

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Meeting of Monday, September 15, 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, President (5 minutes)
4. Financial Statements, August 2025 - Kristin Johnson, Board Clerk (5minutes)
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 August 18, 2025.
7. Approval of Agency Warrants for the Months of August, 2025.

**TRUSTEE CONSIDERATIONS**

8. Presentation of Mayor's Proclamation honoring 30<sup>th</sup> Anniversary
9. Consideration of updated Employee Handbook.
10. Consideration of Ad Hoc Committee for Board Development and the Standing Finance Committee.
11. Consideration of moving all funds from Mechanics Wealth Management to LAIF.
12. First review of Workforce DEI Policy.

**COMMUNICATIONS & ANNOUNCEMENTS**

13. 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: September 15, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

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### **Programs and Services**

The Library's 30th Anniversary celebrations were a resounding success, drawing strong attendance and abundant positive feedback from the community. Both events highlighted the Library's role as a cornerstone of civic and cultural life. We are compiling photos and patron comments to use in future communications and fundraising appeals.

Staff introduced a new evening Mahjong group in early September. Held on Tuesday nights in the Reading Room, this community-led program invites players of all skill levels to learn, socialize, and engage in casual play. Participants have expressed appreciation for the relaxed, welcoming format. Attendees are encouraged to bring their own sets if preferred. We will continue to promote the program through newsletters and social media and explore additional support, such as beginner guides or occasional guided sessions.

Looking ahead, preparations are underway for the Corner Books Volunteer Appreciation Party in December. This event will honor the dedication of our bookstore volunteers, who support the Library by sourcing and selling gently used materials, generating vital revenue. The program will include recognition of individual contributions, refreshments, and a snapshot of the volunteers' collective impact. Trustees are encouraged to attend and extend their gratitude on December 12.

### **Outreach and Engagement**

The Library's makerspace will exhibit at [Maker Faire Bay Area 2025](#), running September 26-28 in Vallejo. Maker Faire is widely known as a high-energy celebration of invention and creativity, featuring hands-on activities, inventive projects, and a welcoming community of makers and DIY enthusiasts. We will host our own booth to showcase projects emerging from our makerspace and to connect with the wider maker community. The booth will be staffed by Ivan, Birgitta, Alyse, and Tiffany over the weekend. Other public libraries exhibiting at Maker Faire include MCFL and Berkeley.

In related community-facing work, the Library will present at the Belvedere Tiburon Joint Disaster Advisory Council on September 16. We'll share about the Library's disaster-preparedness education and our plans to serve as a community resilience center. This engagement continues to build partnerships with local agencies and reinforces the Library's role in preparedness and public information during emergencies.

On October 17, the Library will host the inaugural Stronger Together: A Gathering of Marin Library Friends & Foundations. This regional convening will strengthen a local network of library advocates, share best practices in volunteer engagement and fundraising, and celebrate Friends and Foundation members during National Friends of the Library Week. We anticipate strong participation across Marin and intend to position this as an annual event.

**Personnel**

Staff have begun using newly updated employee evaluation forms that incorporate organizational competencies alongside our five staff values: Inclusion, Creativity, Integrity, Growth, and Respect. Two performance reviews have been completed with the new forms, and early feedback from both supervisors and employees has been very positive, noting clearer expectations and more constructive discussions around growth.

I am also drafting an Out of Classification Work Policy to provide equitable compensation for employees who take on temporary assignments outside their regular classification in support of the Library. The draft policy will be brought to the Board for review and discussion in the coming months.

**Administration**

The Library is initiating an IT System Migration project to consolidate internal word processing, communications, file storage, and related workflows into a single, unified platform. This effort responds to the current fragmentation across multiple tools and platforms, which has created inefficiencies and confusion. Our goals are to simplify the technology stack, reduce redundant applications, centralize vendors where appropriate, and consolidate infrastructure to the extent feasible. The intended outcome is a more manageable environment with streamlined workflows and consistent data, positioning the Library for efficiency and long-term sustainability. Staff will bring a project scope covering system selection, migration, adoption, timeline, and estimated costs back to the Board for discussion at an upcoming meeting.

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

	ACCOUNT	FY26 ANNUAL BUDGET	FY 2025-26 Aug, 2025 16.66% OF CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	FY 2024-25 Aug, 2024 16.66% OF CASH BASIS	% OF BUDGET
<b>GENERAL FUND REVENUE</b>								
	Revenue							
	(1)	5010	\$ 2,662,684	0%	\$ 2,662,684	\$ 2,556,925	\$ -	0%
	(1)	5020	277,000	0%	277,000	275,000	\$ -	0%
	(1)	5025	575,000	0%	575,000	530,000	\$ -	0%
	(2)	5032	150,000	0%	150,000	70,000	\$ -	0%
	(3)	5033	11,000	0%	11,000	80,400	\$ 250	0%
		5040	500	399	101	500	\$ 67	13%
		5065	50	0%	50	50	\$ 20	40%
		5070	380	188	192	380	\$ 24	6%
		5090	15,808	5,361	10,447	9,303	\$ 2,658	29%
	(3B)	5099	58,000	18,662	39,338	50,000	\$ 16,270	33%
			<b>\$ 3,750,422</b>	<b>\$ 24,610</b>	<b>\$ 3,725,812</b>	<b>\$ 3,572,558</b>	<b>\$ 19,289</b>	<b>1%</b>
<b>Bond Debt Service via Parcel Tax</b>								
		8910	(9,750)	0	(9,750)	(15,900)	0	0%
		8915	(105,000)	0	(105,000)	(100,000)	0	0%
		8920	(14,424)	(2,776)	(11,648)	(14,000)	(2,676)	19%
			<b>(129,174)</b>	<b>(2,776)</b>	<b>(126,398)</b>	<b>(129,900)</b>	<b>(2,676)</b>	<b>2%</b>
			<b>\$3,621,248</b>	<b>\$ 21,834</b>	<b>\$ 3,599,414</b>	<b>\$3,442,658</b>	<b>\$16,613</b>	<b>0%</b>
<b>GENERAL FUND EXPENDITURES</b>								
	Personnel							
	(4) & (5)							
		7010	1,518,267	238,320	1,279,947	1,409,856	215,118	15%
		7015	21,747	3,600	18,147	21,600	3,375	16%
		7020	245,772	30,890	214,882	303,834	37,271	12%
		7100	299,977	184,952	115,025	277,377	154,454	56%
		7105	0	0	0	25,000	0	0%
		7110	331,249	51,201	280,048	258,499	36,365	14%
		7115	10,654	1,580	9,074	10,200	1,570	15%
		7120	9,308	8,584	724	8,038	8,628	107%
		7125	5,718	5,718	0	5,400	5,400	100%
		7130	40,816	5,828	34,988	43,686	6,035	14%
		7135	37,500	0	37,500	0	0	0%
		7140	8,500	2,170	6,330	0	0	0%
		7200	13,728	1,460	12,268	10,000	2,518	25%
		7210	500	0	500	500	87	17%
			<b>\$ 2,543,736</b>	<b>534,303</b>	<b>2,009,433</b>	<b>\$ 2,373,990</b>	<b>\$ 470,821</b>	<b>20%</b>

