

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, January 26, 2026 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

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

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 – Emily Poplawski, Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Belvedere Tiburon Library Foundation Report – Brenda Bottum, President (5 minutes)
4. Quarterly Treasurer's Report, December, 2025 - Kristin Johnson, Board Clerk (5 minutes)
5. Committee Reports (5 minutes)

CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

6. Approval of Agency Regular Meeting Minutes of November 17, 2024.
7. Approval of Agency Warrants for the Months of November and December, 2025.

TRUSTEE CONSIDERATIONS

8. First Review of BTLA Audit Draft for the Fiscal Year Ended June 30, 2025. Audit Partner Whitney Crockett will comment on the audit and be available for questions.

COMMUNICATIONS & ANNOUNCEMENTS

9. Schedule of 2026 Meeting Dates

AGENDA CONTINUES ON PAGE 2

AGENDA (continued)
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, January 26, 2026 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Title: Library Director

RETURN FROM CLOSED SESSION

REPORT FROM CLOSED SESSION

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: January 26, 2025
TO: Library Board Trustees
FROM: Crystal Duran, Library Director
SUBJECT: Director's Report

Programs and Services

The Library has fully executed a Memorandum of Understanding with Reed Union School District for the Student Success Card initiative. The RUSD Board approved the agreement at its December meeting, with no substantive changes following the Library Authority's earlier approval. The project remains on schedule, with new students to be enrolled during school registration and cards to be distributed to all current students during the spring rollout. This initiative advances the Library's long-term goals related to youth access, equity, and early engagement.

The winter edition of *In the Stacks*, the Library's all-resident mailer, is expected to arrive in mailboxes at this time and supports ongoing outreach and awareness of Library programs and services. Recent and upcoming programs include an author talk with Anne Lamott, a senior fair in partnership with The Ranch, an abridged outdoor performance of *Shakespeare's Julius Caesar* at Zelinsky Park, and the launch of a new Trivia Night series. These programs reflect continued emphasis on cultural enrichment, intergenerational engagement, and community connection.

One-on-one technology assistance remains a highly utilized service and is offered weekly on Mondays by Library staff, supporting digital access and lifelong learning goals.

Personnel

Several staffing updates will strengthen service delivery and support future capacity. A full-time Children's Librarian will join the Library in early February, filling a vacancy that opened in late 2025. In addition, the Library is in the process of hiring a part-time bilingual Children's Librarian who currently works at Marin County Free Library. Together, these hires will allow Children's Services to return to complete staffing levels and position the department for program expansion over the coming year. Staff have expressed strong enthusiasm for these additions, noting that the incoming librarians' backgrounds and experience will diversify services, enhance outreach, and support succession planning for long-tenured employees.

Separately, the Library has hired a part-time Librarian to support the Information Desk, filling a vacancy created by a part-time staff member's promotion to a full-time position. This staffing adjustment improves service continuity at a key public-facing service point.

Administration

The Library has completed a refresh of staff laptops, replacing aging equipment. The total cost for hardware and installation came in at \$44,000, below the \$55,000 budgeted initially. Three competitive bids were solicited as part of the procurement process, contributing to cost savings while meeting operational needs. This investment supports staff productivity and aligns with longer-term technology planning.

The relocation of shelving in the Nave is complete. Early feedback from patrons has been positive, and staff have observed increased browsing activity and engagement with the collection. The new configuration is supporting improved discovery and accessibility, reinforcing the Library's ongoing focus on welcoming, user-centered spaces. New chairs have been delivered and installed in the Reading Room; they are consistent in style with the entryway seating but slightly smaller in scale, improving fit and circulation while maintaining visual continuity across public areas. The next phase of work in the Nave will focus on replacing outdated tables with furniture that is better scaled and more compatible with the updated shelving layout. In parallel, staff are beginning to assess longer-term lighting solutions to improve visibility on overcast days and in the evening. These efforts will inform future facility planning and help guide phased investments in the public spaces. In addition, the library has vacated off-site storage units that were initially secured during the construction closure period. This step reflects continued operational stabilization following the capital project and eliminates these costs going forward.

Staff are preparing to bring forward the final report from the BayREN project at the February Board meeting. This report will summarize findings, recommendations, and potential next steps related to energy efficiency and long-term facility planning, and will help inform future capital and sustainability-related decision-making.

In addition, a Purchasing Policy and an Assets and Capitalization Schedule will be presented to the Board for consideration in February. The proposed policy reflects updated operational practices and integrates sustainability principles while maintaining appropriate flexibility to meet the library's evolving needs.

BELVEDERE TIBURON LIBRARY AGENCY
QUARTERLY TREASURER'S REPORT
STATEMENT OF CHANGES IN CASH PRELIMINARY
6 MONTHS ENDED
DECEMBER 31, 2025

Beginning CASH at Fiscal Year End June 30, 2025	\$ 2,906,550
<u>OPERATING ACTIVITY</u>	
Operating Revenue	1,299,415
Original Bond Debt Service	(117,037)
Operating Expenses	(1,910,477)
Net Operating Income/(Outflow)	(728,099)
<u>RESERVE ACTIVITY</u>	
Computers & Equipment	
Furniture	(12,682)
Building Repairs & Improvements	(726)
Grounds Improvements	(1,915)
Total Reserve Activity	(15,323)
<u>BALANCE SHEET ACTIVITY</u>	
Prior Year Receivables Received	231,054
Prior Year Prepays Expensed	259,055
Prior Year Accrued Payroll Paid	(11,118)
Prior Year Accounts Payable Paid	(63,918)
Deferred Grant Revenue	(150,000)
Deferred Compensation	1,489
Change in Health FSA Accounts	(1,021)
Net Balance Sheet Activity	265,541
<u>DONOR/SOURCE DESIGNATED FUND ACTIVITY</u>	
Capital Contributions	14,850
Designated Fund Inflows	2,911
Designated Fund Outflows	373
Net Designated Donor Activity	18,134
Ending CASH at December 31, 2025	\$ 2,446,803
<u>CASH BY FUND</u>	
Insurance Reserve	\$ 500,000
Building Reserve	\$ 53,878
Fiscal Agent Account Balance	\$ 1,445
Donor/Source Designated Funds	\$ 18,876
Operating Reserve	\$ 1,872,604
Ending CASH at December 31, 2025	\$ 2,446,803

BELVEDERE TIBURON LIBRARY AGENCY
LONG-TERM DEBT
DECEMBER 31, 2025

LONG-TERM LIABILITIES					
31-Dec-25					
Compensated Absences (Accrued Vacation Balances)	12/31/2025	\$ 79,619			
CFD 1995-1 BONDS					
Original Bonds CFD 1995-1 thru Sept 2026	12/31/2025	\$ 110,000			
Future interest to be paid thru Sept 2026	12/31/2025	6,600			
Total Bond CFD 1995-1 Liability (2 payments remaining)		\$ 116,600			
Payments are made on 9/1 and 3/1, Last Payment will be 9/1/2026					
PENSION AND OPEB LIABILITIES					
Actuarially Determined Net Pension Liability per Audit	6/30/2025	1,842,695	Prior Year Audit Balance		
Actuarially Determined Net OPEB Liability Per Audit	6/30/2025	290,772	Prior Year Audit Balance		
Total Post-Employment Liability CURRENT AUDIT	6/30/2025	\$ 2,133,467			
TOTAL LONG-TERM LIABILITIES					

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

			<u>1% Decrease</u>	<u>@ 6/30/2025</u>	<u>1% Increase</u>
	Discount Rate		5.90%	6.90%	7.90%
	Pension Liability		\$ 2,955,179	\$ 1,842,695	\$ 926,596
				@ 6/30/2025	
	Discount Rate		2.54%	3.54%	4.54%
	OPEB Liability		\$ 328,049	\$ 290,772	\$ 259,676
	TOTAL Pension & OPEB		\$ 3,283,228	\$ 2,133,467	\$ 1,186,272

BELVEDERE TIBURON LIBRARY AGENCY					
DECEMBER 2025 NOTES: DETAIL BUDGET VS ACTUAL					
REVENUES					
	50% of Budget Year				
(1)	<u>5010,5020,5025 Tax Revenue</u>	Additional Taxes of \$836,00 were received in January, 2026, bringing total tax revenue to date at \$1,955,000 or 56% of Budget.			
(2)	<u>5032 Foundation Grants</u>	\$ 150,000	Received from BTLF for FY2026 in June, 2025		
(3B)	<u>5099-Interest</u>	\$ 23,300	Wealth Mgmt Funds were Transferred to LAIF 10-1-2025 LAIF is currently earning about 4.2% on \$1.47 million		
	No other Significant Revenue at this point in the year.				
EXPENDITURES					
	50% of Budget Year				
(4)	<u>7000's - 7200's Personnel at 48%</u>	On Par, front-end CalPERS Pension UAL Funding			
(5)	<u>7100-7115 Benefits at 59% average</u>	CalPERS UAL retirement payment front-loaded			
(6)	<u>7600's Circulation Materials at 65%</u>	Magazine, digital subscriptions and MARINet are front-loaded			
(7)	<u>8000's Technology at 43%</u>	on par with budget			
(8)	<u>8200's Program Services at 51%</u>	on par with budget			
(9)	<u>8400-8500's Building at 67%</u>	Insurance is front-loaded, Electricity/Gas costs are also up \$5,000 Year-to-Date			
(10)	<u>8800's Admin at 80%</u>	Due to legal expenses			
GENERAL FUND EXPENDITURES IN TOTAL at 53%, due to front-loaded digital and insurance costs					
<u>Net Operating Loss</u> is normal, until all of December Taxes Received - and they were, in January (See Tax revenue, above)					
	Annual Expenditure Budget FY26:				
		\$ 3,621,000			
	Monthly Operational Cost:				
	July-Dec	\$1,910,477	front-loaded Insurance, CalPERS UAL, MariNET, and Subscriptions		
		\$1,710,523			
		\$3,621,000			
		\$285,087	Average monthly expenditure available for remaining fiscal year		
CASH					
(12)	<u>Cash by Fund</u>				
	TOTAL Cash: OPER Reserve:				
	\$ 2,906,550	\$ 2,222,236	at June 30, 2025		
	\$ 2,446,803	\$ 1,872,604	at December 31, 2025		
	68%	52%	% of Operating Budget at December 31, 2025		
	\$ 1,624,160	\$ 1,051,420	Last Low Point November, 2025		
	45%	29%	Low Point % of Operating Budget FY26		

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
6 MONTHS ENDED
DECEMBER 31, 2025

