receive from the EDD; and/or
- Providing the EDD with written authorization to disclose the weekly PFL benefit amount to Belvedere Tiburon Library upon request, and then notify Belvedere Tiburon Library on the PPL Form that you have granted such permission to EDD.

If you plan to receive PFL benefits intermittently, you must notify Belvedere Tiburon Library of the intermittent leave schedule you provided to the EDD.

Extended Medical Leave

Occasionally, an employee may need a medical leave of absence that extends beyond limits under state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy. In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written disability certificate. Extended disability leaves will also be considered case-by-case, consistent with the Library's obligations under federal and state disability laws. Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. The Administrative Supervisor will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you can return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work. Upon return from medical leave, you will be offered the same position you held when your leave began, if available. A comparable position will be offered if your former position is unavailable. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Belvedere Tiburon Library makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Belvedere Tiburon Library will comply with any reinstatement obligations under state or federal law. California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee who needs reasonable accommodations should contact the Administrative Supervisor and discuss the need for an accommodation.

Time Accrual

No vacation or sick time will accrue during any unpaid leave of absence.

Benefits

Holidays

Full-time employees are entitled to the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday immediately after
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Belvedere Tiburon Library may grant another day off instead of closing. For a full-time employee who does not work a Monday through Friday schedule, the day immediately following their two days off will be deemed a holiday in lieu of the day observed, unless the supervisor and employee agree to another day for business reasons. Holiday observance will be announced in advance.

In addition to recognized holidays, the Board may approve observing additional paid holidays appointed by the President of the United States or the Governor of California upon which federal and/or state government offices will be closed. Holidays that are paid but not worked do not count for overtime purposes. To be eligible for a paid holiday, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately before and immediately after the holiday unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law.

Floating Holidays

Full-time employees are eligible to earn four prorated floating holidays per year, granted on July 1. Floating holidays may be taken at any time or times during the fiscal year in which they are accrued, provided the request is made in advance and the department approves such request. For new employees, floating holidays will be prorated on a quarterly basis. Floating holidays must be taken in the fiscal year accrued and will not carry over from one fiscal year to the next. Upon separation of employment from the Library, unused, accrued pro-rated floating holidays will not be paid.

Public Employees' Retirement System Eligibility

The Library provides retirement benefits under the California Public Employee's Retirement System (CalPERS) for all regular employees. Regular part-time employees must work a minimum of 20 (twenty) hours per week or 1,000 hours per year, as stipulated under the retirement program provisions, to be eligible. An employee must be at least 50 and have at least five years of CalPERS-credited service to be eligible for service retirement.

In a defined benefit retirement plan, a retiree will receive a benefit determined by a set formula. More information regarding retirement benefits can be found at the CalPERS website located at www.calpers.ca.gov. All regular employees who meet the minimum requirements for inclusion in PERS will receive information regarding these benefits at the time of eligibility.

Insurance Benefits

Certain insurances and other benefits are available to specified employees with costs shared by the Library and/or the employee as defined and specified in compensation resolutions, adopted policies, or individual employment agreements, which the Library may amend from time to time.

All regular full-time employees can participate in the Library's health plan. Regular part-time employees working more than 20 hours per week are eligible for prorated benefit contributions. Eligible employees may elect to utilize the Library's health and dental insurance or opt out and receive a direct stipend in lieu of participating. Insurance premiums not paid in whole or in part by the Library will be the employee's responsibility. The Library's benefit plans are guided by Section 125 of the IRS Tax Code and thus abide by certain rules established for pre-tax plans. All premiums paid by employees for their benefits are on a pre-tax basis. Employees eligible for cashback on their fringe benefit package are subject to IRS Section 125 regulations, as unused

fringe is considered taxable income to the recipient. Section 125 requires that benefits that are selected at the time of employment may not be changed during the benefit year unless there is a change in employment status or life circumstances.

Participation in Long Term Disability and State Disability Insurance (SDI) is mandatory for all employees. Health, life insurance, and disability insurance benefit details are provided separately to employees at the time of eligibility. Please see the Administrative Services Supervisor for plan details.

Tuition Reimbursement

All employees are encouraged to obtain additional training or education to enhance their performance and promotion eligibility. All employees in good standing with over one year of satisfactory employment at the Library are eligible for tuition reimbursement. Eligible courses must be directly related to an employee's current position or to a promotional opportunity that may be reasonably anticipated within the near future. Courses must be from an accredited educational, technical, vocational, trade or business school or institution, whether public or private, including correspondence school. An employee may be reimbursed for up to \$1,000 annually for the cost of tuition or registration, books, and materials upon evidence of satisfactory completion of an approved course, provided funds are available in the budget.

Before enrollment, an employee must complete the Request for Tuition Reimbursement Form to be approved by the employee's immediate supervisor and Library Director. If approved and after completion of the course, the employee must furnish the Library with:

- Evidence of successful course completion, i.e. copy of grade notification slip; and
- Evidence of payment of tuition, books, etc. and complete a Reimbursement Form.

Tuition reimbursement may not be claimed if another agency or program, whether public or private, is defraying 50% or more of the education expenses.

Lactation Accommodation

It is the policy of the Library to accommodate lactating employees with a suitable lactation location who desire to express breast milk for their infant child and provide a reasonable amount of break time to express breast milk. Lactation accommodations will be provided to employees for as long as they desire to express breast milk or nurse their infant.

The break time should run concurrently with your normally scheduled break time if possible. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private, shielded from view, and free from co-workers and public intrusion. The area will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Belvedere Tiburon Library will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the lactation space requirements. Multi-purpose rooms may be used as lactation space if they satisfy the criteria for space; however, the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the Administrative Supervisor to request accommodations. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Belvedere Tiburon Library will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

Belvedere Tiburon Library, by state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the Administrative Supervisor; and
- Provide the Library with a certification from your health care provider regarding the need for workers' compensation disability leave and your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held when the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. An employee's return depends

on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Library's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act. The law requires Belvedere Tiburon Library to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

If you test positive for COVID-19, please notify the Library immediately so we may ensure proper protocols are implemented for your safety and safety of your coworkers.

Workers' Compensation and CFRA/FMLA

Employees who are ill or injured as a result of a work-related incident and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA) and/or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if necessary. You will be paid your regular wages for the time you seek initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

Management

Business Hours and Closures

Generally, the Library is open to the public seven days a week, but will close on the following holidays:

- January 1 (New Year's Day)
- The third Monday in January (Martin Luther King, Jr. Day);
- The third Monday in February (President's Day);
- The last Monday in May (Memorial Day);
- July 4th (Independence Day);
- The first Monday in September (Labor Day);
- November 11th (Veteran's Day);
- Last Thursday in November (Thanksgiving Day) and the day following;
- Christmas Day

Additionally, the Library may close or operate with reduced hours and/or services on the following days:

- Christmas Eve
- New Year's Eve
- Staff Development Days (Typically in August and/or December)

Business hours are subject to change but typically include weekdays, 9 am to 8 pm and weekends, 10 am to 5 pm. The Library may unexpectedly close due to unforeseen circumstances such as natural disasters (e.g., earthquakes, floods), safety concerns like structural damage or hazardous materials, or utility failures including power outages and water supply issues.

Employee Property

An employee's personal property, including but not limited to lockers, packages, briefcases, purses, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Belvedere Tiburon Library property, possession of dangerous weapons or firearms, or abuse of the Library's drug and alcohol policy.