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

	ACCOUNT	FY26 ANNUAL BUDGET	Aug. 2025 16.66% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Aug. 2024 16.66% OF YEAR TO DATE CASH BASIS	% OF BUDGET
<b>Circulation Materials &amp; Data</b>	<b>(6)</b>							
Books and other Materials	7601	100,000	26,385	26%	73,615	100,000	15,666	16%
Vendor Processing Costs	7602	25,000	508	2%	24,492	7,000	163	2%
Supplies for Processing	7603	2,000	(55)	-3%	2,055	3,000	51	2%
Digital Collection	7606	80,000	9,044	11%	70,956	80,000	25,814	32%
Library of Things	7608	5,000	380	8%	4,620	0	0	
MARNet	7607	115,000	118,292	103%	(3,292)	112,000	110,834	99%
<b>Total Circulation Materials &amp; Data</b>		<b>\$ 327,000</b>	<b>154,554</b>	<b>47%</b>	<b>172,446</b>	<b>\$ 302,000</b>	<b>\$ 152,528</b>	<b>51%</b>
<b>Technology Services</b>	<b>(7)</b>							
Staff Digital Subscriptions	8020	15,200	13,195	87%	2,005	12,276	6,427	52%
Computers & Peripherals	8035	14,250	0	0%	14,250	14,250	449	3%
Technical Support	8040	39,732	0	0%	39,732	39,732	6,732	17%
IT Infrastructure	8070	35,100	7,366	21%	27,734	31,200	13,130	42%
Website Maintenance	8071	10,200	350	3%	9,850	10,000	700	7%
<b>Total Technology Services</b>		<b>\$ 114,482</b>	<b>20,911</b>	<b>18%</b>	<b>93,571</b>	<b>\$ 107,458</b>	<b>\$ 27,438</b>	<b>26%</b>
<b>Program Services &amp; Supplies</b>	<b>(8)</b>							
Copier Expense	8210	16,600	2,588	16%	14,012	15,520	2,952	19%
Postage Freight	8220	4,000	212	5%	3,788	3,500	1,174	34%
Public Relations	8225	34,000	2,483	7%	31,517	34,000	2,771	8%
Office Supplies	8230	7,000	609	9%	6,391	7,000	1,052	15%
Adult Programs	8240	20,000	5,871	29%	14,129	31,900	5,432	17%
Children's Program Supplies	8250	20,000	3,594	18%	16,406	20,000	5,731	29%
Young Adult Programs	8251	6,000	135	2%	5,865	6,000	1,144	19%
Telephone	8260	15,000	2,598	17%	12,402	14,600	2,505	17%
AV Equipment & Peripherals	8270	5,000	0	0%	5,000	5,000	3,514	70%
Maker Space Programs	8280	10,000	4,214	42%	5,786	15,000	1,319	9%
Technology Training Program	8290	4,800	625	13%	4,175	4,000	800	20%
<b>Total Program Services &amp; Supplies</b>		<b>\$ 142,400</b>	<b>22,929</b>	<b>16%</b>	<b>119,471</b>	<b>\$ 156,520</b>	<b>\$ 28,394</b>	<b>18%</b>

BELVEDERE TIBURON LIBRARY AGENCY  
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<b>Building Expenses</b>								
	(9)							
	Building & Contents Insur.	138,826	124,899	90%	13,927	125,000	125,749	101%
	Building Maintenance	10,000	1,495	15%	8,505	17,500	2,285	13%
	Grounds Maintenance	18,000	0	0%	18,000	18,000	0	0%
	Janitorial Expense	65,000	4,437	7%	60,563	60,000	8,874	15%
	Custodial Supplies	9,000	563	6%	8,437	9,000	352	4%
	Trash	5,628	610	11%	5,018	5,360	594	11%
	Electricity & Gas	87,857	22,290	25%	65,567	80,000	17,992	22%
	Parking	6,240	0	0%	6,240	6,240	1,560	25%
	Maintenance Contracts	15,000	568	4%	14,432	13,000	160	1%
	EV Public Charging Stations	13,295	1,871	14%	11,424	9,600	1,620	0%
	Water	13,164	821	6%	12,343	7,500	792	11%
	Furniture & Fixtures	0	0		0	0	0	
	<b>Total Building Expenses</b>	<b>\$ 382,010</b>	<b>157,554</b>	<b>41%</b>	<b>224,456</b>	<b>\$ 351,200</b>	<b>\$ 159,978</b>	<b>46%</b>
<b>Agency Administration</b>								
	(10)							
	Bank Charges	500	154	31%	346	500	0	0%
	Credit Card Fees	800	0	0%	800	800	3	0%
	Cash Over/(Under)	120	0	0%	120	120	0	0%
	Membership and Dues	4,500	200	4%	4,300	4,455	1,500	0%
	Accounting	8,200	1,461	18%	6,739	8,000	1,141	14%
	Auditing	34,500	10,000	29%	24,500	33,350	700	2%
	Legal & Consulting Services	58,000	20,318	35%	37,682	50,000	7,290	15%
	Staff, Vol, Board	5,000	0	0%	5,000	5,000	150	3%
	Contribution to Reserves	0	0		0	34,427	0	
	<b>Total Agency Administration</b>	<b>\$ 111,620</b>	<b>32,133</b>	<b>29%</b>	<b>79,487</b>	<b>\$ 136,652</b>	<b>\$ 10,784</b>	<b>8%</b>
<b>Total GENERAL FUND EXPENDITURES</b>		<b>\$ 3,621,248</b>	<b>\$ 922,384</b>	<b>25%</b>	<b>\$ 2,698,864</b>	<b>\$ 3,427,820</b>	<b>\$ 849,943</b>	<b>25%</b>
<b>NET OPERATING REVENUE/(LOSS)</b>		<b>\$ -</b>	<b>\$ (900,550)</b>		<b>\$ (900,550)</b>	<b>\$ 14,838</b>	<b>\$ (833,330)</b>	<b>\$ (848,168)</b>