<u>ACCOUNT</u>	<u>FY26 ANNUAL BUDGET</u>	FY 2025-26			FY 2024-25			
		Dec. 2025	50% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	Dec. 2024	50% OF YEAR TO DATE CASH BASIS	% OF BUDGET
GENERAL FUND REVENUE								
Revenue								
Basic Library Tax	(1)	5010	\$ 2,662,684	\$ 999,652	38%	\$ 1,663,032	\$ 2,556,925	38%
Parcel Tax	(1)	5020	\$ 277,000	\$ 119,294	43%	157,706	275,000	121,631
ERAF	(1)	5025	\$ 575,000	\$ -	0%	575,000	530,000	-
BTLF Grants	(2)	5032	\$ 150,000	\$ 150,000	100%	0	70,000	\$ 57,000
Program Grants	(3)	5033	\$ 11,000	\$ 1,464	13%	9,536	80,400	\$ 35,045
Book Fines and Reserves		5040	\$ 500	\$ 705	141%	(205)	500	\$ 347
Reference Desk Income		5065	\$ 50	\$ 19	38%	31	50	\$ 203
Copier Fees		5070	\$ 380	\$ 526	138%	(146)	380	\$ 248
Other Revenue (includes EV)		5090	\$ 15,808	\$ 4,453	28%	11,355	9,303	\$ 5,852
Interest Income	(3B)	5099	\$ 58,000	\$ 23,302	40%	34,698	50,000	\$ 34,815
Total Revenue		\$ 3,750,422	\$ 1,299,415	35%	\$ 2,451,007	\$ 3,572,558	\$ 1,224,849	34%
Bond Debt Service via Parcel Tax								
Bond Debt Service - Interest		8910	\$ (9,750)	\$ (6,450)	66%	(3,300)	\$ (15,900)	\$ (9,450)
Bond Debt Service - Principal		8915	\$ (105,000)	\$ (105,000)	100%	0	\$ (100,000)	\$ (100,000)
Bond Fiscal Agent Fees		8920	\$ (14,424)	\$ (5,587)	39%	(8,837)	\$ (14,000)	\$ (8,228)
Total Bond Debt Service		\$ (129,174)	\$ (117,037)	91%	\$ (12,137)	\$ (129,900)	\$ (117,678)	91%
Total Revenue after Bond Service		\$ 3,621,248	\$ 1,182,378	33%	\$ 2,438,870	\$ 3,442,658	\$ 1,107,171	33%
GENERAL FUND EXPENDITURES								
Personnel	(4) & (5)							
Salaries & Wages		7010	\$ 1,518,287	\$ 717,330	47%	800,937	\$ 1,409,856	\$ 680,000
Medical Reimbursement		7015	\$ 21,747	\$ 11,363	52%	10,384	\$ 21,600	\$ 10,575
Part Time Salaries & Wages		7020	\$ 245,772	\$ 80,203	33%	165,569	\$ 303,824	\$ 116,997
PERS Retirement Benefits		7100	\$ 299,977	\$ 231,901	77%	68,076	\$ 277,377	\$ 181,186
115 Trust		7105	0	0	0	0	25,000	0
PERS Insurance Benefits		7110	\$ 331,249	\$ 144,654	44%	186,595	\$ 258,499	\$ 116,126
PERS OPEB Benefits		7115	\$ 10,654	\$ 3,160	30%	7,494	\$ 10,200	\$ 4,710
Workers Comp Insurance		7120	\$ 9,308	\$ 8,087	87%	1,221	\$ 8,038	\$ 8,628
Employment Practice Insurance		7125	\$ 5,718	\$ 5,718	100%	0	\$ 5,400	\$ 5,400
Payroll Tax Expense		7130	\$ 40,816	\$ 16,596	41%	24,220	\$ 43,686	\$ 15,270
HR Cost Sharing with Town of Tiburon		7135	\$ 37,500	0	0%	37,500	0	
Unemployment		7140	\$ 8,500	\$ 5,063	60%	3,437	0	\$ 3,478
Professional Development		7200	\$ 13,728	\$ 5,694	41%	8,034	\$ 10,000	\$ 11,172
Staffing Recruitment		7210	\$ 500	\$ 135	27%	365	500	0%
Total Personnel		\$ 2,543,736	\$ 1,229,904	48%	\$ 1,313,832	\$ 2,373,980	\$ 1,152,642	48%

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 6 MONTHS ENDED
 DECEMBER 31, 2025

Circulation Materials & Data (6)	ACCOUNT	FY26 ANNUAL BUDGET	Dec, 2025		FY25 ANNUAL BUDGET	Dec, 2024	
			50% OF YEAR TO DATE CASH BASIS	% OF BUDGET		50% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Books and other Materials	7601	100,000	39,734	40%	60,266	100,000	59,071
Vendor Processing Costs	7602	25,000	733	3%	24,267	7,000	10,858
Supplies for Processing	7603	2,000	302	15%	1,698	3,000	361
Digital Collection	7606	80,000	52,856	66%	27,144	80,000	55,127
Library of Things	7608	5,000	518	10%	4,482	0	65%
MARINet	7607	115,000	118,292	103%	(3,292)	112,000	110,384
Total Circulation Materials & Data		\$ 327,000	212,435	65%	\$ 114,565	\$ 302,000	\$ 236,251
Technology Services	(7)						78%
Start Digital Subscriptions	8020	15,200	13,581	89%	1,619	12,276	11,344
Computers & Peripherals	8035	14,250	1,003	7%	13,247	14,250	4,837
Technical Support	8040	39,732	10,054	25%	29,678	39,732	21,711
IT Infrastructure	8070	35,100	20,609	59%	14,491	31,200	22,493
Website Maintenance	8071	10,200	4,020	39%	6,180	10,000	2,398
Total Technology Services		\$ 114,482	49,267	43%	65,215	\$ 107,458	\$ 62,783
Program Services & Supplies	(8)						58%
Copier Expense	8210	16,600	7,438	45%	9,162	15,520	7,180
Postage Freight	8220	4,000	1,362	34%	2,638	3,500	2,312
Public Relations	8225	34,000	7,618	22%	26,382	34,000	11,350
Office Supplies	8230	7,000	5,627	80%	1,373	7,000	4,349
Adult Programs	8240	20,000	16,983	85%	3,017	31,900	13,976
Children's Program Supplies	8250	20,000	8,459	42%	11,541	20,000	10,857
Young Adult Programs	8251	6,000	4,327	72%	1,673	6,000	2,636
Telephone	8260	15,000	6,641	44%	8,359	14,600	7,519
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000	5,000	3,514
Maker Space Programs	8280	10,000	11,402	114%	(1,402)	15,000	4,056
Technology Training Program	8290	4,800	3,025	63%	1,775	4,000	2,400
Total Program Services & Supplies		\$ 142,400	72,882	51%	\$ 69,518	\$ 156,520	\$ 70,149
							45%

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
6 MONTHS ENDED
DECEMBER 31, 2025

Building Expenses (9)	ACCOUNT	FY26 ANNUAL BUDGET	Dec, 2025		BUDGET REMAINING	FY25 ANNUAL BUDGET	Dec, 2024 50% OF YEAR TO DATE CASH BASIS	
			50% OF YEAR TO DATE CASH BASIS	% OF BUDGET			50% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Building & Contents Insur.	8410	138,826	126,771	91%	12,055	125,000	128,032	102%
Building Maintenance	8430	10,000	15,488	155%	(5,488)	17,500	13,867	79%
Grounds Maintenance	8440	18,000	4,524	25%	13,476	18,000	3,792	21%
Janitorial Expense	8450	65,000	35,457	55%	29,543	60,000	31,059	52%
Custodial Supplies	8460	9,000	2,698	30%	6,302	9,000	1,899	21%
Trash	8480	5,628	1,829	32%	3,799	5,360	1,781	33%
Electricity & Gas	8490	87,857	48,927	56%	38,930	80,000	44,086	55%
Parking	8491	6,240	4,680	75%	1,560	6,240	4,680	75%
Maintenance Contracts	8492	15,000	7,680	51%	7,320	13,000	7,714	59%
EV Public Charging Stations	8493	13,285	4,185	31%	9,110	9,600	5,234	55%
Water	8500	13,164	4,630	35%	8,534	7,500	9,363	132%
Furniture & Fixtures	8501	0	0	0	0	0	0	0
Total Building Expenses		\$ 382,010	256,389	67%	125,141	\$ 351,200	\$ 252,007	72%
Agency Administration	(10)							
Bank Charges	8810	500	154	31%	346	500	171	34%
Credit Card Fees	8815	800	14	2%	786	800	7	1%
Cash Over/(Under)	8820	120	0	0%	120	120	0	0%
Membership and Dues	8825	4,500	5,326	118%	(826)	4,455	3,579	80%
Accounting	8830	8,200	3,902	48%	4,298	8,000	3,532	44%
Auditing	8835	34,500	11,885	34%	22,615	33,350	18,701	56%
Legal & Consulting Services	8840	58,000	66,145	114%	(8,145)	50,000	59,959	120%
Staff, Vol. Board	8850	5,000	1,694	34%	3,306	5,000	1,032	21%
Contribution to Reserves	8890	0	0	0	0	34,427	0	
Total Agency Administration		\$ 111,620	89,120	80%	22,500	\$ 136,652	\$ 86,981	64%
Total GENERAL FUND EXPENDITURES		\$ 3,621,248	\$ 1,910,477	53%	\$ 1,710,771	\$ 3,427,820	\$ 1,860,813	54%
NET OPERATING REVENUE/(LOSS)		\$ -	\$ (728,099)		\$ (728,099)	\$ 14,838	\$ (753,642)	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
6 MONTHS ENDED
DECEMBER 31, 2025

	ACCOUNT	FY26 ANNUAL BUDGET	50% OF YEAR TO DATE CASH BASIS	% OF BUDGET	FY25 ANNUAL BUDGET	Dec. 2024 50% OF YEAR TO DATE CASH BASIS	% OF BUDGET
ACTUAL BEGINNING CASH - ALL FUNDS		6/30/2025	\$ 2,918,013	\$ 2,906,550		\$ (11,463)	
NET OPERATING REVENUE/(LOSS)			-	(728,099)		(728,099)	
NON-OPERATING TRANSFERS &							
USES OF RESERVES	(11)						
Technology & Equip	9010	0	0	0			
Furniture & Fixtures	9020	0	(12,682)			(12,682)	
Building Repairs & Improvements	9022	0	(726)			(726)	
Grounds Improvements	9025	0	(1,915)			(1,915)	
Total USES OF RESERVES		0	(15,323)			(15,323)	
BALANCE SHEET ACTIVITY		0	265,182			265,182	
RESTRICTED FUND ACTIVITY							
Capital Project Foundation Grants	5978		14,850			14,850	
Restricted Fund Receipts	5500	5,821	2,911			50%	(2,910)
Restricted Fund Expenditures	9500	(5,821)	373			-6%	6,194
Net RESTRICTED FUND ACTIVITY		0	18,134				18,134
ENDING CASH - ALL FUNDS		12/31/2025	\$ 2,918,013	\$ 2,446,443		\$ (471,570)	
CASH BY FUND	(12)		% of Budgeted Operating Expenses		Budgeted Operating	% of Current Year Low Point	
Cash with Fiscal Agent - CFD 1995-1 Bond Service				1,445		1,441	
Restricted Funds	Fund 3220,351			18,876		17,421	
Expansion Funds reserved for current projects				0		0	
Insurance and Building Reserves	2720 & 2730	15%	553,878	15%		553,878	
Operating Reserve		52%	1,872,604	29%		1,051,420	
TOTAL ENDING CASH - ALL FUNDS		12/31/2025	2,446,803	11/30/2025		1,624,160	
CASH BY BANK ACCOUNT			% of Total Cash		% of Total Cash		
Mechanics Operating Checking/Petty Cash				1,466,367		393,727	
US Bank Fiscal Agent for CFD-1995-1 Bonds				1,445		1,441	
LAIF		40%	978,991	76%		1,228,992	
Mechanics Wealth Management Fed Treas		0%	0	0%		0	
TOTAL ENDING CASH - ALL ACCOUNTS		12/31/2025	2,446,803	11/30/2025		1,624,160	

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
November 17, 2025

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

Members Absent: None

Also Present: Crystal Duran, Kristin Johnson, Lucy Churton BTLF, Kevin Burke, City of Belvedere liaison

CALL TO ORDER: **Chair Poplawski called the meeting to order at 6:17 pm**

OPEN Forum:

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

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

There was no Chair's Report.

2. Library Director's Report

Director Duran reported that the Fall Artisan Fair was held on November 7th and 8th, with 14 local vendors hosting booths. The event was inspired by a community member and actualized with help and support from volunteers and Foundation Members. Attendance was high on Saturday, a little lower on Sunday. Staff will possibly continue the event in the future, and will consider moving the event to downtown Tiburon.

A Volunteer Appreciation party will be held on Friday, December 12 from 2 to 4pm in the Founders Room featuring live music and light refreshments. Trustee Richards asked which volunteers would be invited. Director Duran said that the group will include Corner Books and Art Committee Volunteers this year. The Library's active Teen Volunteers would likely not be interested in this particular event, and the Sustainability Project Volunteers had a small group celebration recently. Foundation Director Lucy Churton added that, since the Volunteer Initiative is in its beginnings, with volunteer job descriptions just drafted, a solid system for tracking and engaging Volunteers is needed before drawing in a larger Volunteer force, all of whom would be included in future appreciation events.

Library Staff have closed the recruitment for a Children's Librarian. There are 33 applicants, some with bilingual skills. The first round of interviews will be scheduled for early to mid-December. Chair Slavitz asked whether the number of Children's Librarian applicants indicates that the Library holds a competitive salary standing locally. Director Duran affirmed and added that the Staff are using the services of

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the Muchmore human resources firm for this recruitment. The firm's expertise and outreach matrix enable an outreach to a large field of applicants, including fresh graduates. Although the Library's benefits and salaries are currently competitive, a review will be needed for the current and coming fiscal years, as Marin County and San Rafael are making salary upgrade adjustments at this time.