Employment of Relatives

Relatives of employees may be eligible for employment with Belvedere Tiburon Library only if individuals involved do not work in a direct supervisory relationship or in job positions in which there is a conflict of interest. The Library defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

Belvedere Tiburon Library is required by law to keep all employees' names and addresses current. You are responsible for notifying the Library of a name or address change.

Open-Door Policy

Suggestions for improving Belvedere Tiburon Library are always welcome. At some point, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us. If you have a complaint, suggestion, or question, speak with your supervisor immediately. If you are uncomfortable talking to your supervisor, please bring the issue to the Administrative Supervisor or any other member of management. Also, if you have raised the issue and the problem persists, you may present it to the Administrative Supervisor, who will investigate and provide a solution or explanation. If the problem is not resolved, you may also present the problem to the Library Director, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, you are not required to write your complaint. If you need assistance with your complaint or prefer to make a complaint in person, contact your supervisor. This procedure, which we believe is important for both you and the Library, cannot guarantee that every problem will be resolved to your satisfaction. However, Belvedere Tiburon Library values your observations, and you should feel free to raise concerns without fearing retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by their supervisor. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties, or recurring performance problems. Typically, performance reviews will be conducted annually near the employment anniversary date. Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to inform you of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Belvedere Tiburon Library and depend upon many factors besides performance. After the review, you must sign the evaluation report to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

When a merit increase is granted, employees will be placed on the next step above their current step. Employees promoted to a higher classification will be placed in the step on the new classification that warrants at least a 5% increase from their current step. The Library Director may approve additional step increases based on merit for outstanding performance.

Personnel Records

You have a right to inspect or receive a copy of Belvedere Tiburon Library's personnel records relating to your performance or any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records must be made in writing to the Administrative Supervisor. You may designate a representative to inspect the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Belvedere Tiburon Library may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The records will be made available no later than 30 calendar days from the date Belvedere Tiburon Library receives your written request to inspect or copy your personnel records (unless you/your representative and Belvedere Tiburon Library mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request). Personnel information will be limitedly disclosed to outside sources other than your designated representative. However, Belvedere Tiburon Library will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Telecommuting

Working remotely, also called "telecommuting," allows employees to work from an alternative environment rather than the library's physical location. One goal of teleworking is to reduce traffic congestion and related air emissions. The Library Director may occasionally approve telecommuting for limited time or special projects. Requests to telecommute must be made in writing at least one week in advance of the requested day; requests to telecommute must be approved by the employee's supervisor and the Library Director. Working remotely is a privilege and may not be appropriate for all employees.

As a telecommuting employee, you must:

- Remain accessible during your telecommute schedule by phone, email, and direct message;
- Regularly communicate with your supervisor/manager to stay current on assigned/relevant tasks, projects, and any other work-related issues;
- Be available for and attend any video/teleconferences scheduled on an as-needed basis;
- Be available to physically attend scheduled work meetings as requested or required by the Library;
- Properly record all hours worked each day in compliance with the Library policies and practices;
- Take rest and meal breaks in full compliance with all applicable policies of the Library and
- Request supervisor approval to use vacation, sick or other leave in the same manner as when working at a physical work location.

Telecommuting employees must comply with all Library rules, policies, practices, and instructions that would apply if they were working at the Library's physical work location(s), including but not limited to policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their workspace is safe and free from hazards, providing adequate protection and security of Library property. Telecommuting employees must maintain a safe, secure, and ergonomic work environment, comply with all applicable workplace safety rules, policies, and instructions, and report work-related injuries to the Library immediately. Telecommuting employees needing assistance maintaining a safe workspace should contact the Administrative Supervisor. Telecommuting employees are protected by the Library's workers' compensation insurance. As such, telecommuting employees are required to report any injuries that occur while working immediately. A telecommuting employee is liable for any injuries to third parties at or around the telecommuting employee's alternative work environment.

Company Property

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, and vehicles are Belvedere Tiburon Library property and must be maintained according to Library rules and regulations. They must be kept clean and used only for work-related purposes. Belvedere Tiburon Library reserves the right to inspect all Library property, including computer or phone data or messages, to ensure compliance with its rules and regulations without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Library property may be removed from the premises.

Library voice mail and/or electronic mail (e-mail), including texting, pagers, and mobile email, are to be used for business purposes. Belvedere Tiburon Library reserves the right to monitor

voicemail messages, e-mail messages, and texts to ensure compliance with this rule without notice to the employee and at any time, not necessarily in the employee's presence.

Belvedere Tiburon Library may periodically need to assign and/or change "passwords" and personal codes for

- Email
- Voice mail
- Cell phone
- Computer and laptop
- Internet router
- Shared Drive
- Library ILS

These communication technologies and related storage media and databases are to be used only for Library business and remain Belvedere Tiburon Library's property.

Belvedere Tiburon Library reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Library voicemail and email systems are subject to the same policies against discrimination and harassment as any workplace communications. Offensive, harassing, discriminatory content, or content providing or creating the perception of personal gain in such messages will not be tolerated.

No personal locks may be used on library-provided lockers or filing cabinets unless the employee furnishes a copy of the key or the lock combination. Unauthorized use of a personal lock by an employee may result in losing the right to use a locker or filing cabinet.

For security reasons, employees should not leave valuable personal belongings in the workplace. Terminated employees should remove any personal items when they leave Belvedere Tiburon Library and immediately return any Library property in their possession. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Monitoring of Company Property

Belvedere Tiburon Library reserves the right to inspect all Library property to ensure compliance with its legal obligations under federal, state, and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting the defense of litigation, and others, as well as ensuring compliance with the company's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's presence. Belvedere Tiburon Library computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The Library reserves the right to access, review, and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems, and other digital archives. The Library also reserves the right to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Library policy or any law occurs. The Library may monitor email, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private." Employee passwords may be used to secure devices and data from unauthorized access by other employees or third parties, but using a password does not affect the Library's ownership of the electronic information or ability to access and monitor the information at any time. Employees are not

permitted to access the electronic communications of other employees or third parties unless directed to do so by Belvedere Tiburon Library management.

Electronics and Social Media

Belvedere Tiburon Library provides a wide variety of electronic devices, communications tools, and resources to employees to facilitate business operations and activities. The Library has substantial business interests related to using its electronic devices, including, for example, workplace productivity and performance; the privacy of employees, customers, clients, and other third parties; and protecting the Library's confidential information. Additionally, the Library has significant legal obligations concerning the use of its electronic devices and communications, including data and record retention requirements, workplace safety, preventing workplace harassment, supporting the defense of litigation, and others. This policy governing the use of Library computer systems and electronic information is intended to ensure compliance with the Library's legal obligations under federal, state, and local law and to facilitate a safe, efficient, and productive workplace.