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

	ACCOUNT	FY26 ANNUAL BUDGET	Aug. 2025 16.66% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Aug. 2024 16.66% OF YEAR TO DATE CASH BASIS	% OF BUDGET
<b>ACTUAL BEGINNING CASH - ALL FUNDS</b>								
	6/30/2025	\$ 2,918,013	\$ 2,906,550		\$ (11,463)			
<b>NET OPERATING REVENUE/(LOSS)</b>								
		-	(900,550)		(900,550)			
<b>NON-OPERATING TRANSFERS &amp;</b>								
<b>USES OF RESERVES</b>								
(11)								
	Technology & Equip	9010	0	0	0			
	Furniture & Fixtures	9020	0	0	0			
	Building Repairs & Improvements	9022	0	3,095	3,095			
	Grounds Improvements	9025	0	0	0			
	<b>Total USES OF RESERVES</b>		<b>0</b>	<b>3,095</b>	<b>3,095</b>			
<b>BALANCE SHEET ACTIVITY</b>								
			<b>0</b>	<b>299,291</b>	<b>299,291</b>			
<b>RESTRICTED FUND ACTIVITY</b>								
	Capital Project Foundation Grants	5978						0
	Restricted Fund Receipts		5,821	0	0%			(5,821)
	Restricted Fund Expenditures	9500	(5,821)	(534)	9%			5,287
	<b>Net RESTRICTED FUND ACTIVITY</b>		<b>0</b>	<b>(534)</b>	<b>(534)</b>			
<b>ENDING CASH - ALL FUNDS</b>								
	8/31/2025	\$ 2,918,013	\$ 2,307,852		\$ (610,161)			
<b>CASH BY FUND</b>	(12)			% of Budgeted Operating Expenses	% of Budgeted Operating	Mid-December		LOW POINT
Cash with Fiscal Agent - CFD 1995-1 Bond Service								
Restricted Funds	Fund 320,351		112,513			112,513		
Expansion Funds reserved for current projects			18,092			18,092		
Insurance and Building Reserves	2720 & 2730		0			50,000		
Operating Reserve			553,878	15%		553,878		
			1,725,008	48%		452,141		
<b>TOTAL ENDING CASH - ALL FUNDS</b>			<b>2,409,492</b>	<b>8/31/2025</b>	<b>12/15/2024</b>	<b>1,186,625</b>		
(1) Fiscal Year 2025 Low Point Actual								
(2) Fiscal Year 2024 Low Point Actual								
<b>CASH BY BANK ACCOUNT</b>								
				% of Total Cash	% of Total Cash	Mid-December		LOW POINT
Mechanics Operating Checking/Petty Cash			329,082			296,409		
US Bank Fiscal Agent for CFD-1995-1 Bonds			112,513			2,739		
LAIF			523,275	22%		357,733		
Mechanics Wealth Management Fed Treas			1,444,622	60%		529,744		
<b>TOTAL ENDING CASH - ALL ACCOUNTS</b>			<b>2,409,492</b>	<b>8/31/2025</b>	<b>12/15/2024</b>	<b>1,186,625</b>		

BELVEDERE TIBURON LIBRARY AGENCY			
JULY-AUGUST 2025 NOTES: DETAIL BUDGET VS ACTUAL			
	17% of Budget Year		
			Received
(1)	<u>5010, 5020, 5025.</u>		<u>Current Year FY26 for Prior Year FY25</u>
	Basic Tax	-	133,775
	Parcel Tax	-	13,867
	ERAF	-	24,642
	Total Tax Revenue	-	172,284
		Projected 2025 Net Revenue	3,831,563
		Estimated 2025 Expense	3,406,421
		Projected Net Operating 2025	425,142
		Projected Reserve Use 2025	216,720
		Projected Net Cash Effect 2025	208,422
(3A)	5090 EV Connect Revenue	\$ 5,361	
	8493 EV Power & Contract	(1,871)	
	9010 EV Equip Costs		
	Net EV	\$ 3,490	
(3B)	5099 Interest Income	Staff Requests move from Mechanics Wealth Management to LAIF	
		LAIF is currently earning about 4.25%	
	17% of Budget Year		
(4)	<u>7000's - 7200's Personnel at 21%</u> Due to front-end CalPERS Pension UAL Funding		
(5)	<u>7100-7115 Benefits at 37% average</u> CalPERS UAL retirement payment front-loaded		
(6)	<u>7600's Circulation Materials at 47%</u> , Magazine, digital subscriptions and MARINet are front-loaded		
(7)	<u>8000's Technology at 18%</u> Staff Digital Subscriptions and IT Infrastructure are front-loaded		
(8)	<u>8200's Program Services at 16%</u> , on par with budget		
(9)	<u>8400-8500's Building at 41%</u> Insurance is front-loaded, Electricity/Gas costs are also up \$4,000 Year-to-Date		
(10)	<u>8800's Admin at 29%</u> Audit and Legal		
	<u>GENERAL FUND EXPENDITURES IN TOTAL at 25%</u> , due to front-loaded digital and insurance costs		
	<u>Net Operating Loss</u> is normal until December taxes arrive		
	<u>Annual Expenditure Budget FY26:</u>		
		\$ 3,621,000	
	<u>Monthly Operational Cost:</u>		
	July-August	\$922,384	front-loaded Insurance, CalPERS UAL, MariNET, and Subscriptions
		\$2,698,616	
		\$3,621,000	
		\$269,862	Average monthly expenditure available for remaining fiscal year
(12)	<u>Cash by Fund</u>		
	<u>TOTAL Cash: OPER Reserve:</u>		
	\$ 2,906,550	\$ 2,222,236	at June 30, 2025
	\$ 2,409,492	\$ 1,725,008	at August 31, 2025
	67%	48%	% of Operating Budget at August 31
	\$ 1,186,625	\$ 447,408	Low Point mid-December 2024
	33%	12%	Low Point % of Operating Budget FY26



## DRAFT FOR AGENCY REVIEW

**REGULAR Meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**August 18, 2025**

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

**Members Absent:** Treasurer Jeff Slavitz, Pamela Goldman

**Also Present:** Staff: Crystal Duran, Kristin Johnson; Michelle Thomsen (BTLF), Kevin Burke (Belvedere Council Liaison)

**CALL TO ORDER:** Chair Hooker called the meeting to order at 6:17 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 reported that much has been accomplished at the Library as illustrated in Director Duran's reports, and that staff and volunteers are continually improving the quantity and quality of events. Public turnout has been excellent at Art Gallery openings and talks, and the musical "Hootenanny" group has grown to over 50 people. The Library is in great shape thanks to Director Duran's supervision and to Library Staff and Volunteers working together.

Chair Hooker thanked the Trustees for their support and contribution to the events and improvements during the past year. He wished the new Chair good luck.

**2. Library Director's Report**

Director Duran highlighted some of the accomplishments in her report:

The In the Stacks newsletter will be mailed by the end of next week to 94920 and Strawberry households, featuring most of the planned programs for adults, children, and teens for the coming months.

Last Friday, nineteen of the Library Staff enjoyed team building while needed painting and maintenance was being done in the Library building. The Staff toured Angel Island, learning about this wonderful, local, educational community asset. Director Duran talked with Park Staff about possible programming collaborations, including California State Parks hosting an exhibit at the Library. Staff returned to the Library for an afternoon of reorganizing cabinets, clearing out recycling, and cleaning out closets and back hall spaces.

The Ark newspaper recently published an article regarding local districts' shortcomings related to several state ordinances which require particular website

postings and features. Ark Staff reached out to Director Duran and she and Library Staff have since able to address some of the Library's issues, updating the Library website to include an enterprise systems catalog and updated links for visibility. A final requirement, ensuring that all agendas and board packets searchable, is in process. It was helpful that Ark reached out so that Library Staff could address the requirements.

Chair Hooker asked about the Library's participation in developing community resilience centers. Director Duran said that she is working with local agencies including the Town of Tiburon to collaborate on emergency support for the local public. In an emergency, the Library would cease normal operations and become a gathering center for the availability of power, heat relief, and general refuge for Staff and the public. The Town and the Library Staff would be trained and organized to support the community. Director Duran added that the City of Belvedere is focusing on emergency preparedness with public workshops. The Library has also hosted former Trustee and Belvedere resident Dr. Thomas Cromwell for life-saving workshops.