Assistant Library Director Joey Della Santina will be out for baby bonding in mid-January, for one month, and follow with a period of part-time work. In California, 12 weeks of protected leave are available for baby bonding. Assistant Director Della Santina will supervise the moving of the shelves in the nave in December before going on leave. Books will be packed up on December 15th, then shelves will be moved and books replaced. The project should be completed by early January. Trustee Richards asked whether shelving space will be lost with the changes. Director Duran affirmed that a small measure of linear feet would be lost as the bottom shelves will no longer be used. The difference in space will probably not be noticeable to patrons.

Trustee Weil asked if the Staff could recruit the volunteers who helped dismantle the Artisan Fair stations. Director Duran said that this was a local boys high school group, that there is also a girl's group in town, and that she is also considering a teen technology initiative to engage more teen volunteers.

Librarian Katie Winters and Director Duran hosted a session on the Library's Sustainability Project at the recent California Library Association conference. The talk drew 27 attendees who asked good questions and engaged in a discussion on Co-Design and The Library of Things.

Director Duran will soon be terming off of her co-chair position with the California State Library Board. She has recently been appointed to the California ICMA Budget Committee. ICMA is a leading association for City and County Managers. In January, her appointment to the First 5 Main Commission is being considered by the Marin County Supervisors. The Commission addresses early literacy and services for children ages 0-5. This is a good opportunity to develop connections with directors of other organizations to foster a common voice for early literacy.

Trustee Hooker asked what AI-related discussions the Library management community is currently engaging in. Director Duran said that the discussion in Libraries is a little behind the curve, and that Library leaders have been arguing at state level for prioritization of this discussion. The City of San Jose just developed an early model for partnering with private industry AI to help train the City and Library workforce. Director Duran is on the CENIC Board, which manages the shared library network in California. The Board is starting to explore how CENIC can support libraries' move into AI. Director Duran will be drafting an AI policy for Agency review in the near future.

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3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that a new art show is in place as of today: Art: Pairings and Echoes. Trustee Sutton, along with Art Committee Chair Diane Green, has been instrumental in soliciting and organizing this show. The show features the works of artists who created a new inspired piece inspired based on an influence image. The new creations are juxtaposed with the influence images for the show. The Opening for Art: Pairings and Echoes will be held this Thursday from 6-to-8pm. The show will be in place until January 7. The next show will feature abstracts of nature.

The Annual Fund drive is in full swing since early October, and donations are arriving.

The Children's Patio Shade Structure permit issuance is pending immediately by the Town of Tiburon - it was approved on Friday. Hopefully the Structure will be installed before the rainy season.

The Foundation has established an Annual Report Committee of 5, including Assistant Director Joey Della Santina. The Foundation last issued a formal report in 2017. Foundation members are currently soliciting pricing for a stand-alone report, and are also considering imbedding the report within the Library's January newsletter, depending on cost. The report will illuminate the sources and uses of funds and recognize and thank donors. An e-version of the report will also be distributed to the community.

Director Duran and Chair Churton are also looking to inspire a group of new volunteers who would like to plan and implement the annual Teddy Bear Tea. The current group of volunteers has managed the Teddy Bear Tea for the last four years. Many members of the original supporting Bookmarks group have moved on, as their children grew older. One idea for new Teddy Bear Tea volunteers would be recruiting local grandparents of young children.

4. Financial Statements October, 2025

Clerk Johnson reported that, with 33% of the budget year passed, Revenues are at 5% of budget, and Expenditures area at 38% of budget, both normal for this time of year.

Personnel Expenditures are at 35% of budget, Circulation Materials and Data at 56% (due to early payment of subscriptions), Technology Services at 30%, Program Services and Supplies at 33%, Building Expenses at 57% (due to early insurance payment), and Agency Administration at 38%.

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Large payments made early in the year include CalPERS UAL payment of \$134,000, MARINet subscription of \$119,000, Digital collection and support subscriptions of about \$45,000, and Property and Liability Insurance of \$127,000.

About \$9,000 has been spent on infrastructure repairs and special Library cleanings to date. Capital purchases of about \$5,000 have been made.

Total Cash is at \$1.8 million, with \$1.25 million, or 35% of Operating Budget, in Operating Reserves.

Upcoming capital expenditures include the completion of the Children's Patio Shade Structure and the purchase of new laptops for all Staff and patron workstations.

The new EV charging station is not yet active, and some repairs related to connection point are needed on one of the other stations.

5. Committee Reports

There were no committee reports.

The Finance Committee will meet in January to review an Audit Draft and a Purchasing Policy.

The Ad Hoc Board Development Committee will meet in Spring.

A joint meeting with the Foundation is also planned for Spring.

In January, the BAYREN (Bay Area Regional Energy Network) study information on the Library Sustainability infrastructure project will be available, including projected costs to be covered via fundraising campaign.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of October 20, 2025, and the Warrants for the Month October, 2025, made by Treasurer Slavitz, seconded by Trustee Hooker.

Chair Poplawski opened the floor to public comments. There were none.

Ayes: All present in favor.

Absent: None.

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration of Temporary Assignment and Out-of-Class Compensation Policy

Director Duran said that this is a new policy, needed to cover situations when supervisory staff take medical leave, creating a temporary vacancy which requires the re-assignment of direct reports to another supervisor. This policy will also cover situations when staff take on extra duties and/or duties that are in a higher classification. This policy will provide temporary compensation, not subject to CalPERS (therefore not increasing pension liabilities), for these temporary assignments. Several of these assignments have occurred recently, and the policy

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provides fair compensation for these short-term special assignments. Any assignment over 90 days would be reviewed.

The policy has been reviewed by Deborah Muchmore, the Library's HR consultant.

The policy defines 2 types of pay and pay structure for the duration of the assignment, either a 5% increase to base or placement at next step; only one pay structure may be awarded for each special assignment. Assignments would include a written agreement with duties described and approved by the Director.

Trustee Richards asked what the cost of this policy would be, based on the special assignment record of the last few years. Director Duran said that she did not expect a material increase in cost, since most of the special assignments relate to a vacancy rather than a leave of absence. In the case of vacancy, the additional pay for a special assignee would not reach the salary level of the temporarily vacant position. Temporary Special Assignments for leaves of absence would increase costs but are not that frequent, and the temporary increase would be short term.

Trustee Richards asked whether such a policy would create a culture of no give and take and/or become a bargaining chip where staff would always want more pay for extra work. Director Duran said that, when a staff member receives a special temporary assignment, they are already performing the full duties of their current position. The determination for special pay will be up to the Director in these cases.

Trustee Hooker asked whether the entire staff would be eligible for temporary additional pay under this policy. Director Duran said that the assignment would depend on the situation at the Director's discretion, considering only employees in good standing who could take on the extra tasks. The policy is important, since the Library does not provide for overtime, bonuses, or development support when extra tasks are taken on by staff.

Trustee Weil asked why step progression could not replace a temporary increase. Director Duran said that most tenured employees who would be more likely to take a special assignment are Y-rated (frozen) currently, so there is no possible step-progression for them.

Trustee Richards advised applying the policy with caution. Director Duran said that the purpose of the policy is to create a solid framework for application.

Director Duran will follow up with annual report on the program and how it was used during the year every November along with the state requirement to report vacancies annually.

Chair Poplawski said that while the program would not be costly, it may have a cultural impact, and that absences can be a good thing, requiring greater efficiency on the part of other employees. She advocated the idea of splitting up the work between more people, avoiding an increase, i.e., require more efficiency.

Chair Poplawski opened the floor for public comments. There were none.

Motion to approve Temporary Assignment and Out-of-Class Compensation Policy with an added clause for annual review and update made by Trustee Richards, seconded by Vice Chair Sutton.

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

Absent: None.

Noes: None.

All present in Favor. Motion Passed.

9. Consideration of entering into a Memorandum of Understanding with Reed Union School District for the Student Success Card Program

Director Duran said that she is working with the Coordinator of Educational services from the Reed School District to assign library cards to all students TK-8 in the District. Families have the option to decline and/or opt in at any time.

After the initial outreach (which is a larger project, reaching out to all students), the program will target only new students going forward. The project is related to state legislation requiring that libraries form partnerships with schools to offer cards to all students by 2026. In addition, it will provide good will and equity in the community, making resources and support available to all students.

There are approximately 1,100 students to offer the cards to for the first year, then about 100 new students per year going forward. The project will also offer cards to School District Staff to make more resources available for teaching.

Director would like to have an MOU draft ready for presentation at the meeting of the Reed School District Board in December.

Implementation of the Program would be scheduled for Spring 2026, gathering student data, allowing for opt-outs, and distributing cards.

Foundation President Churton asked if the Foundation could provide a welcome kit. Director Duran affirmed.

Trustee Hooker asked if Library cards were available for a digital wallet. Director Duran said that the MARINet consortium is working on that capacity.

Chair Poplawski opened the floor to public comments. There were none.

Chair Poplawski referred to 2 approvals requested on Page 9-1 of the packet by Director Duran, and called for a motion approving both items:

1. Approve the draft Memorandum of Understanding in concept, acknowledging that minor, non-substantive edits may be made through the remainder of the legal review process.
2. Authorize the Library Director to execute the final MOU on behalf of the Belvedere Tiburon Library Agency once both Parties have completed their respective legal reviews.

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Motion to approve items 1 and 2 above and to approve entering into a Memorandum of Understanding with Reed Union School District for the Student Success Card Program made by Chair Poplawski, seconded by Treasurer Slavitz.

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

Absent: None.

Noes: None.

All present in Favor. Motion Passed.

10. Discussion of the FY24-25 Year-End Report to the California State Library

Director Duran reported on Library statistics comparing 2023-2024 to 2024-2025.

There was a 75% increase in e-usage, and a 31% increase in total checkouts. Both the physical and digital collections increased in the number of items offered, by about 4%.

The Library had 7,301 Cardholders as June 30, 2025, an increase of 3% from the prior year.

Program Offerings and Attendance also increased. Total programs offered increased from 786 in Fiscal 2024 to 1,146 in Fiscal 2025 (a 45% increase), with program attendance increasing from 14,166 in 2024 to 20,487 in 2025 (a 45% increase). Director Duran said that program curation has been responsive to local patron requests, and organized to avoid duplication.

Overall, patrons are using the Library more for checkouts, programs, meeting rooms, art gallery events and viewing, and makerspace activities.

Foundation Director Churton asked how this information could be shared with the community. Director Duran said that the data could be shared on the Library website, possibly along with a Library Annual Report. Trustee Richards suggested tying the Foundation and Library Annual Reports together.

11. Meeting Dates

The Next Regular meeting is scheduled for January 26, 2026. There will be no meeting in December unless it is deemed necessary.