For purposes of this policy, the following definitions apply: "computers" are defined as company-owned desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware, and servers provided by the company. Belvedere Tiburon Library also uses various forms of "electronic communication." "Electronic communication" includes, but is not limited to, email; text messages; telephones; cell phones and other handheld devices (such as mobile phones, smartphones, tablets or iPads); fax machines; use of Internet- and cloud-based platforms, programs and services such as Microsoft Teams, Slack, Asana, Dropbox, etc.; and use of social media platforms such as LinkedIn, Instagram, Facebook, X (Twitter), etc.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data and files. The following general policies apply:

- Computers and all data transmitted through Belvedere Tiburon Library servers are subject to review, inspection, and retention to conduct Library business and comply with the Library's legal obligations under federal, state, and local law.
- Company computers must be maintained according to Belvedere Tiburon Library rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any company property may be removed from the premises.
- All electronic communications are also subject to review, inspection, and retention for Library business and compliance with federal, state, and local law. For example, email messages created, sent, and/or received through library-provided email accounts, computers, or servers may be monitored and retained for both business purposes and to comply with legal obligations.
- Electronic information created by an employee using any computer or any means of electronic communication is also subject to the Library's review, inspection and retention to conduct Library business and comply with legal obligations.
- Information stored in Belvedere Tiburon Library computers and file servers, including, without limitation, Library patrons' personal and confidential information
Library patrons' library usage data is the property of the Library and may not be distributed outside the Library in any form whatsoever without the written permission of the Library Director.

- Violating any of this policy's provisions, whether intentional or not, will subject Belvedere Tiburon Library employees to disciplinary action, up to and including termination.

Prohibited Use

All existing Library policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with the misuse of company assets or resources. It is a violation of Belvedere Tiburon Library policy to use computers, electronic communications, electronic information, or the Internet in a discriminatory manner, harassing, or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Belvedere Tiburon Library policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential information such as trade secrets, other confidential information described in the Library's Confidential Information policy, or information restricted from disclosure by law.

The display of any sexually explicit multimedia content, message, or document on any Library computer is a violation of the Library's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is at the discretion of Belvedere Tiburon Library to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Computer and Internet Use

An efficient and productive workplace is critical to the future of the Library and its employees. Belvedere Tiburon Library provides its employees with computers, electronic communications, information and information technology resources, including the Internet, to help them do their job. Passwords to these resources should not be shared except with the written approval of the Library Director or Administrative Supervisor. Generally, these Library resources should be used for business-related purposes. However, the Library recognizes that occasional personal use of these resources and property may occur during working time. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any Library policy, including policies regarding cybersecurity and against harassment, discrimination, and disclosure of confidential or trade secret information.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to use Library email systems to:

- Communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

All policies relating to monitoring Library property usage apply. Belvedere Tiburon Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Social Media

Social media is an Internet platform that facilitates interaction between people online, such as Facebook, LinkedIn, Instagram, X (Twitter), TikTok, and other related platforms. Employees may not represent or speak on behalf of the Belvedere Tiburon Library on their personal social media accounts. Management of the Library's official social media platforms is limited to designated staff under the direction of the Library Director. If you have specific questions about which programs the Library deems to be social media, consult the Library Director. The Library recognizes that occasional personal use of social media using Library resources may occur during working hours. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any company policy, including policies against harassment, discrimination, and disclosure of confidential or trade secret information. All policies relating to monitoring usage of company property apply. Belvedere Tiburon Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Employees can also use their own personal devices to engage in social media during breaks and meal periods; however, all other Library policies against inappropriate usage apply, including the Library's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information. Nothing in the Library's social media policy is intended, nor should it be interpreted, to in any way interfere with, restrain, or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as the lunchroom, kitchens, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Parking

Employees may park their vehicles in designated areas with a parking permit. If a parking permit is not provided, employees must park in permissible public areas or park in the library's lot with permission from the Library Director. Belvedere Tiburon Library is not responsible for any loss or damage to employee vehicles or contents while parked on Library property.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are Library property. Data (including web browsing), messages (including voice mail, mobile email and text messaging) and other stored electronic information is subject to monitoring, and employees do not have an expectation of privacy in the use of this company property.

The Library will assign a password to your company cell phone to prevent unauthorized access. This password does not affect the Library's cell phone ownership or ability to monitor the

information. Company cell phones must not be used in any manner that violates any other Library policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment. Employees are prohibited from using Library-issued cell phones and any other Belvedere Tiburon Library property to conduct personal business. Employees who are provided a company cell phone may use the phone for personal reasons only in case of an emergency, or if they are engaged in a protected concerted activity related to improving the terms and conditions of their employment, such as communicating a workplace safety issue. Other personal use is prohibited. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Smoking

Smoking is strictly prohibited within the workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, traditional cigarettes, cigars, electronic smoking devices, such as electronic cigarettes (e-cigarettes), pipes, hookahs, vaping devices, and any other device used for smoking or inhaling vapor.

Solicitation and Distribution of Literature

To ensure the efficient operation of the Library's business and prevent disruption to employees, we have established control of solicitations and distribution of written and/or electronic materials and content on Library property. Belvedere Tiburon Library has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor. No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, during their working time, or during the working time of the employee or employees at whom such activity is directed. For purposes of this policy, work areas are areas controlled by the Library where employees are performing work, excluding areas where work is typically not performed, such as parking lots, break rooms, lunch areas, etc. Working time does not include rest and meal break periods. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on Library property. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Employee Conduct

Conducting Personal Business

Employees are expected to conduct only Belvedere Tiburon Library business during scheduled work hours. Personal business or work for another employer may not be conducted while on duty. Limited personal use of cell phones or email is permitted for brief moments that do not interfere with work responsibilities, and during scheduled meal and rest breaks. This policy does not prohibit reasonable communication in response to an emergency

For purposes of this policy, personal business does not include engaging in communications in response to an emergency or:

- Communicating with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engaging in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment. During your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding Belvedere Tiburon Library's business, including information related to the Library's clients and related information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety, and other topics you have the right to discuss with other employees under the law.

You have a responsibility to prevent revealing or divulging any confidential information unless you must do so in performing your duties or as required by law. Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and the Library may take legal action. This policy does not prohibit employees from confidentially disclosing trade secrets or proprietary or confidential information to federal, state, and local government officials or to an attorney when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets expressly allowed by 18 U.S.C. sec. 1833(b). Nothing in this policy prevents you from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination, or any other conduct you have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Belvedere Tiburon Library

that impairs an employee's ability to exercise sound judgment on the Library's behalf can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships can also lead to supervisory problems, possible claims of sexual harassment, and morale problems. Employees involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor or any other appropriate supervisor to determine whether an actual conflict exists. If an actual conflict is determined, Belvedere Tiburon Library may take appropriate corrective action according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Customer Relations

Employees must be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that they do not feel capable of handling, a supervisor should be notified immediately. Ours is a service agency, and we should strive to work amicably to find solutions to customer issues. Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must promptly and professionally respond to customer inquiries in person or by telephone. Through your conduct, show your desire to assist the customer in obtaining the help they need. If you are unable to help a customer, find someone who can. All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we provide service. Never argue with a customer. If a problem develops or a customer remains dissatisfied, ask your supervisor for additional support or to intervene.

Dress Codes and Other Personal Standards

Employees must maintain a professional appearance consistent with the Library's public-facing role and workplace safety standards. Our dress code is gender-neutral and based on the nature of the work performed. Because each employee represents the Belvedere Tiburon Library in the eyes of the public, each employee must report to work appropriately groomed and wearing appropriate clothing. Employees are expected to dress neatly. The following are examples of acceptable office attire:

- Button-down shirts, blouses, sweaters, or polo shirts
- Sport coats, blazers, cardigans
- Slacks, khakis, jeans without holes or rips
- Knee-length skirts and dresses
- T-shirts with Library logos or text
- Closed-toed shoes (for those regularly moving books, large carts, boxes, etc.)