Trustee Weil asked whether the Town of Tiburon would provide Staff to support emergency activities, since Library staff aren't scheduled 24-7, and most live out of the area. Director Duran said that the mobilization aspect has not yet been determined, but conversations with the Town and the Tiburon Fire Department are in progress. One possibility would be for Fire & Safety personnel to run the Library building during an emergency.

### **3. Belvedere Tiburon Library Foundation Report**

Foundation Secretary Michelle Thomsen reported that the Library's 30<sup>th</sup> Anniversary Celebration will be held on Friday, September 5<sup>th</sup> and Sunday September 7<sup>th</sup>. The Friday portion, from 5 to 7 pm, will feature an adult evening honoring donors and contributors to the Library over the years. Wine, appetizers, speakers, and art viewing will be featured, including historical posters from photo archives gathered by the Ark newspaper. The Foundation is seeking volunteers to assist with the event. The Sunday festivities will be a daytime event for all ages, featuring face painting, balloons, food, and crafts outdoors in Zelinsky park and Maker Space activities inside the Library. Foundation event planners are expecting a crowd of 300 for Friday night, having advertised in the Ark newspaper, on the Library website, and via sandwich boards, posters, and social media posts by Librarians Joey Della Santina and Ivan Silva. Director Duran said that the event has also been publicized through the School District and the City of Belvedere newsletter.

The purpose of the Celebration is to thank folks who have brought the Library to where it is today, to bring the community in to enjoy the Library, and to showcase what is available at the Library. Vice Chair Poplawski suggested having pamphlets available at the event. Secretary Thomsen said that a sign-in table will be placed at

the Friday night event, and a welcome table at the Sunday event will also feature prizes related to Library services, to help raise awareness.

Trustee Richards asked how Foundation Staff are reaching out to legacy contributors to the Library. Secretary Thomsen said that Foundation Executive Director Michelyn Good is reaching out via historical steering committee and other lists.

Secretary Thomsen said that the Foundation is also preparing to send out annual fund letters in October.

The Children's patio shade structure is still in process, with Design review approvals from the Town of Tiburon pending. Trustee Weill asked what the design review concerns might be. Director Duran said that sight lines might be a concern to some, and that story poles will be installed this week. Trustee Weil suggested that information about the story poles be published on the Library website before the poles are placed.

The Library Art Gallery is currently featuring an exhibit, "The Newest Americans," which has been up most of the summer. On September 18, a new show, "Interpretations, Form & Color Lines," will be installed, featuring abstract and non-representational pieces. Chair Hooker said that he has been delighted with the Library Art Committee's work on these exhibits, and asked about feedback on the current exhibit. Director Duran said that the exhibit has received good feedback. The exhibit also includes a QR code, which links to the citizenship test, so exhibit-goers can experience taking the test. The exhibit is managed and loaned out by a California-based organization.

#### **4. Preliminary Financial Statements and Quarterly Treasurer's Report June 30, 2025**

Clerk Johnson presented a preliminary Fiscal Year 2025 financial report, with the caveat that year-end accruals and the upcoming audit will impact the numbers. Additional income of about \$145,000 and expenses of about \$50,000 to \$75,000 are estimated at this time.

Ending Cash is at \$2.9 million, with \$2.2 million or about 7 months of Operating costs available in the Operating Reserve. Reserves of about \$190,000 were used for Capital Projects: Technology Equipment, Furniture & Fixtures (Project Refresh and Children's Patio), Building Repairs and Improvements (Water Tank, Roof Repair, Kitchen Cabinets), and Grounds Improvements (I'Lee Hooker Memorial Garden). Donor Capital Grants of \$20,000 partially funded the projects.

Liabilities include about \$104,000 in Accrued Compensated Absences, about \$230,000 in CFD 1995-1 original Bond principal and interest, and Pension and OPEB Liabilities of about \$2.2 million (as of the 6/30 2024 valuation). Pension and OPEB Liabilities may increase depending on actuarial updates and the discount rate.

To date, Net operating income is at about \$263,000, and expected to be slightly higher.

## DRAFT FOR AGENCY REVIEW

Operating Revenue is currently at about \$3.57 million (net of Bond Debt Service), or 104% of budget. Foundation Grants exceeded expectations at \$211,000 (302% of budget) and contributed to the bottom line, thus to Reserves/Capital Projects.

Operating Expenses are currently at about \$3.31 million, or 96% of budget, comprised of:

Personnel Expenses \$2.21 million (67% of total operating expenses),

Circulation Materials and Data \$304,000 (9% of total operating expenses),

Technology Services \$106,000 (3% of total operating expenses),

Program Services and Supplies at \$147,000 (4% of total operating expenses),

Building Expenses of \$350,000 (11% of total operating expenses), and

Agency Administration Expenses of \$192,000 (6% of total operating expenses).

Given the projected bottom line, Director Duran suggested that the Finance Committee review funding each January, projecting revenue and expenditures to determine at that time whether to spend more in light of excess revenue. Many agencies perform a mid-year review for this purpose.

## 5. Committee Reports

There were no Committee reports.

## CONSENT CALENDAR

### 6/7/8. Approval of Agency Minutes, Warrants, and FY25-26 Schedule

Trustee Richards asked about payment to Anne Marie Bonneau. Director Duran explained that Bonneau is a chef who presented a Library program, and that the program was funded by a grant. Trustee Richards asked about legal expenditures and suggested a separate tracking of legal and consulting expenses by project. Trustee Weil was also interested in such tracking. Director Duran affirmed that all contracts over \$30,000 are subject to Agency approval. Trustees were also interested in the possible costs of pending litigation.

**Motion to approve the Minutes of June 16, 2025 and the Warrants for the Months of June and July, 2025 and the Regular Board Meeting Schedule for FY25-26 Made by Vice Chair Poplawski, seconded by Trustee Weil.**

**Ayes: all present in favor**

**Absent: Jeff Slavitz, Pamela Goldman**

**Noes: None**

**All in Favor. Motion Passed.**

**TRUSTEE CONSIDERATIONS:****9. Election of Officers for Fiscal Year 2026**

Officers to be elected are Chair, Vice Chair and Treasurer. Membership in the Ad Hoc and Standing Committees can also be considered.

Chair Hooker opened the floor to Public comments. There were none.

**AGENCY CHAIR**

Chair Hooker called for nominations for Agency Chair.

**Trustee Richards nominated Vice Chair Poplawski for Agency Chair. Chair Hooker seconded the nomination.**

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

**Absent:** Jeff Slavitz, Pamela Goldman

**Noes:** None

**All present in Favor. Motion Passed. Emily Poplawski is the new Agency Chair.**

**AGENCY VICE CHAIR**

Chair Hooker called for nominations for Agency Vice Chair.

**Trustee Weil nominated Trustee Sutton for Agency Vice Chair. Chair Poplawski seconded the nomination.**

**Ayes:** Chair Emily Poplawski, Anthony Hooker, Roxanne Richards, Katherine Sutton, Kenneth Weil

**Absent:** Jeff Slavitz, Pamela Goldman

**Noes:** None

**All present in Favor. Motion Passed. Katherine Sutton is the new Agency Vice Chair.**

**TREASURER**

Chair Hooker called for nominations for Agency Treasurer.