Chair Poplawski adjourned the meeting at 7:33 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
November 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	\$ 6,311.08	\$ 6,311.08
	ACH	Pitney Bowes Payment	100	8220	Postage & Freight	\$ 200.00	\$ 200.00
	CH	MARIN WATER	100	8500	Water	\$ 975.14	\$ 975.14
	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	\$ 10,450.50	\$ 10,450.50
	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit	\$ 11,121.48	\$ 11,121.48
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 23,795.63	\$ 23,795.63
	EFT	Delta Dental	100	7110	CalPERS Insurance Benefits	\$ 1,369.76	\$ 1,369.76
	ACH	Amazon	100	Various	Amazon Account Charges	\$ 6,420.49	\$ 6,420.49
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 60,768.04	\$ 60,768.04
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	EFT	Reliance LTD	100	7110	CalPERS Insurance Benefits	\$ 4,047.66	\$ 4,047.66
	ACH	Ameriflex FSA	100	Various	3 New Accounts	\$ 2,166.65	\$ 2,166.65
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 617.90	\$ 617.90
	ACH	PG&E	100	8490	Power	\$ 4,780.26	\$ 4,780.26
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 59,470.29	\$ 59,470.29
				November	TOTAL EFT / ACH	\$ 192,575.06	\$ 192,575.06
OPERATING HAND CHECKS							
11/3/2025	000671	EXHIBIT ENVOY INC	100	8240	Adult Programs and Supplies	\$ 1,898.44	\$ 1,898.44
11/4/2025	000672	MARIN IT	100	8070	IT Infrastructure	\$ 1,597.00	
	000672	MARIN IT	100	8040	Technical Support	\$ 2,513.50	\$ 4,110.50
11/4/2025	000673	INSIDE SOURCE	200	9020	Furniture & Fixtures	\$ 6,522.07	\$ 6,522.07
11/12/2025	000674	SAN DIST NO 5 MARIN COUNTY	100	8500	WATER	\$ 2,833.92	\$ 2,833.92
11/20/2025	000675	MARIN IT	100	8070	IT Infrastructure	\$ 1,594.25	
	000675	MARIN IT	100	8040	Technical Support	\$ 2,513.50	\$ 4,107.75
				November	TOTAL HAND CHECKS	\$ 19,472.68	\$ 19,472.68
OPERATING ACCOUNTS PAYABLE BATCHES							
11/17/2025	102879	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	\$ 100.00	\$ 100.00
11/17/2025	102880	ASKARTCOMINC	100	8020	Staff Digital Subscriptions	\$ 450.00	\$ 450.00
11/17/2025	102881	VOID	200	9022	Building Repairs & Improvements	\$ -	\$ -
11/17/2025	102882	CINTAS	100	8230	Office Supplies	\$ 525.32	\$ 525.32
11/17/2025	102883	CLAIRERCOHN	100	8240	Adult Programs	\$ 450.00	\$ 450.00
11/17/2025	102884	EMPLOYMENTDEVELOPMENT	100	7140	Unemployment	\$ 5,063.00	\$ 5,063.00
11/17/2025	102885	ERICHUMPHREY	100	8251	Young Adult Programs	\$ 300.00	\$ 300.00
11/17/2025	102886	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	\$ 390.00	\$ 390.00
11/17/2025	102887	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 698.54	\$ 698.54
11/17/2025	102887	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 18.65	\$ 18.65
11/17/2025	102888	LANDCULTURELLC	200	9025	Grounds Improvements	\$ 360.83	\$ 360.83
11/17/2025	102889	VOID				\$ -	\$ -
11/17/2025	102890	MBCONTRACTFURNITURE	200	9020	Furniture & Fixtures	\$ 2,691.58	\$ 2,691.58
11/17/2025	102891	MILLVALLEYREFUSE	100	8480	Trash	\$ 304.87	\$ 304.87
11/17/2025	102892	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 4,225.00	\$ 4,225.00
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,255.52	\$ 1,255.52
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 711.99	\$ 711.99
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 565.70	\$ 565.70
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 811.74	\$ 811.74
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 951.67	\$ 951.67
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,040.29	\$ 1,040.29
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 151.00	\$ 151.00
11/17/2025	102893	OVERDRIVEINC	100	7606	Digital Collection	\$ 344.93	\$ 344.93
11/17/2025	102894	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 851.36	\$ 851.36
11/17/2025	102895	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00	\$ 4,437.00
11/17/2025	102895	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 460.11	\$ 460.11
11/17/2025	102896	SLACK	100	8020	Staff Digital Subscriptions	\$ 2,874.66	\$ 2,874.66
11/17/2025	102897	SUFFOLKCOOPERATIVELIBRAR	100	8240	Adult Programs	\$ 150.00	\$ 150.00
11/17/2025	102898	TERREPASSERO	100	8240	Adult Programs	\$ 600.00	\$ 600.00
11/17/2025	102899	THEPUPPETCOMPANY	100	8250	Children's Program Supplies	\$ 425.00	\$ 425.00
11/17/2025	102900	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,362.86	\$ 1,362.86
				11/15/2025	ACCOUNTS PAYABLE BATCH	\$ 32,571.62	\$ 32,571.62
				November	TOTAL WARRANTS	\$ 244,619.36	\$ 244,619.36

BELVEDERE TIBURON LIBRARY AGENCY						
WARRANTS						
December 2025						
Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses
<u>OPERATING EFT'S</u>						
	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ 10,922.72
	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	\$ 10,342.16
	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit	\$ 9,864.55
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 19,954.70
	EFT	CalPERS Health OPEB	100	7115	OPEB Insurance Benefits	\$ 171.42
	EFT	Lincoln Life	100	7110	CalPERS Insurance Benefits	\$ 1,051.32
	EFT	USB EquipFinance	100	8210	Copier Expense	\$ 1,405.91
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 59,277.07
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18
	ACH	Ameriflex FSA	100		3 New Accounts	\$ 500.21
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 587.70
	ACH	PG&E	100	8490	Power	\$ 7,119.00
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 57,334.93
				December 2025	TOTAL EFT / ACH	\$ 178,611.87
<u>OPERATING HAND CHECKS</u>						
12/4/2025	000676	Zenmi Creative LLC	100	8240	Adult Programs and Supplies	\$ 1,000.00
	000677	VOID				\$ -
	000678	VOID				\$ -
	000679	VOID				\$ -
12/17/2026	000680	Collaborative Summer Library	100	8250	Children Program	\$ 1,060.20
12/23/2025	000681	Kristin Johnson - Cash Tips for Janitors	100	8450	Janitor Service	\$ 200.00
				December 2025	TOTAL HAND CHECKS	\$ 2,260.20
<u>OPERATING ACCOUNTS PAYABLE BATCHES</u>						
12/5/2025	102901	A&PMOVINGCOMPANY	100	8430	Building Maintence Incidental	\$ 100.00
	102902	ACVARGOTIBURON	100	8491	Parking	\$ 1,560.00
	102903	BELLPRODUCTS	100	8492	Building Maintenance Contracts	\$ 3,799.32
	102903	BELLPRODUCTS	100	8492	Building Maintenance Contracts	\$ 1,074.00
	102904	BRIDGETBURKE	100	8290	Technology Training Program	\$ 225.00
	102904	BRIDGETBURKE	100	8290	Technology Training Program	\$ 225.00
	102905	ENVISIONWAREINC	100	8070	IT Infrastructure	\$ 603.75
	102905	ENVISIONWAREINC	100	8070	IT Infrastructure	\$ 723.51
	102906	ERICHUMPHREY	100	8251	Young Adult Programs	\$ 300.00
	102907	JANETLEESINGS	100	8240	Adult Programs	\$ 200.00
	102908	KRISTINWARTMAN	100	8240	Adult Programs	\$ 1,000.00
	102909	MIDWESTTAPE	100	7606	Digital Collection	\$ 10,000.00
	102910	MILLVALLEYMUSIC	100	7601	Books and other Materials	\$ 258.16
	102911	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00
	102912	OVERDRIVEINC	100	7606	Digital Collection	\$ 2,978.53
	102912	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,982.77
	102912	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,187.79
	102912	OVERDRIVEINC	100	7606	Digital Collection	\$ 434.96
	102913	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 220.72
	102913	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 294.62
	102913	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,437.00
	102914	REDWOODSECURITYSYSTEMS	100	8492	Building Maintenance Contracts	\$ 318.00
	102915	RELIANCE	100	7110	PERS Insurance Benefits	\$ 214.84
	102916	RWGLAW	100	8840	Legal & Consulting Services	\$ 44,568.45
	102917	VOID				\$ -
	102918	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 40.00
	102919	CCHINCORPORATED	100	7601	Books and other Materials	\$ 270.31
	102920	ERICHUMPHREY	100	8251	Young Adult Programs	\$ 300.00
	102921	KYOCERA	100	8210	Copier Expense	\$ 352.44
	102922	MILLVALLEYREFUSE	100	8480	Trash	\$ 304.87
	102923	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,112.50
	102923	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,112.50
	102924	MMANC	100	8240	Adult Programs	\$ 2,500.00
	102925	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 609.12
	102926	SFSHAKESPEARE	100	8240	Adult Programs	\$ 1,275.00
	102927	TERMINIXPROCESSINGCENTE	100	8492	Building Maintenance Contracts	\$ 124.78
				12/15/2025	ACCOUNTS PAYABLE BATCH	\$ 86,907.94
				December 2025	TOTAL WARRANTS	\$ 267,780.01

Review of FY 25 BTLA Audit Draft:
Notes for January 20, 2025 Finance Committee Meeting

Statement of Net Position (Government-Wide) (Pages 6 and 11)

There was a **decrease in overall Net Position of \$345,000 (-)**, mostly due to changes in Cash and Net Capital Assets.

Cash increased by about \$320,000 (+)

Net Operating Activity (before depreciation) of \$548,000 (+)

Capital Additions of \$301,000 (-)

Capital Contributions of \$20,000 (+)

Balance Sheet Changes of \$53,000 (+)

Net Capital Assets decreased by about \$611,000 (-) (See Note 5, Page 24).

Capital Additions of \$301,000 (+)

Depreciation of \$912,000 (-)

Pension and OPEB Liabilities increased by about \$22,000 (-)

Pension and OPEB related Deferred Outflows and Deferred Inflows combined for a negative \$107,000 (-)

Other Assets and Liabilities combined for a positive \$75,000 (+)

Statement of Activities (Government-Wide) (Pages 7 and 12)

General Revenues increased by \$204,000 (+)

Tax Revenues increased by \$220,000 (+)

Investment Revenues decreased by \$16,000 (-)

Program revenues decreased by \$160,000

Charges for Services and Operating Grants increased by \$28,000 (+)

Capital Grants decreased by \$187,000 (-)

Personnel Expenses increased from prior year by about \$160,000

Full Staffing and Step/Cola increases of \$154,000 (+)

Health Insurance coverage and premium increase of \$47,000 (+)

CalPERS UAL increased funding of \$20,000 (+)

Personnel related Insurance, Development, Recruitment increase of \$6,000 (+)

Net Deferred Pension, OPEB, and Compensated Absence adjustments decrease of \$97,000 (-) Prior Year Adjustments Increase of \$30,000 (+)

Review of FY 25 BTLA Audit Draft:
Notes for January 20, 2025 Finance Committee Meeting

Statement of Activities (Government-Wide) (Pages 7 and 12) (continued)

Materials & Program Expenses increased by \$138,000 as follows:

Circulation Materials and Data increased by \$34,000, or 12%.

Technology Services increased by \$28,000 or 31%.

Program Services and Supplies increase by \$21,000 or 16%.

Building Expenses increased by \$7,000 or 2%.

Agency Administration increased by \$48,000 or 30%, mostly due to Legal and Consulting Expenses.

Balance Sheet (Operations only) (Pages 8 and 13)

Governmental (Operations/Functional Activities) Fund Balance Increased by \$265,000 (this is different than change in **Net Position of \$(345,000)**, as that is **Government-Wide**, i.e., includes Capital Assets and Long-Term Liabilities). **See reconciliation between Operations and Government-Wide on Page 14.**

The increase in Governmental Fund Balance was due to **Operating Revenues exceeding expenditures by \$265,000.**

Assets increased by \$425,000 (+)

More Cash was retained, more taxes were received before year-end, and more subscriptions for the following year were prepaid.

Liabilities increased by \$160,000 (-)

Mainly due to the early receipt of a Fiscal Year 2026 Foundation Grant, so it's really only an internal Liability to the following year.

Statement of Revenues, Expenditures, Fund Balance (Operations) (Pages 9 and 15)

Again, **Fund Balance Increased by \$265,000**, due to an excess of Operating Revenues over Operating Expenses. This bottom line exceeds the prior year by \$2,535,000.

Total Revenues increased by \$44,000 (net +) over the prior year.

Tax Revenues increased by \$220,000 (+) over the prior year.

Other Revenues decreased by \$176,000 (-), mostly due to prior year (Expansion) Capital Grants of \$200,000.

Total Expenditures decreased by \$2,535,000 (net +)

Operating Expenditures increased by \$383,000 (-) over the prior year,

Capital Expenditures decreased by \$2,918,000 (+) due to the Line of Credit payoff in the prior year.

Review of FY 25 BTLA Audit Draft:
Notes for January 20, 2025 Finance Committee Meeting

Note 5 – Capital Assets (Government-Wide) (Page 24)

Note the large **Depreciation of \$912,000**, which contributes to decrease in Net Position. This is one of the most significant expenses on the Statement of Activities (**Pages 7 and 12**). Without depreciation, Overall activities (General Revenues less Cash Expenses) would have resulted in almost \$568,000 positive change in Net Position.

Assets of \$240,000 were purchased and \$63,000 of Books were retired.

Note 6 – Long-term Debt (Government-Wide) (Page 25)

Remaining CFD 1995-1 **Original Bond Obligation has a total balance of \$228,050**, including interest. The Bond Obligation will be fully paid as of September, 2026 (Fiscal Year 2027).