The following are examples of unacceptable office attire:

- Tanks, halter or crop tops, low-cut, backless tops or tops showing midriff area
- Flip-flops
- Clothing with holes, such as distressed jeans
- Clothing that is too tight or short

- Clothing with offensive logos or text

All clothing should be clean and without rips or holes. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire. All employees required to wear uniforms provided by Belvedere Tiburon Library must take care of them and report any wear or damage to their supervisors. Your supervisor must approve any deviations from these guidelines. This policy will be enforced equitably and without regard to any protected class, including but not limited to race, sex, gender identity or expression, religion, national origin, disability, or any other class protected by federal, state, or local law. Cultural attire is permitted unless it presents a legitimate safety issue. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact the Administrative Supervisor to discuss the need for accommodation.

Drug and Alcohol Abuse

Belvedere Tiburon Library is concerned about the use of alcohol, cannabis/marijuana, illegal drugs, or controlled substances as it affects the workplace. These substances can detract from an employee's work performance, efficiency, safety, and health and seriously impair Library operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Library to the risks of property loss, damage or injury to other persons. The following rules and standards of conduct apply to all employees while on Library property, at work, or working on library business. The following are strictly prohibited by Library policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana (including the unlawful use of prescription drugs and possessing drug paraphernalia) during work hours, on breaks, or at any time on paid status, except for alcohol served after working hours or at an authorized function such as a retirement party
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol, or marijuana while on the job.

Violating these rules and standards of conduct will not be tolerated and will result in disciplinary action, up to and including termination. Belvedere Tiburon Library may also bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, Belvedere Tiburon Library reserves the right to conduct searches of Library property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Belvedere Tiburon Library will not discriminate against employees for the use of marijuana off the job and away from the worksite, nor will Belvedere Tiburon Library take disciplinary action against employees for such use so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Library property will not be tolerated because such conduct, even though off duty, reflects adversely on Belvedere Tiburon Library. In addition, the Library must keep people who sell or possess controlled substances off the Library premises in order to keep the controlled substances themselves off the premises.

Belvedere Tiburon Library will encourage and reasonably accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Library is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use. Employees who are given the opportunity to seek treatment and/or rehabilitation will not be reinstated if doing so would result in undue hardship to the Library. This policy on treatment and rehabilitation is not intended to affect the Library's treatment of employees who violate the regulations described previously. Instead, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Other Employment

Employees of Belvedere Tiburon Library are expected to devote their energies to their jobs. Generally, no full-time employee may engage in outside employment unless prior written approval from the Library Director is granted. Employment that directly conflicts with the Library's essential business interests and disrupts business operations is strictly prohibited. If you wish to engage in additional employment that may create a real conflict of interest, you must submit a written request to the Library Director explaining the details of the additional employment. If the additional employment is authorized, Belvedere Tiburon Library assumes no responsibility for it. Belvedere Tiburon Library shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. Library time, facilities, property, or equipment (including all computers, networks, and electronic equipment) must not be used for your outside political activities. Belvedere Tiburon Library will not reimburse any employee for political contributions, and you should not attempt to receive or facilitate such reimbursements. Absent a formal statement by Belvedere Tiburon Library announcing any political endorsements, you must not, through your actions, speech, contributions, or written communication, mislead others to believe that Belvedere Tiburon Library officially endorses or opposes any candidates for political office that Belvedere Tiburon Library itself has not publicly announced. Library employees are entitled to their position. The Library will not discriminate against employees based on their lawful political activity outside of work.

Prohibited Conduct

To provide a safe, cooperative, efficient, and productive work environment for all of its employees, Belvedere Tiburon Library requires order and discipline in the workplace. For this reason, certain types of conduct are impermissible and may lead to disciplinary action, up to and including termination. While it's not possible to provide employees with a complete list of every possible type of disciplinary offense, the following are some examples of the types of conduct that are considered impermissible:

- Falsifying employment records, employment information, or other company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time to falsify any timekeeping, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any company property or the property of any employee or customer;

- Removing or borrowing company property without prior authorization;
- Unauthorized use or misuse of company equipment, time, materials, or facilities as specified in company policies;
- Provoking a fight or fighting during working hours or on Library property, proprietary information, coworker property, service, time, or wages;
- Rudeness, disrespect, demeaning speak or behavior, bullying, or any conduct that is unbecoming a Library representative or discredits the Library or its programs and services;
- Participating in horseplay or practical jokes on company time or company premises;
- Carrying firearms or any other dangerous weapons on company premises at any time;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Using abusive or threatening language at any time on company premises;
- Violating company punctuality and attendance policies. (Neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy);
- Failing to obtain permission to leave work for any reason during regular working hours, not including rest and meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than five minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned schedule and overtime;
- Violating dress standards;
- Violating any safety, health, security, or Library policy, rule, or procedure;
- Violating the company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the company's anti-harassment or equal employment opportunity policies; and
- Failing to report work-related injury or illness promptly.
- Breach of trust and conduct unbecoming a public employee, such as any act of dishonesty, misuse of authority, misappropriation of Library resources, or violation of confidentiality that undermines the public's confidence in the integrity of the Belvedere Tiburon Library, its employees, or its operations.

This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and/or Library operations may also be prohibited and will result in disciplinary action up to and including termination.

This statement of prohibited conduct does not alter the Library's at-will employment policy. You or Belvedere Tiburon Library remain free to terminate the employment relationship at any time, with or without reason or advance notice. Belvedere Tiburon Library will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in concerted activity protected under federal, state, or local law.

Punctuality and Attendance

As an employee of Belvedere Tiburon Library, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, others must perform your assigned work. You are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods, rest periods, or when required to leave on authorized Library business. Late arrivals, early departures, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

Employees are required to attend all mandatory training sessions, staff meetings, and other required events as part of their regular job duties. These sessions are considered work time and are subject to the same attendance and punctuality expectations outlined in this policy. Failure to attend mandatory training or other required events without prior approval may result in corrective or disciplinary action.

If you cannot report for work on any particular day, you must provide reasonable advance notice to your supervisor before you are scheduled to begin working that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence. Excessive absenteeism or tardiness, providing false information, or abuse of leave laws will not be tolerated.

Unauthorized leaves or absences without notification shall be considered without pay, and the employee's pay reductions shall be made accordingly. Absence without authorization for more than three consecutive working days shall be deemed an abandonment of the job and result in employment termination. Examples of unauthorized leave include taking breaks, including lunch or dinner, beyond the time specified above. Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Training and Professional Development

The Belvedere Tiburon Library values ongoing learning and professional growth. Training and professional development opportunities may be offered to help employees maintain and improve job-related skills, meet legal compliance requirements, and support the Library's mission and strategic goals. Some training programs are mandatory, either by law, policy, or operational need. Attendance at these sessions is considered part of your regular job duties and will be compensated as work time.

Employees are required to attend all mandatory training sessions, staff meetings, and other required events unless prior approval for absence is granted by their supervisor. Employees are expected to commit to these opportunities, take them seriously, and actively apply the skills and knowledge gained to their work. Failure to attend required training without prior approval, or failure to demonstrate reasonable engagement in required training, may result in corrective or disciplinary action.

The Library may also offer optional training programs, conferences, or professional development activities to support your growth and development. Attendance at optional events

must be approved in advance by your supervisor and is subject to staffing needs and budget considerations.

Wages

Salary Schedule

Belvedere Tiburon Library utilizes a six-step salary schedule for all classifications. Typically, new hires will be placed on the first step of the salary schedule of their classification unless background and experience warrant a higher step placement. The Library Director will determine placement on the salary schedule upon hire. Advances through the steps are based on performance and are not automatic. On occasion, the Library may update the salary schedule to account for Cost of Living Adjustments (COLA).