**Trustee Weil nominated Treasurer Jeff Slavitz for Agency Treasurer. Chair Poplawski seconded the nomination.**

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

**Absent:** Jeff Slavitz, Pamela Goldman

**Noes:** None

**All present in Favor. Motion Passed. Jeff Slavitz retains the seat of Agency Treasurer.**

## DRAFT FOR AGENCY REVIEW

**AD HOC COMPENSATION COMMITTEE**

Chair Hooker called for nominations for the Ad Hoc Compensation Committee.

**Trustee Hooker nominated Vice Chair Sutton, Trustee Richards, and Trustee Weil for the Ad Hoc Compensation Committee. Chair Poplawski seconded the nomination.**

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

**Absent:** Jeff Slavitz, Pamela Goldman

**Noes:** None

**All present in Favor. Motion Passed. Compensation Committee consists of Vice Chair Sutton, Trustee Richards, and Trustee Weil.**

**STANDING FINANCE COMMITTEE**

Due to the absence of Treasurer Slavitz and Trustee Goldman, nominations for the Standing Finance Committee were postponed.

**10. Review of MARINet Consortium and benefits to member libraries.**

Director Duran introduced Jessica Trenary, MARINet Director. Ms. Trenary is the new Director of MARINet, with 10 years on the consortium.

Ms. Trenary explained that the MARINet consortium includes 7 public and 2 academic Marin County Libraries, including 21 branch locations. The purpose of the consortium is for the various Marin libraries to collaborate in planning, funding, and executing library functions for enhanced community access.

Belvedere-Tiburon patrons represent 15% of the usage and visits at other Marin libraries.

The MARINet consortium provides its members with the Sierra platform, an ILS (integrated library system) which facilitates management of cataloging, circulation, acquisitions, and e-Resources. The platform manages patron data and annual circulation of about 2 million items. The MARINet contract with Sierra was recently renegotiated for the next 4 years, with savings of \$100,000.

The consortium also provides CENIC, a shared internet for public libraries and schools. MARINet staff have recently completed the paperwork for this reduced E-Rate (federal program) eligibility. CENIC may be under threat due to reduced funding of higher education in California. However, with the possible loss to schools, there is bipartisan support for affordable internet for schools and libraries, due to the severe effect a loss of this would have on rural areas. Nevertheless, this is a worry in the current funding climate. E-Rate is currently safe due to a June, 2025 Supreme Court ruling as to its constitutionality. The current FCC chair might pose a risk to E-Rate, but the consortium staff are cautiously optimistic. Research in higher education is the item more at risk now.

Consortium sharing of Biblio Commons (front end interactive catalog and web services) and CTF (California Teleconnect Fund – telecommunication services) save over \$600,000 across the consortium. MARINet Grant applications procured a \$175,000 grant last year, which was used to replace the network core and complete associated trainings.

Trustee Hooker asked whether sources of materials are competitive. Ms. Trenary said that she recently did an RFP and switched with savings to a Biblio Commons apple/android application. The application is connected to Overdrive, which provides the Libby mobile application to patrons for borrowing e-books, and connects all updates to the MARINet catalog, so that new purchases show up immediately for checkout. This application can also translate information into different languages, and allows patrons access to millions of items. LINK+ makes service to all patron requests possible.

Trustee Richards asked how the Library's MARINet dues compare to the other eight members. Ms. Trenary said that the County Library pays 50%, while the Belvedere Tiburon Library pays 5%.

Trustee Richards asked why the Mill Valley Library is allocated a higher percentage of the dues than Belvedere Tiburon. Ms. Trenary said that the individual member library rate is calculated based on the numbers of patrons, items, and circulation. Mill Valley has 124,000 items, while Belvedere Tiburon has 54,000 items.

Cost-wise, for example, the Libby application allows patrons access to almost 6,000 magazines. Belvedere Tiburon pays \$1,300 for Libby for about 15,000 patron checkouts. With the shared platform, there is no limit and no waiting on magazine checkouts. If Belvedere Tiburon subscribed individually, the cost would be \$5,000. Belvedere Tiburon spends about \$1 per checkout on the Overdrive shared resource.

With respect to digital collection depth, Belvedere Tiburon added 1,400 items in 2024, while the other member libraries added 25,000 items. Belvedere Tiburon patrons checked out 17,000 items.

Trustee Richards asked whether checkout policies applied equally to all member libraries with respect to managing the overall consortium collection. Ms. Trenary affirmed, and added that there is an agreement for the management of physical materials to keep the hold ratio at a certain level, and suggested that the member libraries could work better together going forward with the physical collections, especially for nonfiction. Currently they do work together more in the Overdrive digital resource. All member's library staff can access information on the other libraries' current orders and collection levels.

The MARINet consortium sponsors working groups among staff from the various member libraries. The working groups include focus on specific areas, including circulation, digital resources, and youth services. Current projects include developing the next generation of ILS and Discovery, expanding the Overdrive collections, decreasing hold times, and assuring that every Marin County student has a library card.



Trustee Hooker asked what the current trend in checkouts indicates. Ms. Trenary said that print checkouts are slowly declining, while digital checkouts are growing at a double-digit pace. Director Duran said that the Library's funding model is moving toward more digital purchases. While publishers currently determine prices and checkout limits on eBooks, there is a push for legislation which would control e-Book pricing. Constituent libraries could also pressure publishers to set better rates.

Trustee Richards asked how Belvedere Tiburon could prioritize its own patrons for high-hold titles. Ms. Trenary said that individual libraries could gain advantage in priority by having individual Advantage Overdrive accounts, but that this would cost more. Director Duran said that an Advantage account would definitely be a disadvantage for Belvedere Tiburon. Ms. Trenary said that she would create an analysis with recommendations on member libraries individual spending.

## **11. Consideration of Collection Development Policy**

Director Duran said that libraries in California are now mandated per the Freedom to Read Act, AB1825, to update and approve collection development policies before January 2026. The Library's previous policy was reviewed in 2023. There are minor changes in the updated version, including four statements required by the legislation.

Trustee Hooker asked who has the authority to update the policy. Director Duran said that the policy is reviewed by librarians and the Director, and approved finally by the Agency. In the case of a complaint regarding collection materials, Director Duran would issue a response, and if the materials were formally challenged, the Director would bring the issue to the Agency.

Chair Poplawski asked whether the "Library of Things" (realia) are managed by the MARINet system. Director Duran affirmed.

Trustee Richards asked whether literary classics are prioritized in terms of maintaining the collection, and added that the quality of timelessness might be prioritized via the policy. Director Duran said that the change would be added to the policy as literary claim of significance (classic).

Chair Poplawski asked about the procedures for the Request for Reconsideration of Material Form. Director Duran said that a patron would complete the form, which would be reviewed by staff and the Director and a response given. If the response was challenged, the issue would be brought before the Agency. Use of this form is limited to 94920 cardholders, so those who aren't members of this community can't ask for books to be removed. Once a book is ruled on, it can't be reconsidered for 5 years.

Trustee Hooker asked if there have been any incidents of patrons destroying library materials. Director Duran said that is not known. The Library staff haven't received any negative feedback that she knows of for recent displays.