Notes 8 and 9 – Pension and OPEB Liabilities (Government-Wide) (Pages 26-35)

It is recommended that Trustees read this entire note to understand how the liability is calculated and paid. Special attention should be paid to the illustrations of how changes in the discount rate can affect these liabilities.

At **discount rate of 6.9%, Pension Liability is about \$1,843,000 (Page 32)**

and at **discount rate of 3.93%, OPEB liability is about \$291,000 (Page 34).**

Note 10 – Grants (Pages 35-36)

Note that **Belvedere Tiburon Library FOUNDATION Grants Inception-to-Date are \$20,527,191**. These contributions over the years allowed for careful budgeting and build-up of Operating reserves, most of which were used to pay off the Expansion Line of Credit.

Program Grants were \$83,500 in Fiscal 2025.

Capital Grants were \$20,000 in Fiscal 2025.

Note 11 – Risk Management (Pages 36-37)

The Agency's **Insurance coverage** is described here.

Note 12 – Commitments and Contingencies (Page 37)

Possible pending litigation is described here.

Review of FY 25 BTLA Audit Draft:
Notes for January 20, 2025 Finance Committee Meeting

Supplementary Information – Budgetary Comparison Schedule (Page 41)

Fund Balances Increased by \$265,000, \$265,000 better than budget.

Operating results were \$453,000 (+) better than budget.

Operating Revenues exceeded Budget by \$182,000 (+)

Operating Expenditures were lower than budget by \$271,000 (+)

Net Capital Expenditures (not budgeted) were over budget by \$188,000 (-)

Gann Limit Compliance (following Page 45)

Required procedures were performed.

Internal Control and New GASB Pronouncements (following Gann Limit)

No deficiencies in Internal Control were identified.

GASB 103 applies to Fiscal 2025/26 and requires more clarity in audit financial reporting.

GASB 104 applies to Fiscal 2026/27 and requires more detailed presentation of Capital Assets, including Leases and SBITA's (Subscription-Based Technology Agreements).

Required Communications (Following Internal Control)

It is recommended that Trustees read the Required Communications.

BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency
of the Town of Tiburon and the City of Belvedere and
A California Community Facilities District)
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2025

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**BELVEDERE-TIBURON LIBRARY AGENCY
BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
 Belvedere-Tiburon Library Agency
 Tiburon, California

Opinions

We have audited the accompanying financial statements of the governmental activities and the General Fund of the Belvedere-Tiburon Library Agency (Agency), California, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of the Agency as of June 30, 2025, and the changes in the respective financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Pleasant Hill, California

DATE

BELVEDERE TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere and A California Community Facilities District)

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2025 OVERVIEW OF FINANCIAL STATEMENTS

The Agency's basic financial statements are comprised of four components: government-wide financial statements, governmental funds financial statements, notes to the financial statements, and supplementary information.

Government-wide financial statements are found on pages 6-7 and 11-12. The Government-wide financial statements are designed to provide readers with a broad overview of the Agency's finances in a manner similar to a private-sector business. There are two government-wide financial statements: The Statement of Net Position and the Statement of Activities and Changes in Net Position. These statements include Capital Asset and Long-Term Liability activities.

The Statement of Net Position presents information on all of the Agency's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between them reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating. (See pages 6 and 11).

The Statement of Activities presents information showing how the Agency's net position changed during the fiscal year. Revenue and Expense are accrued in the period incurred, regardless of when cash is received or paid. As in a private-sector business, capital assets are depreciated, principal payments on debt are not an expense, and compensated absences and other post-employment benefits are expensed in the period earned. (See pages 7 and 12).

Governmental Funds (General Fund) Statements are found on pages 8-9 and 13 and 15. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities. The governmental funds statements do not include Capital Assets and Long-Term Liabilities and thus are designed to illustrate the Agency's basic Operating Activities and Position.

Reconciliations between the two types of financial statements are found on pages 14 and 16. The major differences between fund financial statements and government-wide financial statements are the inclusion (Government-Wide) or exclusion (General Fund) of Long-Term Assets and Liabilities, including Capital Outlay, Debt Service, Bond issuance Costs, Compensated Absences, Retirement Costs, and OPEB (Other Post-Employment Benefits).

Notes to the basic financial statements are found on pages 17-37. The notes provide additional information and detail that is essential to a full understanding of the data provided in the financial statements.

Required supplementary information is found on pages 41-45. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information: A Budget-to-Actual Results Comparison, CalPERS Pension Plan Information, and CalPERS Post-Employment Health Plan Information.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
FINANCIAL HIGHLIGHTS

Statement of Net Position on pages 6 and 11.

The Government-Wide Statement of Net Position shows the Agency's **Assets of \$21,783,183**; Deferred Outflows of \$734,567; **Liabilities of \$2,655,554**; Deferred Inflows of \$242,711; and a **Net Position of \$19,619,485** as of June 30, 2025.

Assets consist primarily of Net Capital Assets of \$18,386,524, which is 84% of Total Assets.

Cash, Cash Equivalents, and Investments of \$2,906,550 account for 13% of the Agency's Total Assets.

Liabilities consist primarily of Net Pension and OPEB Liabilities of \$2,133,467 which is 80% of Total Liabilities, along with CFD Bonds payable, copier capital lease obligations, compensated absences, and operating accounts payable.

The Agency currently has adequate cash and income to cover current year liabilities and operations, and is in the process of planning for longer-term liabilities.

Statement of Activities on pages 7 and 12.

Total Revenues were \$3,957,826 (General Revenues \$3,618,618, Program Revenues \$319,208, and Capital Revenues \$20,000). **Total Expenses were \$4,302,396**, including Operating Services of \$3,360,420, Depreciation on Capitalized Assets of \$912,071, and Debt Service Expense of \$29,905.

Operating Revenues totaled \$3,937,826 (General Revenues \$3,618,618, Charges for Services \$24,356, and Operating Designated Grants of \$294,852). Operating Expenses (before Depreciation on Capitalized assets of \$912,071) were \$3,390,325. **Net Operating Activity before Depreciation on Capitalized Assets was \$547,501. Net Operating Activity after Depreciation on Capitalized Assets was \$(364,570).**

Capital grant revenue and contributions totaled \$20,000. Combined with the Net Operating Activity after Depreciation of \$(364,570), this provided a Total change in Net Position of \$(344,570).

From the Governmental General Funds Statement of Revenues, Expenditures, and Changes in Fund Balances on pages 13 and 15, the Required Supplementary Budget Analysis on page 41.

General fund balances increased by \$264,538, a variance of \$264,538 from budget, due to Operating Revenues over budget by \$181,583, Capital Grants over budget (not budgeted) by \$20,000, Operating Expenditures under budget by \$271,360, and combined Capital Expenditures over budget (not budgeted) by \$208,405.

Operations: Library Operating activity resulted in a Net Income of \$452,943, which was \$452,943 over budget.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
FINANCIAL HIGHLIGHTS (continued)

Capital Activity: Capital activity created a net outflow of \$188,405, which was \$188,405 more than budgeted (not budgeted).

Grants from the Belvedere Tiburon Library Foundation totaled \$231,400, \$211,400 for Operations, and \$20,000 (private donor pass-through) for Capital Projects. Operating Program Grants totaled \$75,865, mostly from the CA State Library for Sustainability Projects. Miscellaneous Donations of \$5,821 were also received, restricted for collection. Inception to date grant details are found in Note 10 to the financial statements on [Page 36](#).

Personnel Costs include Staffing, Retirement and Health Benefits, Payroll Tax Expense, Insurance, and Professional Development Costs. The total Personnel costs were \$2,543,736 in 2025 and \$2,214,807 in 2024, a 15% increase from the prior year due to successful efforts in filling all budgeted Staff positions a 10% increase, to Health Premium increases of 9%, and to required CalPERS Pension UAL payment increase of 28%.

Services and Supplies include **Circulation Materials and Data**, except for book acquisitions which are capitalized, i.e., included in capital assets on the statement of net position rather than in expenditures. The capitalized Book and other physical Materials collection is depreciated over 7 years.

Total Circulation Materials and Data Expenditures before this capitalization of books were \$408,266 in 2025 and \$379,366 in 2024 an 8% increase. **Capitalized Resource Costs (Books)** totaled \$101,618 in 2025 and \$96,392 in 2024, a 5% increase. **Expensed Circulation Materials and Data Costs** including print subscriptions, digital content, and database costs were \$306,648 in 2025 and \$282,974 in 2024, an 8% increase. Expenditures on digital content alone increased by 20%.

The Services and Supplies category also includes Programs, Facilities, and non-capitalized Technology and Equipment Purchases and Maintenance costs.

Total Services and Supplies costs were \$1,140,171 in 2025 and \$1,005,920 in 2024, a 13% increase from the prior year due to increases in Digital Resources, Programs, Insurance, and Legal Costs.

Debt Service Cost

Bond Service Cost for the CFD1995-1 Limited Obligation Bonds was for \$100,000 for Principal, \$15,900 for Interest, and \$14,005 for Fiscal Agent Fees in accordance with the Bond Issue Agreement. Bond Service Cost is funded through the annual Parcel Tax Revenue, so is treated as part of operations rather than Capital Activities for Budgeting and Quarterly Review purposes.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
GOVERNMENT-WIDE FINANCIAL ANALYSIS
Analysis of Net Position
From the Statement of Net Position on page 11

	Governmental			
	Governmental Funds Analysis		\$	%
	2025	2024	Change	Change
Cash, cash equivalents and investments	2,906,550	2,586,355	320,195	12%
Capital assets, net	18,386,524	18,997,166	(610,642)	-3%
Other assets	490,109	385,261	104,848	27%
Total assets	21,783,183	21,968,782	(185,599)	-1%
Deferred outflows (Pension & OPEB)	734,567	943,430	(208,863)	-22%
Total deferred outflows	734,567	943,430	(208,863)	-22%
Series 1996 bonds & capital lease	215,000	315,000	(100,000)	-32%
Unearned Grant Revenue	150,000	-	150,000	100%
Net Pension liability	1,842,695	1,832,458	10,237	1%
Net Postemployment benefit (OPEB)	290,772	279,281	11,491	4%
Other liabilities	157,087	176,557	(19,470)	-11%
Total liabilities	2,655,554	2,603,296	52,258	2%
Deferred inflows (Pension & OPEB)	242,711	344,861	(102,150)	-30%
Total deferred outflows	242,711	344,861	(102,150)	-30%
Net investment in capital assets	18,171,524	18,682,166	(510,642)	-3%
Restricted and Unrestricted	1,447,961	1,281,889	166,072	13%
Net position	19,619,485	19,964,055	(344,570)	-2%

Net Position serves over time as a useful indicator of the Agency's financial position: Assets exceeded Liabilities by \$19,619,485 as of June 30, 2025, a decrease of \$344,570 from the prior year. Net Investment in Capital Assets consists of Capital Assets Less and related outstanding Debt. Unrestricted Assets are those used to finance Operations and Debt Service.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE
FISCAL YEAR ENDED JUNE 30, 2025
GOVERNMENT-WIDE FINANCIAL ANALYSIS
Analysis of Changes in Net Position
From the Statement of Activities on page 12

	Governmental		\$	%
	Activities	2025	2024	Change
PROGRAM EXPENSES:				
Library Services				
Personnel Cost	\$ 2,214,807	\$ 1,956,976	\$ 257,831	13%
Pension, OPEB, Comp Abs Adjust	98,466	196,107	(97,641)	-50%
Total Personnel Services	<u>2,313,273</u>	<u>2,153,083</u>	<u>160,190</u>	<u>7%</u>
Materials and Programs	1,047,147	909,528	137,619	15%
Depreciation and Amortization	912,071	918,497	(6,426)	-1%
Bond Interest & Fiscal Agent Fees	29,905	34,812	(4,907)	-14%
LOC Interest	-	70,213	(70,213)	-100%
Total Program Expenses	<u>4,302,396</u>	<u>4,086,133</u>	<u>216,263</u>	<u>5%</u>
PROGRAM REVENUES:				
Charges for Services	24,356	11,666	12,690	109%
Operating Grants and Contributions	294,852	279,609	15,243	5%
Capital Grants	20,000	207,428	(187,428)	-90%
Total Program Revenues	<u>339,208</u>	<u>498,703</u>	<u>(159,495)</u>	<u>-32%</u>
GENERAL REVENUES:				
Property Taxes	3,532,849	3,312,901	219,948	7%
Investment Earnings	85,769	101,845	(16,076)	-16%
Total General Revenues	<u>3,618,618</u>	<u>3,414,746</u>	<u>203,872</u>	<u>6%</u>
Increase (Decrease) in Net Position	(344,570)	(172,684)	(171,886)	100%
Net Position - Beginning of Year	19,964,055	20,136,739	(172,684)	-1%
Adjustment to Prior Year Net Position	-	-	-	-
Restated Net Position - Beginning of Year	<u>19,964,055</u>	<u>20,136,739</u>	<u>(172,684)</u>	<u>-1%</u>
Net Position - End of Year	<u>\$ 19,619,485</u>	<u>\$ 19,964,055</u>	<u>\$ (344,570)</u>	<u>-2%</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
GOVERNMENTAL FUND – GENERAL
FUND BALANCE SHEET ANALYSIS
From the Balance Sheet Governmental Fund –
General Fund on page 13