Advances

Belvedere Tiburon Library does not permit advances against paychecks or against unaccrued vacation. Advances may only be provided for approved work-related travel to cover anticipated Meal and Incidental costs; the Library Director must approve these advances.

Expense Reimbursements

Belvedere Tiburon Library reimburses employees for business expenses made with personal funds and pre-approved by their supervisor. Employees who have incurred business expenses must submit the required receipts and the Personal Reimbursement Form to Administration no later than 30 days after the purchase. Personal and/or vacation travel may be combined with business travel provided there is no additional cost to Belvedere Tiburon Library and it meets with the approval of the Library Director. Belvedere Tiburon Library credit cards are not to be used for personal expenses. If you have any questions about the Library's expense reimbursement policy, contact the Administrative Supervisor.

Makeup Time

Belvedere Tiburon Library allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate and must not result in incurred overtime. Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Makeup time requests must be submitted in writing to your supervisor. Requests will be considered for approval based on the legitimate business needs of the Library at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time. If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 48 hours before working the makeup time before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first. All makeup time must be worked in the same workweek as the time taken off. The Library's seven-day workweek is Sunday through Saturday. Employees may not work more than 11

hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason. An employee's use of makeup time is completely voluntary. Belvedere Tiburon Library does not encourage, discourage, or solicit the use of makeup time.

Meal and Rest Periods

All non-exempt employees are entitled to uninterrupted rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods, and you will not clock out. You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or a major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break. If you work a shift from three and one-half (3.5) to six (6) hours in length, you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. You are authorized and permitted to take a rest break in the middle of each four-hour work period. Your rest break will be scheduled by your Direct Supervisor.

All non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period. If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing. Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by your Direct Supervisor.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record. If, for any reason, you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Administrative Supervisor. Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your Direct Supervisor and document the reason for the missed meal period or time worked. Please also refer to the Belvedere Tiburon Library Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Belvedere Tiburon Library will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Library Director. Belvedere Tiburon Library provides

compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.. Compensation for hours in excess of 40 for the workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

Belvedere Tiburon Library will pay employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;

Payment for mandatory meetings or training may be paid in actual wages or with compensatory time off, as requested by the employee.

Payment of Wages

Paydays are scheduled semi-monthly, ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, you will be paid on the preceding business day. If you observe an error on your check, please report it immediately to the Administrative Supervisor.

Belvedere Tiburon Library offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from Administration) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins. To stop automatic payroll deposit, complete the form available from Administration and return it at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the form is received, provided it is received no later than 10 days before the end of the pay period.

Timekeeping Requirements

All employees are required to use ADP Software to record time worked for payroll purposes. All time worked must be accurately reported on your time record. You must record your own time at the start and at the end of each work period. You are not allowed to work "off the clock." Working off the clock violates Library policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. You also must record your time whenever you leave the building for any reason other than Belvedere Tiburon Library business. You will be required to certify that your time record is accurate. Altering another employee's timecard and allowing another employee to alter your timecard is not permissible and is subject to disciplinary action. Any errors on your timecard should be reported immediately to your supervisor. Please also refer to Belvedere Tiburon Library's Meal and Rest Break Policy.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Library vehicle or their own vehicles for Library business will be required to show proof of valid driving licenses and insurability under the Library's policy or current effective insurance coverage before the first day of employment. Belvedere Tiburon Library participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job. If an employee is required to drive as part of their job, Belvedere Tiburon Library retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Library's policy.

Ergonomics

Belvedere Tiburon Library is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Library will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Library encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. Belvedere Tiburon Library believes that the reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Administrative Supervisor.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to Administration. Belvedere Tiburon Library maintains an Injury and Illness Prevention Program to comply with California law and promote the concept of a safe workplace. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the manager's office. In compliance with Proposition 65, Belvedere Tiburon Library will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work include road closure, severe weather, earthquake, and fire. If weather conditions prevent you from safely traveling to work, you must notify your Direct Supervisor by phone, if telephone service is functional, or by any other available means. Employees may be paid for up to three day(s) per year when weather conditions prevent them from reaching the worksite. Absences in excess of three day(s) will be unpaid or will be deducted from accumulated vacation time.
- In the event of a natural disaster, the Library will be closed if the building is damaged or highways leading to the Library are damaged.

Recreational Activities and Programs

Belvedere Tiburon Library or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Workplace Violence Prevention Policy

Belvedere Tiburon Library is committed to providing a safe and secure work environment for all employees, volunteers, and patrons. The Library has zero tolerance for any form of workplace violence, including threats, intimidation, harassment, or physical acts of aggression. All acts or threats of violence, including those made in jest, will be taken seriously and may lead to disciplinary action, up to and including termination. Prohibited conduct includes, but is not limited to:

- Direct or indirect threats of harm
- Verbal or written intimidation
- Harassment or stalking
- Physical assault or attempted assault
- Display or possession of weapons of any kind on Library property, in Library vehicles, or at Library-sponsored events, unless specifically authorized by law

Employees are expected to report any violent behavior, threats, or safety concerns immediately to a supervisor, the Administrative Supervisor, or Library Director. Reports may be made anonymously and will be investigated promptly. Retaliation against individuals who report concerns in good faith is strictly prohibited. This policy is part of the Library's broader Workplace Violence Prevention Plan (WVPP), in accordance with California Labor Code Section 6401.9 and Cal/OSHA requirements. The WVPP includes procedures for:

- Identifying and evaluating workplace violence risks
- Training all employees annually on how to recognize and report potential threats
- Responding to and investigating incidents of workplace violence
- Documenting and maintaining records of violent incidents for at least five years

For further details, please refer to the full Workplace Violence Prevention Plan, which is maintained as part of the Library's Injury and Illness Prevention Program (IIPP) and is available from the Administrative Supervisor upon request.

Termination

Employee References

All requests for references must be directed to the Administrative Supervisor. No other manager, supervisor, or employee is authorized to release references for current or former employees without prior authorization from the Administrative Supervisor. For all former employees, the Belvedere Tiburon Library discloses the dates of employment, title of the last position held, and salary upon departure. The Administrative Supervisor may release current

salary range information when verifying employment for a loan or other benefits. If an employee agrees and signs the Consent to Release Form, additional reference information may be provided for prospective hiring agencies, including job-related duties, performance, and character. Information that is incomplete or constitutes an unwarranted invasion of personal privacy will not be provided.

Involuntary Termination and Discipline

Violation of Belvedere Tiburon Library policies and rules may result in disciplinary action. Such action may include, but is not limited to, informal counseling, verbal warnings, written warnings, suspension without pay, demotion, or termination. The Library does not follow a rigid, formal system of discipline and may, in its sole discretion, determine appropriate action based on the circumstances, up to and including immediate termination of employment. Nothing in this policy alters or limits the at-will nature of the employment relationship.

Reductions in Force

Under some circumstances, Belvedere Tiburon Library may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, the Library will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. In determining which employees will be subject to layoff, Belvedere Tiburon Library will consider, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at Belvedere Tiburon Library or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All Library-owned property, including keys, laptops, identification badges, and credit cards, must be returned immediately upon termination of employment. Failure to return library property may result in the Library seeking recovery of the property through court action.

Reappointments

Reappointment after separation from employment for any reason will be considered as new employment.

