

Catalog of Enterprise Software SB272

This listing has been prepared in compliance with SB 272 (Government Code section 6270.5)

This table represents a dataset that catalogs the enterprise systems used by Belvedere Tiburon Library Agency. The data is updated annually.

System Product	System Vendor	System Purpose	Categories of Data	Primary Custodian	Data Collection Frequency	Data Update Frequency
Adobe	Adobe	Document reader, form creator	Administrative	Administration	Real-time	Real-time
AmeriFlex	AmeriFlex	FSA/DCA Benefits administration	Employee and Dependent name, contact information, age, DOB	Administration	Monthly	Monthly
ADP Workforce Now	ADP	Timesheets, payroll	Personnel timekeeping data, personnel information	Administration	Real-time	Real-time
Communico	Communico	Meeting room reservations, appointments, events management, digital signage	Patron information: name, email address, card number, program registration and attendance, room reservation date, time, and purpose; Event information: description, date, time	Administration	Real-time	Real-time
Microsoft Office/Office 365	Microsoft	Word processing, email, office applications, meeting calendar	Administrative, public records, program information, services, personnel files, policies	Administration	Daily	Daily
WordPress	WordPress.org	Manage the agency's website, post agendas and public records, event calendars	Administrative, public records, program information, services	Administration	Real-time	Real-time
Library Aware	Ebsco	External communications, templates for newsletters and flyers	Patron name and email address	Administration	Monthly	Monthly
Slack	Slack Technologies LLC	Internal short communication exchanges, file uploads, polls, collaboration	Internal communications, project discussions, files	Administration	Real-time	Real-time
DocuSign	DocuSign	Electronic Signatures	Name, email address, contracts	Administration	Monthly	Monthly
Google Workspace	Google LLC	Word processing, email, office applications, meeting calendar	Administrative, project files	Administration	Real-time	Real-time

The Belvedere Tiburon Library Agency utilizes certain enterprise systems managed by MARINet. These systems are listed in MARINet's SB 272 enterprise catalog, accessible online: https://marinet.lib.ca.us/screens/help_marinet.html Updated: 7/21/25