**Motion to approve the Collection Development Policy with the addition of consideration of literary claim of significance made by Trustee Hooker, seconded by Trustee Weil.**

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

**Absent:** Jeff Slavitz, Pamela Goldman

**Noes:** None

**All present in Favor. Motion Passed.**

## **12. Consideration of updated Employee Handbook**

Director Duran said that last year the Employee Handbook was significantly updated and reviewed by counsel. At that time, counsel suggested that the handbook be reviewed for adoption annually in light of legislative changes and mandates. While there are no legislative changes this year, Director Duran has added strengthened and clarified language. The draft has been reviewed by counsel and by Muchmore HR consultants. New, clear language incorporates staff values in the Standards of Conduct area, clarifies training and professional development attendance requirements, and addresses discipline related to punctuality and attendance.

The draft will be updated for correct headers and numbering. Director Duran suggests that the Agency approve the content.

Trustee Richards asked about procedures for reviewing a new employee. Director Duran said that updates are in process for those procedures. Trustee Richards suggested that Director Duran formalize an outline of a 90-day review, so that new employees would have an idea of what to expect.

Trustee Richards asked about the Administrative Supervisor position. Director Duran explained that that is a placeholder for when the current Finance, HR, and Admin Manager retires and the position is revised. The Library will begin sharing an HR position with the Town of Tiburon to cover some of the current Manager's duties.

Chair Poplawski asked if the Handbook updates have been reviewed with staff, and if Director Duran is expecting feedback. Trustee Richards suggested highlighting the changes.

Trustee Richards asked about the Holiday benefits. Director Duran said that the Library has 10 official holidays, and the staff receive 4 additional floating holidays annually.

Trustee Weil asked about Staff Development and Mandatory Meetings sections of the Handbook, and suggested that Staff Development days should be included under Mandatory Meetings. Director Duran said that the attendance requirement would be reinforced under both headers.

**Consideration of the Employee Handbook tabled until the next Agency meeting. Director Duran will revise the draft and share it with Library staff.**

**13. Consideration of Draft Trustee Onboarding Guide**

Director Duran asked the Agency if it would be prudent to establish an Agency Ad Hoc Committee to develop the Trustee Onboarding Guide, as the process should be informed by Trustees' understanding of their role.

**Consideration of the Draft Trustee Onboarding Guide tabled pending establishment of and review by an Agency Ad Hoc Committee.**

**14. Meeting Dates**

The next Regular Agency meeting will be September 15, 2025.

Chair Poplawski adjourned the meeting at 8:37 pm

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY  
WARRANTS  
NOVEMBER 2024

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
AUGUST 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	-	\$ -
	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit		
	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit		
	EFT	CalPERS UNFUNDED CLASSIC FY2026	100	7100	CalPERS Retirement Benefit		
	EFT	CalPERS UNFUNDED PEPRA FY2026	100	7100	CalPERS Retirement Benefit		
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits		
	EFT	CalPERS Health OPEB	100	7115	OPEB Insurance Benefits		
	EFT	CalPERS Retire CLASSIC July	100	7100	CalPERS Retirement Benefit		
	EFT	CalPERS Retire PEPRA July	100	7100	CalPERS Retirement Benefit		
	EFT	CalPERS Health EE August	100	7110	CalPERS Insurance Benefits		
	EFT	CalPERS Health OPEB August	100	7115	OPEB Insurance Benefits		
	EFT	Lincoln Life	100	7110	CalPERS Insurance Benefits	121.70	\$ 121.70
	EFT	US Bank Equipment Finance	100	8210	Copier Expense	1,405.91	\$ 1,405.91
	EFT	Delta Dental	100	7110	CalPERS Insurance Benefits		\$ -
	ETF	Pitney Bowes Payment	100	8220	Postage and Freight	\$ 199.88	\$ 199.88
	ACH	Amazon	100	Various	Amazon Account Charges		\$ -
	ACH	Mechanics Analysis Charges	100	8810	Bank Charges	\$ 19.27	\$ 19.27
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 59,605.13	\$ 59,605.13
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	EFT	Reliance LTD	100	7110	CalPERS Insurance Benefits		\$ -
	ACH	Ameriflex FSA	100		3 New Accounts	\$ 925.10	\$ 925.10
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 843.00	\$ 843.00
	ACH	PG&E	100	8490	Power	\$ 8,235.37	\$ 8,235.37
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 61,126.79	\$ 61,126.79
				Aug	TOTAL EFT / ACH	\$ 132,562.33	\$ 132,562.33
OPERATING HAND CHECKS							
8/1/2025	000662	TERRE PASSERO	100	8240	Adult Program	\$ 900.00	\$ 900.00
8/13/2025	000663	BRIDGET BURKET	100	8290	Maker Space Program	\$ 225.00	\$ 225.00
8/26/2025	000664	BRIDGET BURKET	100	8240	Adult Program	\$ 225.00	\$ 225.00
				Aug	TOTAL HAND CHECKS	\$ 1,350.00	\$ 1,350.00
OPERATING ACCOUNTS PAYABLE BATCHES							
8/15/2025	102759	A&PMOVINGCOMPANY	100	8430	Building Maintence Incidental	\$ 100.00	\$ 100.00
8/15/2025	102760	BAKER	100	7601	Books and other Materials	\$ 75.83	
8/15/2025	102760	BAKER	100	7601	Books and other Materials	\$ (9.84)	
8/15/2025	102760	BAKER	100	7602	Processing Costs & Fees	\$ 23.90	\$ 89.89
8/15/2025	102761	BRODARTCO	100	7601	Books and other Materials	\$ 32.84	\$ 32.84
8/15/2025	102762	CCHINCORPORATED	100	7601	Books and other Materials	\$ 501.97	\$ 501.97
8/15/2025	102763	DISTRIBUTIONBYAIR	100	8240	Adult Programs	\$ 645.00	\$ 645.00
8/15/2025	102764	EMPLOYMENTDEVELOPMENT	100	7140	Unemployment	\$ 2,170.00	\$ 2,170.00
8/15/2025	102765	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 3,299.51	
8/15/2025	102765	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 88.58	\$ 3,388.09
8/15/2025	102766	MARINWATER	100	8500	Water	\$ 768.90	
8/15/2025	102766	MARINWATER	100	8500	Water	\$ 51.75	\$ 820.65
8/15/2025	102767	MAZEASSOCIATES	100	8835	Auditing	\$ 10,000.00	\$ 10,000.00
8/15/2025	102768	MILLVALLEYREFUSE	100	8480	Trash	\$ 304.87	\$ 304.87
8/15/2025	102769	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,000.00	\$ 2,000.00
8/15/2025	102770	MORNINGSTAR	100	8020	Staff Digital Supscriptions	\$ 2,303.00	\$ 2,303.00
8/15/2025	102771	MUCHMORE	100	8840	Legal & Consulting Services	\$ 500.95	\$ 500.95
8/15/2025	102772	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
8/15/2025	102773	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,006.67	
8/15/2025	102773	OVERDRIVEINC	100	7606	Digital Collection	\$ 80.21	\$ 1,086.88
8/15/2025	102774	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 896.00	\$ 896.00
8/15/2025	102775	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 562.92	\$ 562.92
8/15/2025	102776	TERMINIXPROCESSINGCENTE	100	8492	Building Maintenance Contracts	\$ 124.78	\$ 124.78
8/15/2025	102777	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,298.50	\$ 1,298.50
							\$ -
				8/15/2025	ACCOUNTS PAYABLE BATCH	\$ 27,026.34	\$ 27,026.34

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**DATE:** September 15, 2025

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Review of 2025 Employee Handbook

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As part of our annual practice, I am requesting that the Board review and adopt the updated 2025 Employee Handbook. The Board provided feedback on a draft presented at the August meeting. Since then, the Handbook has been updated to include correct numbering and a reordering of the section on Training and Professional Development.