Confirmation of Receipt

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the Library's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

Belvedere Tiburon Library - 2024 Employee Handbook

I understand that the Library is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____
Employee's Printed Name _____
Date _____

Confirmation of Confidential Information Policy

I have received my copy of the Library's Confidential Information Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Library is committed to safeguarding the confidential information of library clients. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____
Employee's Printed Name _____
Date _____

Confirmation of Employee Handbook

I have received my copy of the Library's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Belvedere Tiburon Library is employment at will; employment may be terminated at the will of either the Library or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Belvedere Tiburon Library and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Belvedere Tiburon Library.

I understand that except for at-will employment status, any and all policies or practices can be changed at any time by the Library. Belvedere Tiburon Library reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Library Director of Belvedere Tiburon Library, no manager, supervisor, or representative of the Library has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Library Director has the authority to make any such agreement and then only in writing, signed by the Chair.

Employee's Signature _____
Employee's Printed Name _____
Date _____



DATE: August 18, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Development of Trustee Onboarding Guide

Over the past several weeks, staff have been drafting a Trustee Onboarding Guide to help new and continuing Board members understand their roles, responsibilities, and the unique governance structure of the Belvedere Tiburon Library Agency.

The guide consolidates essential information into one accessible resource, including:

- Our mission, vision, and governance framework
- Roles and responsibilities of Trustees and officers
- Brown Act and Public Records Act requirements
- Financial structure and key policies
- Strategic Plan highlights and annual Board calendar
- Orientation checklists and reference materials

Before finalizing the guide, I'd like your feedback on:

1. Content completeness – Are there topics or resources you feel should be added?
2. Clarity and usability – Is the language clear and easy to navigate for someone new to the Board?
3. Format and accessibility – Would you prefer a printed booklet, digital version, or both?

Your insights will help ensure this guide is comprehensive and practical. Please review the draft and send your comments so we can finalize the guide for approval at a subsequent Board meeting. Alternatively, you may appoint an ad hoc committee to work with staff and provide feedback.

13-1



Belvedere
Tiburon
Library

13-1

Trustee Onboarding Guide



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[Welcome Letter]



[Photo]

Mission To nurture curiosity, spark connections, and foster lifelong learning.
Vision A community where every person feels included and inspired.

Governance Overview

Legal Structure

- The Belvedere Tiburon Library Agency (BTLA) is a Joint Powers Agency (JPA) established by the City of Belvedere and the Town of Tiburon.
- BTLA operates under a formal JPA Agreement (1995; amended 2016) and Bylaws (2020 revision).

Board Composition

- 7 Trustees:
 - 3 appointed by Tiburon
 - 3 appointed by Belvedere
 - 1 at-large member (recommended by Reed Union School District and approved by both councils)
- Terms: 4 years (staggered), max of 2 consecutive terms
- Meetings: Monthly on the third Monday, open to the public. If the meeting falls on a holiday, the meeting will be held the following Monday.

Roles and Responsibilities

Trustee Code of Conduct

As a Trustee of BTLA, you hold a position of public trust. Your actions, decisions, and conduct directly influence the Library's ability to fulfill its mission and maintain the confidence of the community we serve. This Commitment to Service outlines the expectations and responsibilities that guide your work as a Trustee.

Fiduciary Responsibility

- Act in the best interest of the Library and the public it serves.
- Exercise sound judgment when making decisions about the Library's resources, policies, and strategic direction.
- Ensure that financial resources are used efficiently, transparently, and in alignment with the Board-approved budget and strategic plan.

Confidentiality

- Respect the confidentiality of information shared during closed sessions and other non-public discussions.
- Avoid disclosing sensitive personnel, legal, or security information unless authorized by the Board.
- Recognize that transparency is essential for public trust, but confidentiality is essential for protecting individuals and the organization when required by law.

Respectful Engagement

- Treat fellow Trustees, staff, volunteers, and community members with courtesy, dignity, and fairness.
- Engage in constructive dialogue, even when opinions differ.

- Support the Board's collective decisions once made, regardless of personal vote or position.
- Avoid personal attacks, inflammatory language, or behavior that disrupts the Board's ability to conduct business.

Ethical Standards

- Abide by the Political Reform Act, Brown Act, and all applicable laws, policies, and bylaws.
- Disclose and appropriately address conflicts of interest.
- Avoid using your position as a Trustee for personal or financial gain.

Commitment to the Role

- Prepare for and attend all Board and committee meetings.
- Participate actively in discussions and decision-making.
- Serve as an ambassador for the Library in the community, advocating for its mission and programs.
- Pursue ongoing learning about library governance, trends, and best practices.

By serving as a Trustee, you commit to upholding these principles in all aspects of your service, ensuring that the Belvedere Tiburon Library remains a trusted, welcoming, and responsive resource for the community.

Advocacy & Community Engagement Expectations

As a trustee, you are vital in building public support for the Belvedere Tiburon Library. Your influence extends beyond the boardroom—trustees are often the Library's most visible ambassadors. Every trustee has a unique network and set of skills to contribute. By showing up, speaking up, and connecting with others, you help ensure the Library is recognized as a vital, responsive, and welcoming resource for all.

Advocacy

- Promote the Library's mission and vision in conversations with community members, civic leaders, and partner organizations.
- Stay informed about local, state, and national library issues to support informed advocacy.
- When appropriate, participate in advocacy campaigns, legislative visits, or public hearings to speak on behalf of the Library.
- Share stories and examples of the Library's impact, helping the community understand the value of public investment in Library services.

Community Engagement

- Attend Library programs, author talks, and special events to demonstrate visible support and engage with patrons.
- Represent the Library at community gatherings, civic events, and partner organization meetings.
- Build relationships with local officials, school leaders, business owners, and nonprofit partners to strengthen the Library's community network.
- Listen to community feedback and bring insights back to the Board for consideration in policy and strategic planning.

Roles

During Board meetings, each Trustee plays a distinct role in ensuring that discussions are productive, decisions are well-informed, and the Library's business is conducted in a transparent and orderly manner.

All Trustees

- Participate actively in meetings
- Uphold fiduciary duty and ethical standards
- Serve on committees
- Represent the Library in the community
- Review and vote on budgets, policies, and strategic matters

Chair

- Annual rotation typically for one-year intervals
- Presides over meetings
- Sets agenda in collaboration with the Library Director
- Acts as liaison with the Director and external partners
- Designated as a Signer on the Library's bank accounts
- Participates in Executive Committee
- Leads the Annual Performance Review of the Library Director
- Plans the agenda for annual retreat with Library Board and Foundation
- Recommends Committee appointments
- Liaison to Belvedere Tiburon Library Foundation

Vice Chair

- Annual rotation typically for one-year intervals
- Steps in when Chair is absent; typically succeeds the Chair role
- Participates in committees as necessary
- Designated as a Signer on the Library's bank accounts
- Participates in Executive Committee
- Recommends Committee appointments

Treasurer

- Monitors financial reporting and Chairs the Finance Committee
- Partners with Director and staff to review budgets and audits
- Designated as a Signer on the Library's bank accounts
- May be a board-appointed non-trustee volunteer
- Participates in Executive Committee

Board Clerk (Staff Role)

- Prepares and distributes agendas and meeting packets in compliance with the Brown Act
- Attends board meetings and records official minutes
- Posts agendas and public notices on the Library's website and bulletin board
- Maintains official records, including resolutions, policies, and meeting documentation
- Tracks Trustee terms and appointments
- Serves as the administrative liaison between the Board and Library staff
- Coordinates public records request responses in collaboration with the Director

Library Director (Staff Role)

- Acts as parliamentarian regarding procedure and compliance with bylaws and JPA

Liability

The Belvedere Tiburon Library Agency, along with other Marin County cities, is essentially self-insured and a member of a large multi-agency insurance pool that provides its umbrella liability coverage. In addition, the Library's officers and employees are named as additional insured while acting within the scope of their tenure or employment.