ASSETS	2025	2024	Change	Change
Cash, cash equivalents and investments	\$ 2,906,550	\$ 2,586,355	\$ 320,195	12%
Accounts and Interest receivable	231,054	371,407	(140,353)	-38%
Prepays	259,055	13,854	245,201	1770%
Deposits	-	-	-	0%
Total Assets	3,396,659	2,971,616	425,043	14%
LIABILITIES AND FUND BALANCES				
Accounts payable and accrued liabilities	77,468	66,963	10,505	16%
Deferred grant revenue	150,000	-	150,000	100%
Total Liabilities	227,468	66,963	160,505	240%
FUND BALANCES				
Nonspendable for prepays and deposits	259,055	13,854	245,201	1770%
Restricted for:				
Debt Service	111,810	110,739	1,071	1%
Donor/designated funds	17,076	-	17,076	100%
Committed for:				
Operations	2,227,372	2,226,182	1,190	0%
Insurance	500,000	500,000	-	0%
Building Maintenance	53,878	53,878	-	0%
Total Fund Balances	3,169,191	2,904,653	264,538	9%
Total Liabilities and Fund Balances	\$ 3,396,659	\$ 2,971,616	\$ 425,043	14%

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
GOVERNMENTAL FUNDS CHANGES ANALYSIS
From the Statement of Revenues, Expenditures, and Changes
in Fund Balances on Page 15

The following schedule presents a comparison of general fund revenues and expenditures for the fiscal year ended June 30, 2025 to the prior fiscal year.

	Funds Analysis		\$	%
	2025	2024	Change	Change
Basic Library Tax	\$2,588,827	\$2,460,365	\$128,462	5%
Parcel Tax	278,344	275,877	2,467	1%
ERAF	665,678	576,659	89,019	15%
Total intergovernmental	3,532,849	3,312,901	219,948	7%
 Private Grants & Contributions:				
Belvedere Tiburon Library Foundation				
Operations	211,400	255,500	(44,100)	-17%
Expansion	20,000	100,000	(80,000)	-80%
TOT & COB - Expansion	-	95,275	(95,275)	-100%
Marin Clean Energy - Expansion	-	12,153	(12,153)	-100%
Program Grants	75,865	17,977	57,888	322%
Miscellaneous Grants & Contributions	7,587	6,132	1,455	24%
Charges for Services	24,356	11,666	12,690	109%
Investment Earnings	85,769	101,845	(16,076)	-16%
Total Revenues	3,957,826	3,913,449	44,377	1%
Salaries and Benefits	2,214,807	1,965,976	248,831	13%
Services and Supplies	1,140,171	1,005,920	134,251	13%
Bond and LOC Principal	100,000	3,059,747	(2,959,747)	-97%
Bond and LOC Interest and Fiscal Agent Fees	29,905	105,025	(75,120)	-72%
Capital Outlay	208,405	91,075	117,330	129%
Total Expenditures	3,693,288	6,227,743	(2,534,455)	-41%
Excess (Deficit) of Revenues over Expenditures	264,538	(2,314,294)	2,578,832	-111%
Proceeds from Line of Credit	-	-	-	0%
Net Change in Fund Balance	264,538	(2,314,294)	2,578,832	-111%
Fund Balances, Beginning of Year	2,904,653	5,218,947	-2,314,294	-44%
Fund Balances, End of Year	\$3,169,191	\$2,904,653	\$264,538	9%

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
GOVERNMENTAL FUNDS SUMMARY
From the Balance Sheet on page 13

	<u>30-Jun-24</u>	<u>Increase/ (Decrease)</u>	<u>30-Jun-25</u>
Nonspendable Prepays and Deposits	\$ 13,854	\$ 245,201	\$ 259,055
Restricted for Debt Service	110,739	1,071	111,810
Donor/Designated Funds	-	17,076	17,076
Committed for Operations	2,226,182	1,190	2,227,372
Committed for Insurance	500,000	-	500,000
Committed for Building Maintenance	53,878	-	53,878
	<hr/> \$ 2,904,653	<hr/> \$ 264,538	<hr/> \$ 3,169,191

HISTORY AND ECONOMIC FACTORS

The history of the Agency organization is described in Note 1 to the financial statements. The main source of revenue for the Agency is property taxes as described in Note 1 to the financial statements. The return of excess ERAF is not assured on an annual basis into the future. The Agency also relies on annual grants from the Belvedere Tiburon Library Foundation, which may vary from year to year.

Building reserves are normally being funded on a yearly basis to pay for building upgrades and maintenance, including roofing, carpeting, or other important facility items. Insurance Reserves are meant to cover the costs of plan deductibles. Operating Reserves represent Foundation fundraising over many years, which supplemented the Library's Operation Budget, and may be used for Debt Service at the Agency's discretion.

This financial report is designed to provide a general overview of the Agency's finances for all those with an interest in the Agency's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Library Director
 Belvedere Tiburon Library Agency
 1501 Tiburon Blvd
 Tiburon, CA 94920.

BELVEDERE-TIBURON LIBRARY AGENCY

**(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)**

STATEMENT OF NET POSITION
JUNE 30, 2025

	Governmental Activities
ASSETS	
Current assets:	
Cash, cash equivalents and investments (Note 3)	\$2,906,550
Accounts and interest receivable (Note 4)	231,054
Prepays (Note 2F)	259,055
Total current assets	<u>3,396,659</u>
Noncurrent assets:	
Nondepreciable capital assets (Note 5)	1,684,773
Depreciable capital assets, net (Note 5)	<u>16,701,751</u>
Total capital assets, net of accumulated depreciation	18,386,524
Total Assets	<u>21,783,183</u>
DEFERRED OUTFLOWS OF RESOURCES	
Related to pension (Note 8)	659,992
Related to OPEB (Note 9)	<u>74,575</u>
Total Deferred Outflows of Resources	<u>734,567</u>
LIABILITIES	
Current liabilities:	
Accounts payable and accrued liabilities	77,468
Unearned grant revenue	150,000
Long-term debt - due within one year (Note 6)	105,000
Total current liabilities	<u>332,468</u>
Non-current liabilities:	
Compensated absences - due in more than one year (Note 2G)	79,619
Long-term debt - due in more than one year (Note 6)	110,000
Collective net pension liability (Note 8)	1,842,695
Total OPEB liability (Note 9)	290,772
Total Liabilities	<u>2,655,554</u>
DEFERRED INFLOWS OF RESOURCES	
Related to pension (Note 8)	67,998
Related to OPEB (Note 9)	<u>174,713</u>
Total Deferred Inflows of Resources	<u>242,711</u>
NET POSITION (Note 7A)	
Net investments in capital assets	18,171,524
Restricted	128,886
Unrestricted	1,319,075
Total Net Position	<u><u>\$19,619,485</u></u>

See accompanying notes to financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

Governmental
Activities

PROGRAM EXPENSES:

Library services:

Personnel services	\$2,313,273
Materials and services	1,047,147
Depreciation and amortization	912,071
Interest	29,905
Total Program Expenses	<u>4,302,396</u>

PROGRAM REVENUES:

Charges for services	24,356
Operating grants and contributions	294,852
Capital grants and contributions	20,000
Total Program Revenues	<u>339,208</u>

Net Program Income (Loss)	<u>(3,963,188)</u>
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GENERAL REVENUES:

Property taxes	3,532,849
Investment earnings	85,769
Total General Revenues	<u>3,618,618</u>

Increase (Decrease) in Net Position	<u>(344,570)</u>
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Net position - beginning of year	<u>19,964,055</u>
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Net position - end of the year	<u>\$19,619,485</u>
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See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

**(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)**

**BALANCE SHEET
GOVERNMENTAL FUND - GENERAL FUND
JUNE 30, 2025**

ASSETS

Cash, cash equivalents and investments (Note 3)	\$2,906,550
Accounts and interest receivable (Note 4)	231,054
Prepays (Note 2F)	<u>259,055</u>
Total Assets	<u><u>\$3,396,659</u></u>

LIABILITIES AND FUND BALANCES**Liabilities:**

Accounts payable and accrued liabilities	\$77,468
Deferred grant revenue	<u>150,000</u>
Total Liabilities	<u><u>227,468</u></u>

Fund Balances (Note 7B):

Nonspendable for prepays	259,055
Restricted for:	
Debt service	111,810
Donor/designated funds	17,076
Committed for:	
Operations	2,227,372
Insurance	500,000
Building maintenance	<u>53,878</u>
Total Fund Balances	<u><u>3,169,191</u></u>
Total Liabilities and Fund Balances	<u><u>\$3,396,659</u></u>

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

**(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)**

**Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
June 30, 2025**

Total Fund Balances - Governmental Funds \$3,169,191

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources.
Therefore, they are not reported in the Governmental Funds Balance Sheet.

Capital assets	\$26,145,001
Less: Accumulated depreciation	<u>(7,758,477)</u>
	18,386,524

Deferred outflows of resources related to pension	659,992
Deferred outflows of resources related to OPEB	<u>74,575</u>

Long-term liabilities and deferred inflows of resources are not due and payable in the current period and therefore are not reported in the Governmental Funds Balance Sheet.

Long-term debt	(215,000)
Compensated absences	(79,619)
Net Pension Liability	(1,842,695)
Net OPEB Liability	(290,772)
Deferred inflows of resources related to pension	(67,998)
Deferred inflows of resources related to OPEB	<u>(174,713)</u>
	<u>(2,670,797)</u>

Net Position - Governmental Activities \$19,619,485

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

**(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)**

**STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

REVENUES

Intergovernmental:

Basic library tax	\$2,588,827
Parcel tax	278,344
ERAF	665,678
Total Intergovernmental	<u>3,532,849</u>

Grants and contributions (Note 10):

Belvedere-Tiburon Library Foundation	211,400
Private donor - memorial gardens	20,000
Various Local and State Library Grants for Library programs	75,865
Miscellaneous gifts and donations	7,587
Charges for services	24,356
Investment earnings	<u>85,769</u>
Total Revenues	<u>3,957,826</u>

EXPENDITURES

Current - Library Services:

Personnel costs	2,214,807
Services and supplies	1,140,171
Capital outlay	208,405
Debt service:	
Principal	100,000
Interest	<u>29,905</u>

Total Expenditures	<u>3,693,288</u>
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Excess (Deficiency) of Revenues over Expenditures before

Other Financing Sources (Uses)	<u>264,538</u>
Net Change in Fund Balance	<u>264,538</u>
Fund Balances, Beginning of Year	<u>2,904,653</u>
Fund Balances, End of Year	<u>\$3,169,191</u>

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

**(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)**

**Reconciliation of the Governmental Funds – Statement of Revenues,
Expenditures and Changes in Fund Balances to the
Government-Wide Statement of Activities and Changes in Net Position
For the Fiscal Year Ended June 30, 2025**

Net Changes in Fund Balances - Governmental Funds \$264,538

Amounts reported for governmental activities in the Statement of Activities and Changes in Net Position are different because:

Governmental funds report capital outlays as expenditures.

However, in the Statement of Activities and Change in Net Position the cost of these assets is allocated over their estimated useful lives and recorded as depreciation expense.

Capital outlay	\$208,405
Services and supplies (Books)	93,024
Depreciation and amortization expense	<u>(912,071)</u> (610,642)

Some expenses reported in the Statement of Activities and Changes in Net Position do not require the use of financial resources and therefore are not reported as expenditures in governmental funds.