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 September 15, 2025

## 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](http://calcivilrights.ca.gov) and [www.eeoc.gov](http://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](http://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.

### **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.

### **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. Relationships with customers should remain professional.

### **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 Library 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 Library property or the property of any employee or customer;
- Removing or borrowing Library property without prior authorization;
- Unauthorized use or misuse of Library equipment, time, materials, facilities, proprietary information, coworker property, service, time, or wages;
- Provoking a fight or fighting during working hours or on Library property;
- 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 Library time or premises;
- Carrying firearms or any other dangerous weapons on Library 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 Library premises;
- Violating Library 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 Library'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.

## 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.

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: September 15, 2025

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Committee Appointments

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At the August Board meeting, staff presented a draft Trustee Onboarding Guide to support new and continuing Board members in understanding their roles, responsibilities, and the unique governance structure of the Belvedere Tiburon Library Agency. During the meeting, the Trustees discussed forming an ad hoc committee to provide input into the onboarding guide and process. Due to some absences, the Trustees requested that the item be discussed in the subsequent meeting. The Ad Hoc Committee would meet as needed, with anticipated completion of work before June 2026.

Likewise, the Board did not make appointments to the Finance Committee. The Finance Committee meets approximately quarterly and as needed to discuss financial policies, review the audit, and discuss the draft budget. It is a standing committee with meetings subject to the Brown Act. For FY24-25, the Finance Committee comprised Treasurer Slavitz, Trustee Weil, and Trustee Goldman.

### **Recommended Action**

- Appoint up to three members to the Ad Hoc Committee for Board Development.
- Appoint up to three members to the Finance Committee.



**DATE:** September 8, 2025

**TO:** Library Board of Trustees

**FROM:** Kristin Johnson, Finance, HR, and Admin Manager, Agency Clerk

**SUBJECT: Mechanics Bank Wealth Management Account**

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In August, 2023, the Agency established a Wealth Management account with Mechanics Bank to increase income on reserves.

The funds have been invested in Goldman Sachs Federal 520 (US Treasury Funds) and has served us well over the past 2 years. During August – December 2023 the account earned about \$20,500, in calendar 2024 about \$56,000, and from January to July 2025 about \$40,500. The current yield is 4.13%.

Prior to August, 2023, the Agency kept most reserves in LAIF (Local Agency Investment Fund). The current LAIF yield is 4.25%.

The Agency Investment policy approved in September, 2024, calls for Safety, Liquidity, Yield, and Diversification with prudence, and allows for investment in US Treasury Securities, CD's, LAIF, Money Market Funds, and Joint Powers Authority Pools.

On August 20, 2025, the Agency received a letter from Mechanics Bank Wealth Management, announcing an annual minimum fee on our account of \$3,500 beginning October 1, 2025. To date, the only fees charged were minimal, and were related to the original purchase of the Treasuries.

We would like a recommendation from the Finance Committee for future investments.

In the meantime, it seems prudent to move the funds out of Mechanics Bank Wealth Management before October 1. A convenient way to do this would be to move the funds into LAIF while new investments are being considered. We are asking for a recommendation from the Finance Committee to the Agency to approve a transfer of the funds from Mechanics Bank Wealth Management to LAIF before October 1, 2025.

August 20, 2025

Jeff Slavitz  
Belvedere Tiburon Library  
1501 Tiburon Blvd  
Tiburon CA 94920

RE: Belvedere Tiburon Library Agency Account #73-0885-01-9

Dear Jeff,  
As is customary, from time to time, the bank has updated its schedule of fees to be aligned with increasing operation costs. Your account is due to be brought in line with this schedule on October 1, 2025.

The fee schedule will be .15% with an annual minimum of \$3500 as per the attached fee schedule.

If you are interested in exploring other options with Mechanics Bank please let me know.

Regards,

*Lisa Tonna*

Lisa Tonna  
Trust Investment Associate  
415-962-5830  
Lisa\_tonna@mechanicsbank.com

# Schedule of Fees

## Custodial Services

Effective May 16, 2025



11-3

11-3

### Annual Custody Services Fees

- \$3,500 minimum fee for relationships managed by Mechanics Bank.
- \$1,500 minimum fee increase for each additional account and \$500 annual fee for each subaccount.  
Nonmarketable assets may be reflected in the account as an accommodation. A \$250 annual fee per asset applies.
- Annual fee is 0.10% of the account value for a custody account as collateral for a Mechanics Bank loan.  
Minimum fee is \$1,000

ACCOUNT VALUE	ANNUAL FEE
First \$10,000,000	0.15%
Next \$15,000,000	0.10%
Above \$25,000,000	0.05%

TRANSACTION ACTIVITY	
Domestic Trade Settlement*	\$25 per trade
Physical Settlement	\$50 per trade
Covered Options	\$50 per contract
International Settlement	\$75 per trade
Market Value/Cost Basis Adjustments	\$50 each

*\*For accounts managed by Mechanics Bank, domestic trade settlement charges are paid by Mechanics Bank.*

### Extraordinary Services

When we provide services beyond those considered ordinary or customary, an additional fee will be applied based on the time and expense of performing the extra work at the Bank's hourly rate. Such services may include, but are not limited to, asset transfers and re-registration fees.

Hourly rates – Officers \$300, Non-Officers \$200

### Other

Fees are subject to change.

Full annual fee is charged if the account is revoked in the first year.

Investment management and trust services are offered by Mechanics Bank Wealth Management.  
Mechanics Bank investment products are:

MechanicsBank.com

NOT FDIC INSURED	NOT BANK GUARANTEED	MAY LOSE VALUE
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## INVESTMENT POLICY

Revised September 2024

### Purpose

This Policy sets forth the investment guidelines for the prudent management of all surplus funds of the Belvedere Tiburon Library Agency (BTLA). This policy does not apply to the investment of the Library's pension funds.

### Objectives

Surplus funds, including available reserve funds not required for expenditures within the next six months, shall be invested to the fullest extent possible in accordance with sound treasury management principles, State of California Government Code Sections 53600 et. seq. and this Policy. When investing, reinvesting, acquiring, selling and managing BTLA funds, objectives for selecting investments in order of priority, are:

1. Safety. The primary objective shall be to safeguard the principal of the funds.
2. Liquidity. The secondary objective shall be to meet the liquidity needs of the BTLA. It is important that the portfolio contain investments that provide flexibility and may easily be sold with minimal risk of loss of principal or interest.
3. Yield. Investments should achieve a reasonable rate of return on the portfolio, consistent with the prior two objectives.
4. Diversification. The Library shall diversify its portfolio to avoid incurring unreasonable market risks and remain consistent with Objectives 1 -3.