Committees

BTLA may establish standing, ad hoc, or advisory committees as needed.

Standing committees have ongoing subject matter jurisdiction or meet regularly, as established through bylaws, ordinances, or resolutions. They are subject to the Brown Act, meaning their meetings must be held publicly with proper notice. Standing committees do not need to establish a regular meeting schedule but must post notices of their meetings. These committees can include any number of board members, as they are subject to Brown Act requirements. The Board may establish standing committees through bylaws, votes, or resolutions.

Ad hoc committees are temporary, formed for a specific purpose, and dissolved once their task is completed. Comprising less than a quorum, they are not subject to the Brown Act. They are advisory and must return to the full Board with their recommendations.

Advisory committees are advisory to a single decision-maker and not subject to the Brown Act. They are created informally. Likewise, staff may establish an advisory committee to assist with a specific event or activity. Advisory committees do not report to the entire Board but provide information to a single member.

Typically, BTLA appoints Trustees to the following committees annually:

- Executive Committee – Ad hoc committee to inform the development of the monthly Board agenda and provide timely guidance to the Library Director
- Finance Committee – Standing committee to discuss draft budgets, review investments, audits, and financial policies and procedures. Best practice is for the committee to meet quarterly.

Other previously appointed committees include:

- Long-Range Planning Committee – Ad-hoc committee to guide the development of a strategic plan
- Compensation Committee – Ad-hoc committee to discuss compensation and benefit changes

Brown Act & Public Meetings

The Brown Act governs open meetings of legislative bodies, including BTLA. It requires transparency and public access to decision-making.

Key Provisions

- Open Meetings: All meetings must be open and noticed.
- Noticing:
 - Regular meetings: agendas posted 72 hours in advance
 - Special meetings: 24 hours in advance
- Agendas: Must include all items to be discussed or acted upon.
- Public Participation: The public must be given the opportunity to speak on agenda items.
- Prohibited Communications: Serial meetings among a majority of members are not allowed.
- Remote Attendance: Must comply with updated teleconference laws (AB 2449).
- Closed Sessions: Permissible for personnel matters, pending litigation, labor negotiations, real estate discussions

Agendas

The purpose of an agenda is to provide a list of the topics to be addressed in an orderly manner during a public business meeting. Per the Brown Act, meeting agendas are finalized and published by staff at least 72 hours prior to a regular meeting, and at least 24 hours prior to a special meeting. Agendas are published on the Library's website and with neighboring jurisdictions. Under the Brown Act, a body may generally not discuss any matters that were not published on the final agenda. However, there are limited exceptions to this law, that Library Counsel can provide guidance on.

Minutes

Each body should maintain meeting minutes. These are the formal records of your Board or Committee actions, and are adopted by motion once prepared, reviewed, and found acceptable. Minutes often require only a record of the agenda items discussed, motions, votes thereon, and other specific actions and decisions. However, some matters require more detail. Generally, staff prepare the draft minutes.

Meeting Procedures and Protocol

- a. All meetings of the Library Agency must be publicly-noticed as to date, time and location. Staff will post meeting agendas online, at the Library and send the agenda to Town of Tiburon, City of Belvedere, and local newspapers at least 72 hours in advance of a regular meeting and at least 24 hours in advance of a special meeting, as required by state law. Failure to post an agenda will result in a meeting cancellation.
- b. Prior to a meeting, the Chair may wish to consult with the staff liaison regarding items on the agenda or any late-breaking events that could affect management of the meeting.

- c. The Chair should take charge of the meeting, ensure that business is properly conducted in a timely manner, and ends at an appropriate hour. The meeting should move along expeditiously, hearing each agenda item in a fair and timely manner, and generally in the order set forth on the agenda. Only items on the agenda may be discussed. If an issue is raised that is not on the agenda (such as during the Public Comment period of the meeting), the Chair may direct staff to follow up with the commenter after the meeting, or place the item on a future agenda for discussion.
- d. If the Board or Committee's business cannot be completed at the regular meeting, then the meeting may be adjourned to a specific subsequent date, place and time, or the unfinished business item may simply be continued to the next regular agenda. These actions should be made by formal motion so the record is clear.
- e. *Rosenberg's Rules of Order* should be utilized as a guide in conducting meetings. Additional reading and guidance is attached
- f. The Chair's major role is as facilitator. It is the Chair's function to keep order in the room, recognize one person at a time to speak, keep the speaker on the topic, and move consideration of the item forward in a logical, productive way. Except when the Chair is stating their assessment of the issue and when voting, they're to act in a neutral, nonpartisan manner in the interests of productive, orderly and fair hearings. To maintain impartiality, it may be helpful for the Chair to hold off expressing their views on a matter until everyone else has spoken and not engage in debate. This manner will set the tone of the meeting. All members of the appointed body should remain objective and open-minded through the close of the public comment process, and until such time as the item has been returned to the body for deliberation and/or action.
- g. All questions or comments should be directed to and go through the Chair. Members of the Board, audience or Staff should not speak until recognized by the Chair.
- h. Only one person should be allowed to speak at a time, with the speaking time limited and kept to the point at hand and not repetitive. The Chair may set reasonable time limits on public speakers, generally not less than three minutes.
- i. After the Chair has closed the public comment portion of the meeting for any agenda item, additional public comments should not be taken unless specifically allowed by the Chair or a majority of the appointed body.

Trustee Meeting Do's & Don'ts

Avoiding Common Pitfalls in Public Agency Governance

Do:

- Follow the Brown Act: Ensure all deliberations and decisions occur in properly noticed public meetings.
- Stick to the Agenda: Discuss only the items listed on the posted agenda unless lawfully added.
- Use Staff Channels: Direct questions or requests for information to the Library Director or Board Clerk outside of meetings.
- Listen to Public Comment: Give members of the public a fair opportunity to share their views before deliberating.
- Use “Reply” Carefully: Respond individually to staff emails when needed, but avoid group discussions outside of meetings.

Don’t:

- Engage in Serial Meetings: Avoid communicating (by phone, email, text, or in person) with a majority of trustees outside a noticed meeting about Library business.
- Reply-All to Board Emails: This can unintentionally create a Brown Act violation if it results in a majority discussion.
- Discuss Off-Agenda Items: Even brief conversations during meetings should be deferred to a future agenda if they require action or discussion.
- Commit the Board to an Action: Never promise action, funding, or policy decisions outside the formal meeting process.
- Use Personal Devices for Sensitive Business Without Care: Remember that emails and texts related to Library business may be subject to Public Records Act requests, even if sent from personal accounts.

Conflicts of Interest

As an appointed Library official, you are subject to State of California conflict of interest laws known as the Political Reform Act, which are enforced by the Fair Political Practices Commission (FPPC). From time to time, appointed officials may be faced with situations where a financial conflict of interest requires them to “recuse” themselves from participating in the review of applications in accordance with the Political Reform Act. If you have any questions regarding the applicability of the Act, contact the Library Director or Library Counsel.