Change in compensated absences	29,975
Change in pension liabilities	(130,901)
Change in OPEB liabilities	2,460

Series 1996 bond and capital lease proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.

Principal repayments on Series 1996 Bonds	<u>100,000</u>
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Changes in Net Position - Governmental Activities (\$344,570)

See accompanying notes to basic financial statements.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 1 – ORGANIZATION

The Belvedere-Tiburon Library Agency (the “Agency”), and Community Facilities District No. 1995-1 (“CFD”), were organized in 1995 by a joint power agreement between the Town of Tiburon and the City of Belvedere. The Agency was created to construct and operate a library facility which was completed April 13, 1997. Financing for the construction of the facility was primarily through a grant from the Belvedere-Tiburon Library Foundation and the issuance of limited obligation bonds. The Agency is governed by a Board of Trustees, which adopted a resolution authorized by a registered-voter election to levy a special tax against parcels of land within the CFD. This tax and other property taxes will provide for repayment of the bonds and provide operational funding for the Agency which receives payments from the County of Marin Tax Collector through the Town of Tiburon and the City of Belvedere. The Agency is subject to the laws, regulations and guidelines that are set forth by the California State Controller’s Office.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. The Governmental Accounting Standards Boards (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting principles are described below.

A. *Government-Wide Financial Statements*

The government-wide financial statements include all of the activities of the Agency. The Agency has no component units (other governments under the Agency’s oversight or control). The statement of net position and the statement of activities display information about the reporting government as a whole. They display the Agency’s activities on a full accrual accounting basis and economic resource measurement focus.

The statement of net position includes long-term assets as well as long-term debt and other obligations. The Agency’s net position is reported in two parts: (1) net investment in capital assets and (2) unrestricted net position.

The activities of the Agency are supported primarily by general government revenues (property taxes and intergovernmental revenues). The statement of activities presents gross program expenses (including depreciation) and deducts related program revenues, operating and capital grants to indicate the net cost of operations. Program revenues include (a) fees and charges paid by recipients for services and (b) operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants reflect capital-specific grants.

The government-wide focus is more on the sustainability of the Agency as an entity and the change in the Agency’s net position resulting from the current year’s activities.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Fund Financial Statements

The financial transactions of the government are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues and expenditures. The Agency only reports one fund as follows:

General Fund is the general operating fund of the Agency. It is used to account for all financial resources and activities of the Agency.

C. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

Accrual

The governmental activities in the government-wide financial statements are presented on the full accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. “Available” means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

D. Budget Process and Expenditures in Excess of Appropriations

The Library Director, with the assistance of the Agency Treasurer and the Finance Manager, annually prepare a preliminary budget for review by the Board of Directors and the Library Foundation. The final budget is voted on by the full Board at the June board meeting, prior to the beginning of the new fiscal year on July 1st of every year.

E. Cash and Cash Equivalents

The Agency has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with maturity dates within three months of the acquisition date.

F. Prepaid Expenses

Certain payment to vendors reflect cost applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The balance of prepaid expenses as of June 30, 2025 was \$259,055.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Compensated Absences

Earned vacation payable upon termination or retirement are accrued as a compensated absences liability. Regular employees earn vacation hours based on years of continuous service and scheduled weekly hours worked. Also, regular employees are given credit for seven- and one-half hours of sick leave each month of employment with a maximum pro-rated accumulation of 90 days.

At the close of each fiscal year, a liability is recorded based on the accumulated time for employees at their current salary. The balance of accrued compensated absences as of June 30, 2025 was \$79,619.

In order to minimize this liability, the Agency caps employee's balances at twice their annual accrual, encourages employees to use their available time off, and periodically offers a "Vacation Buyback" program, in which employees may request a payout of up to 75 hours of accrued compensated absence.

H. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and governmental funds balance sheet sometimes reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position and governmental funds balance sheet report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

I. Leases

A lease is defined as a contract that conveys control for the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles and equipment. The Agency will record significant leases.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

K. Property taxes

Operation of the library facility is funded by that portion of County ad valorem real estate taxes which previously was funding County of Marin library services. The 1996 Special Tax Bonds (discussed in Note 6) are to be repaid through the collection of a special library tax which is \$66 per parcel per annum in the City of Belvedere and the Town of Tiburon. Any portion of the special parcel tax which is not needed to service the bonds is used for operations.

The County of Marin, which collects all taxes paid to the Agency, levies property taxes each November 1 on the assessed value of real property as of prior March 1. Taxes are due in two equal installments on December 10 and April 10 following the levy date. The County operates under the permission of Section 4701-4717 of the California Revenue and Taxation Code (the “Teeter Plan”). In accordance with the Teeter Plan, all subdivisions of the County for which the County collects tax revenues are credited with 100% of their respective treasuries’ cash positions and are additionally protected by a special fund into which all County-wide delinquent penalties are deposited.

L. Use of Estimates

The basic financial statements have been prepared in conformity to generally accepted accounting principles and therefore include amounts based on informed estimates and judgments of management. Actual results could differ from those estimates.

M. Subscription-Based Information Technology Arrangements

A subscription is defined as a contract that conveys control for the right to use another entity’s subscription-based information technology software as specified in the contract for a period of time in an exchange or exchange-like transaction. The Agency will record significant subscription liabilities and intangible right-to-use subscription assets with a net present value exceeding \$150,000.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

N. New Accounting Principles from the Governmental Standards Board (GASB)

GASB Statement No. 101 – In June 2022, GASB issued Statement No. 101, Compensated Absences. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This Statement is effective for reporting periods beginning after December 15, 2023, or the fiscal year 2024-25. The implementation of this statement did not have a material effect on the financial statements.

GASB Statement No. 102 – In December 2023, GASB issued Statement No. 102, Certain Risk Disclosures. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. This Statement is effective for reporting periods beginning after June 15, 2024, or the fiscal year 2024-25. The implementation of this statement did not have a material effect on the financial statements.

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS

A. Policies

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Agency's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Agency's name and places the Agency ahead of general creditors of the institution.

The Agency's investments are carried at fair value, as required by generally accepted accounting principles. The Agency adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

Cash, cash equivalents and investments consist of the following at June 30, 2025:

Held by Agency:

Petty cash and change fund	\$204
Deposits with financial institutions	144,598
Money market mutual funds	2,132,335
Local Agency Investments Fund	517,603

Held by Fiscal Agent:

Money market mutual funds	<u>111,810</u>
Total Cash, Cash Equivalents and Investments	<u><u>\$2,906,550</u></u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS Continued)

B. Investments Authorized by the California Government Code and the District's Investment Policy

The Agency's Investment Policy and the California Government Code allow the Agency to invest in the following, provided the credit ratings of the issuers are acceptable to the Agency, and approved percentages and maturities are not exceeded. The table below also identifies certain provisions of the California Government Code, or the Agency's Investment Policy where the Agency's Investment Policy is more restrictive.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	5 years	N/A	100%	None
Certificates of Deposit	2 years	N/A	80%	FDIC Limit
State Local Agency Investment Fund	None	N/A	100%	None
Money Market Funds	None	N/A	80%	FDIC Limit
Joint Powers Authority	Pool	N/A	80%	Per Section 53601

C. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity is of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Agency generally manages its interest rate risk by holding investments to maturity.

All of the Agency's investments mature in less than twelve months. The Agency is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Agency reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are maintained on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2025, these investments matured in an average of 248 days.

D. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. None of the Agency's investments are subject to credit ratings.

E. Custodial Credit Risk

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the Agency would not be able to recover the value of the investment or collateral securities that are in the possession of an outside party. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the Agency's name, and held by the counterparty. The Agency's investment securities are not exposed to custodial credit risk because all securities are held by the Agency's custodial bank in the Agency's name.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS Continued)

F. Fair Value Hierarchy

The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The California Local Agency Investment Fund is exempt from the fair value hierarchy and is valued based on the fair value factor provided by the Treasurer of the State of California, which is calculated as the fair value divided by the amortized cost of the investment pool.

NOTE 4 – ACCOUNTS AND INTEREST RECEIVABLE

Accounts and interest receivable consist of the following at June 30, 2025:

Parcel Tax	\$13,867
Basic Tax	133,775
ERAF	72,379
LAIF Interest	5,672
Other Receivables	<u>5,361</u>
	<u><u>\$231,054</u></u>

It is the practice of the Agency to expense uncollectibles only after exhausting all efforts to collect the amounts due. No allowance for doubtful accounts is used and management believes all amounts will be collected in full.

NOTE 5 – CAPITAL ASSETS

Governmental activity capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated.

Depreciation of capital assets is charged as an expense against operations each year and the total amount of depreciation taken over the years, accumulated depreciation, is reported on the Statement of Net Position as a reduction in the book value of capital assets.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 5 – CAPITAL ASSETS (Continued)

Depreciation of capital assets in service is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years, and the result is charged to expense each year until the asset is fully depreciated. The Agency has assigned the useful lives listed below to capital assets:

Books	7 years
Building and improvements	30 years
Computers and equipment	3-5 years
Furniture and fixtures	7-10 years
Website	7 years

Capital asset activity for the year ended June 30, 2025, was as follows:

	Balance June 30, 2024	Additions	Retirements	Balance June 30, 2025
Non-depreciable assets:				
Land	\$1,606,560			\$1,606,560
Land development	16,991	\$61,222		78,213
Total non-depreciable assets	1,623,551	61,222		1,684,773
Depreciable assets:				
Books	3,027,721	101,618	(\$62,459)	3,066,880
Buildings and improvements	19,885,140	19,794		19,904,934
Computers and equipment	279,432	15,024		294,456
Furniture and fixtures	934,079	103,771		1,037,850
Website	156,108			156,108
Sub-total	24,282,480	240,207	(62,459)	24,460,228
Accumulated depreciation:				
Books	(2,747,749)	(111,067)	62,459	(2,796,357)
Buildings and improvements	(3,283,484)	(665,666)		(3,949,150)
Computers and equipment	(244,188)	(32,882)		(277,070)
Furniture and fixtures	(479,578)	(100,214)		(579,792)
Website	(153,866)	(2,242)		(156,108)
Sub-total	(6,908,865)	(912,071)	62,459	(7,758,477)
Total depreciable assets, net	17,373,615	(671,864)		16,701,751
Capital assets, net	\$18,997,166	(\$610,642)		\$18,386,524

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 6 – LONG-TERM DEBT

The following is a summary of long-term debt transactions of the governmental activities for the year ended June 30, 2025:

	Balance June 30, 2024	Payments	Balance June 30, 2025	Due within one year
<i>Governmental Activities:</i>				
Series 1996 Special Tax Bonds	\$315,000	\$100,000	\$215,000	\$105,000
	<u>\$315,000</u>	<u>\$100,000</u>	<u>\$215,000</u>	<u>\$105,000</u>

1996 Special Tax Bonds

In April 1996, the Agency issued \$1.6 million in limited obligation bonds. The bond agreement calls for an interest rate ranging from 4 to 6% per annum, with interest payable semi-annually on March 1 and September 1, beginning March 1, 1998. The bonds mature on varying dates and in varying amounts from September 1, 1999 through September 1, 2026, and are repayable from ad valorem property taxes.

Scheduled payments on the bonds for the remaining years are as follows:

Fiscal Year	Principal	Interest	Total
2026	\$105,000	\$9,750	\$114,750
2027	<u>110,000</u>	<u>3,300</u>	<u>113,300</u>
Total	<u><u>\$215,000</u></u>	<u><u>\$13,050</u></u>	<u><u>\$228,050</u></u>

NOTE 7 – NET POSITION AND FUND BALANCE

A. Net Position

Net Position is the excess of all the Agency's assets and deferred outflows over all its liabilities, deferred inflows, regardless of fund. Net Position is divided into two captions. These captions apply only to Net Position, which is determined only at the Agency-wide level, and are described below:

Net Investment in Capital Assets describes the portion of Net Position which is represented by the current net book value of the Agency's capital assets.

Restricted describes the portion of the Net Position which is restricted by external creditors, grantors, contributors or laws or regulations of other governments.

Unrestricted describes the portion of Net Position which is not restricted to use.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 7 – NET POSITION AND FUND BALANCE (Continued)

B. Fund Balance

The Agency's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the Agency to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the Agency prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendables represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, notes receivable, and land held for redevelopment are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose.