### Prudence

BTLA Trustees, the BTLA Treasurer, the Library Director, and any persons authorized to make investment decisions on behalf of the BTLA, are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, acquiring, selling and managing BTLA funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims to safeguard the principal and to maintain the liquidity needs of the BTLA (Government Code Section 53600.3). The Prudent Investor Standard shall be applied in managing an overall portfolio. Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibility for a particular security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control developments.

### Delegation of Authority

Authority to manage the BTLA's investment program is derived from approval of the BTLA Board. Management responsibility for the BTLA's investments is delegated to the Library Director, Administrative Services Supervisor, and Treasurer. No person may engage in an investment transaction except as provided under the terms of this Investment Policy statement and procedures established by the BTLA Board. The Finance Committee will be responsible for reviewing and monitoring the Library's investment activities on at least a biannual basis.

### Investment Guidelines

Investments are to be made in securities or instruments as permitted by the Government Code and subject to the Limitations of this Investment Policy.

1. Eligible securities for investment shall include the following:
  - a. U.S. Treasury Securities. United States Treasury notes, bonds, strips, bills or certificates of indebtedness, or obligations for which the full faith and credit of the U.S. Government are pledged for the timely payment of principal and interest.
  - b. Certificates of Deposit. Certificates of deposit, insured by the FDIC, issued by a nationally or state-chartered bank or savings association, or federal association.
  - c. State Local Agency Investment Fund (LAIF). The BTLA may invest all or a portion of its investments, up to the State-mandated maximum, in LAIF pursuant to California Government Section 16429.1.
  - d. Money Market Funds. Shares of beneficial interest issued by diversified management companies as authorized by California Government Code Section 53635(j).
  - e. Shares of beneficial interest in a joint powers authority pool organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Section 53601 subdivisions (a) to (o) inclusive, and meets the following criteria: 1) the adviser is registered with the Securities and Exchange Commission; 2) the adviser has not less than five years of experience investing in the securities and obligations authorized in said subdivisions; and (3) the adviser has assets under management in excess of \$500 million.
2. Diversity and Maturity Guidelines:
  - a. U.S. Treasury Securities Up to 100% of investments with a maximum maturity of 5 years.
  - b. Certificates of Deposit Up to 80% of investments with a maximum maturity of 2 years.
  - c. Money Market Funds Up to 80% of investments.
  - d. Joint Powers Authority Pool Up to 80% of investments.
  - e. State Local Agency Investment Fund (LAIF) Up to 100% of investments.

### Reporting

Within thirty (30) days following the end of each quarter, Staff shall render a report to the BTLA Board, which shall include the following information: type of investment account, current market value, and interest rate for all securities and investments of the BTLA. For investments placed in LAIF, a bank, or savings and loan association, the most recent statements received by the BTLA from the institution will suffice in lieu of the requirements listed above.



**DATE:** September 15, 2025

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Workforce DEI Policy

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As part of our work toward Sustainable Library Certification and in alignment with our staff values of embedding inclusion into Library operations, staff developed the Workforce Diversity, Equity, and Inclusion policy to:

- Affirm our zero-tolerance stance on harassment and discrimination, including protection from inappropriate conduct by members of the public.
- Ensure inclusive hiring and fair compensation practices.
- Support neurodiverse employees and accommodations that enable all staff to thrive.
- Provide equal opportunities for professional development, growth, and advancement.
- Foster psychological safety and a workplace culture rooted in our five staff-adopted values: Inclusion, Creativity, Integrity, Growth, and Respect.

Many of the practices outlined in this policy are already part of our organizational culture and operations. Adoption of the policy will formally memorialize this work, ensuring continuity, accountability, and clarity for current and future staff.

#### **Requested Action**

I recommend the Board adopt the Workforce Diversity, Equity & Inclusion Policy as a governing framework for Library operations. Doing so will:

- Demonstrate the Library's leadership in equity and inclusion practices within our community.
- Provide staff with a clear, supportive policy framework.
- Position the Library to meet the standards of the Sustainable Libraries Initiative.

The Board may choose to conduct a first review, provide feedback, then request the policy for adoption at a subsequent meeting.



## WORKFORCE DIVERSITY, EQUITY, AND INCLUSION POLICY

September 2025

### Purpose

The Belvedere Tiburon Library is committed to fostering a workforce culture that is diverse, equitable, and inclusive. A staff reflecting the full breadth of our community, from residents, local workers, students, and non-resident patrons, strengthens our ability to deliver services, build trust, and fulfill our mission. We affirm that every staff member deserves respect, equal opportunity, and the ability to thrive in a safe, supportive workplace.

This policy reflects the Library's five staff-adopted values:

- Inclusion: We embrace diversity in all forms and strive to ensure every staff member feels welcomed, represented, and able to contribute fully.
- Creativity: We innovate in recruitment, training, and development, finding new ways to expand opportunity and reduce barriers.
- Integrity: We uphold fairness, transparency, and accountability in hiring, compensation, and advancement practices.
- Growth: We invest in continuous learning and professional development, supporting all staff's career pathways and personal development.
- Respect: We maintain a workplace free from harassment and discrimination, affirming the dignity and safety of every employee.

This policy applies to all employees, contractors, interns, and volunteers engaged by BTLA. It informs all stages of the employee lifecycle: recruitment, hiring, onboarding, development, advancement, retention, and separation.

### Principles in Practice

#### 1. Anti-Discrimination & Anti-Harassment

The Library maintains a zero-tolerance policy for harassment, bullying, or discrimination based on any protected class (e.g., race, ethnicity, gender, gender identity or expression, sexual orientation, age, disability, neurodiversity, veteran status, or religion). This applies equally to conduct by colleagues, supervisors, or members of the public. Staff will have access to a transparent, confidential process for reporting incidents. Complaints will be investigated promptly, and appropriate action will be taken.

#### 2. Inclusive Hiring Practices

The Library will ensure fair hiring and selection by:

- Using inclusive, gender-neutral language in job descriptions.
- Recruiting through diverse sources such as community organizations, local schools, and workforce partners.
- Using skills-based evaluations and structured rubrics to reduce bias.
- Convening diverse interview panels that may include staff from other libraries serving different populations.



### 3. Equal Opportunities for Advancement

The Library will:

- Provide equal access to training, mentorship, and promotion opportunities.
- Support annual professional development as a core investment.
- Encourage participation in leadership pathways and resource groups.

### 4. Fair Compensation

The Library will conduct periodic pay equity reviews, address unjustified disparities, and ensure compensation practices do not perpetuate gender or racial pay inequities.

### 5. Flexible Work & Accommodations

The Library will provide reasonable accommodations to support diverse needs, including those of neurodiverse individuals. Flexible work practices will be considered where operationally feasible to promote inclusion and well-being.

### 6. Psychological Safety and Workplace Culture

The Library will foster a workplace where staff can express ideas and be authentic without fear of reprisal. Staff can celebrate cultural, religious, and heritage observances to honor staff and community diversity. Inclusive language will be used consistently across communications.

### 7. Accountability

The Library Director will annually report on the number of trainings completed that support staff and volunteer development in cultural competency, biases, diversity, and related areas.

## **Belvedere-Tiburon Library Agency Future Meeting Dates**

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

September 21, 2026

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