At other times, appointed officials may find themselves in a position where they believe they cannot be impartial decision-makers, but where no financial conflict of interest exists as defined by the Political Reform Act. This type of conflict is based on having an actual impermissible bias about the applicant and/or project that is before the board or committee for approval. Actual bias is required in order to have a conflict that necessitates your recusal from the item. Questionable impartiality may not require a formal recusal, but members are advised that there are many situations that may constitute a conflict of interest. The determination as to whether a financial conflict of interest or potential conflict of interest may exist can be a complicated one. Staff recommends that appointed officials seek Library Counsel's advice in cases of uncertainty about a potential conflict of interest.

Annual Disclosure Statement (Statement of Economic Interests or Form 700)

The Fair Political Practices Commission and the Belvedere Tiburon Library Agency Conflict of Interest Code require the filing of an annual economic disclosure statement based on established

disclosure categories. Your first statement is due within 30 days of assuming office, and the annual statements are due in April each year. A separate statement is required upon leaving office. You will file your form with the Library Board Clerk.

Public Records Act (PRA)

The California Public Records Act (PRA) is a state law that gives the public the right to access records maintained by state and local government agencies, with certain exceptions for privacy and security. Under the PRA, agencies must make records available for inspection or provide copies upon request, unless the records are exempt by law. The Act is intended to promote transparency and accountability in government by ensuring the public can obtain information about official activities and decisions.

- Trustees should forward all requests to the Director
- Response required within 10 days; some exemptions apply
- Library Counsel may review the request and records provided for exemptions

Electronic Correspondence

You will be asked to provide your preferred email address for communications from the Library. Library staff regularly communicates with appointed officials by email to distribute agendas and information for upcoming meetings. The Brown Act prohibits appointed bodies to discuss any business outside of a noticed public meeting, whether in a group or in conversations via email. To avoid accidental serial meetings, Library staff will generally address the entire body via email using the blind copy ('bcc') tool and appointed officials should refrain from 'replying-all' on large group email chains.

All appointed officials conducting Library business via email or text message are subject to the Public Records Act. If a Public Records Act request for specific correspondence is received, you may be called upon to run a search on your personal device and/or account(s) and submit responsive correspondence to the Library for disclosure. Library appointed officials may choose to utilize a separate or Library-owned email address for Library business only.

Financial Structure

Revenue Sources

- Property tax allocations via City and Town
- Dedicated Parcel tax
- Gifts, grants, and other contributions

Key Financial Tools

- Annual budget approved by the Board
- Monthly financial statements
- Investment and reserve policies
- Annual audit and public financial reporting

Financial Practices and Historical Context

Over the years, the Board has established financial norms and made key decisions that continue to guide current practices:

- Debt Reduction: [e.g., Retired construction bond debt in 20XX ahead of schedule, reducing annual obligations by \$____.]
- Reserves: Commitment to maintaining at least 20% of annual operating revenue in reserves for emergencies, as outlined in the Financial Reserve Policy.
- Capital Projects: Funding major renovations and expansions without compromising operational stability.
- Donor Stewardship: Working in partnership with the Library Foundation to secure significant gifts for strategic priorities.
- Fiscal Discipline: Avoiding structural deficits by aligning long-term commitments with sustainable revenue sources.

These practices reflect the Board's long-standing commitment to financial sustainability, transparency, and prudent stewardship of both public and private funds. New trustees are encouraged to familiarize themselves with past budgets, audits, and Board actions to understand the context for current financial decisions.

Financial Milestones at a Glance

1995 – Formation of the JPA

City of Belvedere and Town of Tiburon establish the Belvedere Tiburon Library Agency, securing stable public funding through property tax allocations. Voter-approved parcel tax creates a dedicated revenue stream to support operations and services.

1997 – Library Opens

First permanent facility opens, funded by a combination of public funds, private donations, and grants.

2002-2022 – Capital Campaign

2022 – Building Loan

2024 – Building Loan Payoff

Fundraising

The BTLA Board of Trustees and the Belvedere Tiburon Library Foundation (BTLF) share a commitment to ensuring the Library's long-term vitality, but their responsibilities in fundraising are distinct.

Board of Trustees

- Oversees the Library's financial stewardship, ensuring public funds and private contributions are used responsibly to advance the Library's mission.
- Approves the annual operating budget, including the allocation of funds received from the Foundation and other sources.
- Participates in advocacy and community engagement to build support for Library initiatives.

- May assist with donor cultivation by attending events, meeting with community members, and sharing the Library's vision, but does not directly solicit or manage donations as a body.

Library Foundation

- Serves as the Library's primary fundraising arm, raising private funds through annual appeals, special campaigns, planned giving, grants, and events.
- Manages donor relationships, gift acknowledgment, and stewardship activities.
- Provides financial support to the Library for programs, capital improvements, technology, collections, and other strategic priorities identified by the Board.
- Works in partnership with the Library Director to align fundraising efforts with the Library's strategic plan and community needs.

The Board and Foundation maintain a collaborative relationship built on mutual respect and regular communication. The Foundation's fundraising success depends on the Board's vision and strategic direction, while the Board benefits from the resources and community connections the Foundation brings. Together, they ensure the Library remains a vibrant, well-supported resource for the community.

Strategic Plan 2024-2026 Highlights

"Let's Connect"

In June 2023, BTLA issued a Request for Proposals for a Strategic Plan Consultant and contracted with The Ivy Group to prepare the 2024-2026 Strategic Plan. At the recommendation of the Long-Range Planning Committee, the Board adopted the plan in January 2024.

Cornerstone 1: Connect with Each Other

- Foster a welcoming atmosphere
- Create a community hub with events
- Expand programming for all ages

[Example of in-progress initiative]

Cornerstone 2: Connect with Your Library

- Increase awareness of high-touch services
- Improve promotional tools

[Example of in-progress initiative]

Cornerstone 3: Connect with Community

- Launch Student Success Card
- Support inter-agency partnerships

[Example of in-progress initiative]

Cornerstone 4: Connect with Culture

- Host cultural events and expand digital access
- Activate the plaza and Makerspace

[Example of in-progress initiative]

Library staff maintain an internal-facing implementation plan and report progress at least twice annually.

Annual Calendar of Board Events

July

- Election of officers and committee appointments

August

- Board meeting only if necessary

September

- Approve annual update of Employee Handbook
- Approve Conflict of Interest policy, biannually in even years

October – Regular business meeting

November

- Finance Committee
- Review draft Audit
- Establish ad-hoc committee for Library Director Annual Performance Review

December

- Annual Board Retreat with BTLF
- Board meeting only if necessary

January

- Conduct annual performance review of Library Director, Closed Session

- Approve annual Audit

February – Regular business meeting

March

- Complete Form 700 Statements of Economic Interests
- Annual presentation to Belvedere City Council

April

- Annual presentation to Tiburon Town Council
- Finance Committee

May

- Approve Financial Reserve Policy, biannually in odd years
- Presentation of draft budget
- Annual presentation to RUSD

June

- Adoption of new fiscal year budget and GANN limits
- Resolution honoring outgoing Trustees, if applicable
- Approve annual meeting calendar

Belvedere-Tiburon Library Agency Future Meeting Dates

September 15, 2025

October 20, 2025

November 17, 2024

No meeting in December unless necessary (December 15, 2025)

January 26, 2026

February 23, 2026

March 16, 2026

April 20, 2026

May 18, 2026

June 15, 2026

July 20, 2026

August 17, 2026

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