Committed fund balances have constraints imposed by formal action of the Board of Trustees which may be altered only by formal action of the Board of Trustees.

Assigned fund balances are amounts constrained by the Agency's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Board of Trustees or its designee and may be changed at the discretion of the Board of Trustees or its designee. This category includes nonspendables, when it is the Agency's intent to use proceeds or collections for a specific purpose.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds. The Agency strives to maintain 25% of operating expenditures in reserves.

Fund balances classifications at June 30, 2025 are presented on the General Fund Balance Sheet.

NOTE 8 – PENSION PLAN

A. Plan Descriptions and Summary of Balances

Plan Description – The Agency only has one defined benefit pension plan, a Miscellaneous Plan. The Miscellaneous Plan is a Cost-Sharing Multiple Employer Plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan is established by State statute and Agency Ordinance.

CalPERS Plan – All qualified employees are eligible to participate in the Agency's Miscellaneous (Classic) or Miscellaneous (PEPRA) cost-sharing multiple employer defined benefit pension plans ("Plan").

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 8 – PENSION PLAN (Continued)

Benefit provisions under the Plan is established by State statute and Agency resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Miscellaneous Plan and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Pension liabilities are liquidated by the funds that have recorded the liability. The long-term portion of the governmental activities pension liabilities are liquidated by the General Fund.

The Plan is discussed in detail below.

B. CalPERS Plan (Miscellaneous)

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 for classic and age 52 for PEPRA with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the Plan are applied as specified by the Public Employees' Retirement Law.

Funding Policy – Active plan members in the Plan are required to contribute 7.75% or 7% of their covered salary for the Miscellaneous Plan. The Agency contributed 5% of the 7% CalPERS contribution required of Classic Members until 2020, when the Agency discontinued the employer-paid member contribution. The Agency does not contribute to the employee portion for PEPRA Members. The Agency is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The contribution requirements of plan members are established by State statute and the employer contribution is established and may be amended by CalPERS.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 8 – PENSION PLAN (Continued)

The Plan's provisions and benefits in effect at June 30, 2025 are summarized as follows:

	Miscellaneous	
	Classic	PEPRA
	Prior to	On or after
Hire date	January 1, 2013	January 1, 2013
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-67 or older	52-67 or older
Monthly benefits, as a % of eligible compensation	2.0% to 2.5%	1.0% to 2.5%
Required employee contribution rates	7.0%	7.75%
Required employer contribution rates	11.88%	7.87%
Required UAL contribution	\$137,349	\$1,631

Beginning in fiscal year 2016, CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portions as noted in the rates above and as a dollar amount for contributions towards the unfunded liability (UAL). The dollar amounts are billed on a monthly basis or can be paid in a lump sum at a reduced amount. The Agency elected to make lump sum UAL payments and the actual contribution for the unfunded liability was \$132,905 for Classic and \$1,578 for PEPRA in 2025.

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Agency is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Employer contribution rates may change if plan contracts are amended. Payments made by the employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements are classified as plan member contributions.

For the year ended June 30, 2025, the contributions recognized as part of pension expense for the Plan was as follows:

	Miscellaneous
Contributions - employer	<u><u>\$267,887</u></u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 8 – PENSION PLAN (Continued)

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions - As of June 30, 2025, the Agency reported net pension liability for its proportionate share of the net pension liability of the Plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous - Classic & PEPRA	<u><u>\$1,842,695</u></u>

The Agency's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2024, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2023 rolled forward to June 30, 2024 using standard update procedures. The Agency's proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Agency's proportionate share of the net pension liability for the Plan as of June 30, 2023 and 2024 was as follows:

	Miscellaneous
Proportion - June 30, 2023	0.03665%
Proportion - June 30, 2024	<u><u>0.03810%</u></u>
Change - Increase (Decrease)	<u><u>0.00144%</u></u>

For the year ended June 30, 2025, the Agency recognized pension expense of \$130,901. At June 30, 2025, the Agency reported deferred outflows of resources and deferred inflows of resources related to the Miscellaneous Plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$267,887	
Differences between actual and expected experience	159,318	(\$6,216)
Changes in assumptions	47,361	
Net differences between projected and actual earnings on plan investments	106,082	
Net difference in actual contribution and proportion		(61,782)
Adjustment due to differences in proportions contributions	<u><u>79,344</u></u>	
Total	<u><u>\$659,992</u></u>	<u><u>(\$67,998)</u></u>

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 8 – PENSION PLAN (Continued)

\$267,887 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year Ended	Annual Amortization
June 30	
2026	\$112,554
2027	242,209
2028	5,698
2029	(36,354)
Total	\$324,107

Actuarial Assumptions – For the measurement period ended June 30, 2024, the total pension liability was determined by rolling forward the June 30, 2023 total pension liability. The June 30, 2023 total pension liability was based on the following actuarial methods and assumptions:

Valuation Date	June 30, 2023
Measurement Date	June 30, 2024
Actuarial Cost Method	Entry-Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Payroll Growth	3.00%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	6.90%
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds (1)
Post Retirement Benefit Increase	Contract COLA or 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.30% thereafter

(1) The mortality table used was developed based on CalPERS' specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study and Review of Actuarial Assumptions. Mortality rates incorporate full generational mortality improvement using 80% of Scale MP-2020 published by the Society of Actuaries. For more details on this table, please refer to the 2021 experience study report from November 2021 that can be found on the CalPERS website.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2023 valuation were based on the results of a November 2021 actuarial experience study for the period 2001 to 2019. Further details of the Experience Study can be found on the CalPERS website

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 8 – PENSION PLAN (Continued)

Discount Rate – The discount rate used to measure the total pension liability for each Plan was 6.90%. The projection of cash flows used to determine the discount rate for each Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, each Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which future real rates of return (expected rate of returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the next 20 years using a building-block approach. The expected rate of return was then adjusted to account for assumed administrative expenses of 10 basis points.

The expected real rates of return by asset class are as follows:

Asset Class (1)	Assumed Asset Allocation	Real Return (1,2)
Global Equity - Cap-weighted	30.0%	4.54%
Global Equity - Non-Cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
Total	<u><u>100%</u></u>	

(1) An expected inflation of 2.30% used for this period.

(2) Figures are based on the 2021 Asset Liability Management study.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the Agency's proportionate share of the net pension liability for each Plan, calculated using the discount rate for the Plan as well as what the Agency's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 8 – PENSION PLAN (Continued)

<u>Miscellaneous</u>		
1% Decrease	5.90%	
Net Pension Liability	\$2,955,179	
Current Discount Rate	6.90%	
Net Pension Liability	\$1,842,695	
1% Increase	7.90%	
Net Pension Liability	\$926,956	

Pension Plan Fiduciary Net Position – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS

A. General Information about the Agency’s Other Post Employment Benefit (OPEB) Plan

Plan Description – The Agency’s Post Employment Benefit Plan is a single employer OPEB plan. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Governmental Accounting Standards Board Statement No. 75.

Benefits Provided – The following is a summary of Plan benefits as of June 30, 2025:

<i>Eligibility</i>	<ul style="list-style-type: none"> • Retire directly from Library under CalPERS - Service - Age 50 & 5 years CalPERS service, or - Disability 										
<i>Retiree Medical Benefit</i>	<p>Library contributes PEMHCA minimum retirees participating in PEMHCA medical plan:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;"><u>Year</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>PEMHCA Minimum</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2023</td> <td style="text-align: center;">151</td> </tr> <tr> <td style="text-align: center;">2024</td> <td style="text-align: center;">157</td> </tr> <tr> <td style="text-align: center;">2025</td> <td style="text-align: center;">158</td> </tr> <tr> <td style="text-align: center;">2026+</td> <td style="text-align: center;">Increase at CPI-U Medical</td> </tr> </tbody> </table>	<u>Year</u>	<u>PEMHCA Minimum</u>	2023	151	2024	157	2025	158	2026+	Increase at CPI-U Medical
<u>Year</u>	<u>PEMHCA Minimum</u>										
2023	151										
2024	157										
2025	158										
2026+	Increase at CPI-U Medical										
<i>Surviving Spouse Benefit</i>	<ul style="list-style-type: none"> • Surviving spouse coverage based on retirement plan election • Same benefit continues to surviving spouse 										
<i>Other OPEB</i>	<ul style="list-style-type: none"> • No dental, vision, life insurance or Medicare reimbursement 										
<i>Implied Subsidy</i>	<ul style="list-style-type: none"> • Participating retirees pay active rates vs actual cost • Implied subsidy included in valuation 										

For the year ended June 30, 2025, the Agency’s contributions to the Plan were \$10,078.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

Employees Covered by Benefit Terms – Membership in the plan consisted of the following at the measurement date of June 30, 2024:

Active employees	14
Inactive employees or beneficiaries currently receiving benefit payments	5
Inactive employees entitled to but not yet receiving benefit payments	4
Total	23

B. Total OPEB Liability

Actuarial Methods and Assumptions – The Agency’s total OPEB liability was measured as of June 30, 2024 and was determined by an actuarial valuation dated June 30, 2023 to determine the June 30, 2023 total OPEB liability as of June 30, 2025, based on the following actuarial methods and assumptions:

Actuarial Assumptions	
Actuarial Valuation Date	June 30, 2023
Measurement Date	June 30, 2024
Actuarial Assumptions:	
Discount Rate	<ul style="list-style-type: none"> - 3.93% at June 30, 2024 (Bond Buyer 20-bond Index) - 3.65% at June 30, 2023 (Bond Buyer 20-bond Index)
General Inflation	2.50% per annum
Salary Increases	<ul style="list-style-type: none"> - Aggregate - 2.75% annually - Merit - CalPERS 2000-2019 Experience Study
Mortality, Retirement, Disability, Termination	CalPERS 2000-2019 Experience Study
Mortality Improvement	<ul style="list-style-type: none"> Mortality projected fully generational with Scale MP-2021 - Non-Medicare - 7.90% for 2026, decreasing to an ultimate rate of 3.45% in 2076 - Medicare (Non-Kaiser) - 6.90% for 2026, decreasing to an ultimate rate of 3.45% in 2076 - Medicare (Kaiser) - 5.65% for 2026, decreasing to an ultimate rate of 3.45% in 2076
Medical Trend	<ul style="list-style-type: none"> 3.50% per year
PEMHCA Minimum Increase	<ul style="list-style-type: none"> - Currently covered - 60% - Currently waived - 30%
Medical Participation at Retirement	<ul style="list-style-type: none"> - Currently covered - same as current election - Currently waived - Kaiser
Medical Plan at Retirement	

Changes of Assumptions – The actuarial valuation dated June 30, 2023 included changes of assumptions for the discount rate to be updated to the municipal bond rate (from 3.65% to 3.93%) and updated medical trend rates including PEMHCA minimum increases.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

C. Changes in Total OPEB Liability

The changes in the total OPEB liability follows:

	Total OPEB Liability
Balance at July 1, 2024 Reporting Date	\$279,281
Changes Recognized for the Measurement Period:	
Service cost	19,869
Interest on the total OPEB liability	10,748
Changes of assumptions	(9,750)
Benefit payments	(9,376)
Net changes	11,491
Balance at June 30, 2025 Reporting Date	<u><u>\$290,772</u></u>

D. Sensitivity of the Total OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.93%) or 1-percentage-point higher (4.93%) than the current discount rate:

Total OPEB Liability		
Discount Rate -1%	Current Discount Rate	Discount Rate +1%
(2.93%)	(3.93%)	(4.93%)
\$328,049	\$290,772	\$259,676

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

Total OPEB Liability		
Current Healthcare Cost		
1% Decrease	Trend Rates	1% Increase
\$251,642	\$290,772	\$339,097

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

E. OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2025, the Agency recognized OPEB expense of (\$2,460). At June 30, 2025, the Agency reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Employer contributions made subsequent to the measurement date	\$10,078	
Differences between actual and expected experience	34,122	(\$80,026)
Changes of assumptions	30,375	(94,687)
Total	\$74,575	(\$174,713)

\$10,078 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as part of OPEB expense as follows:

Fiscal Year Ended June 30	Annual Amortization
2026	(\$20,331)
2027	(18,918)
2028	(18,793)
2029	(15,800)
2030	(21,362)
Thereafter	(15,012)
Total	(\$110,216)

NOTE 10 – GRANTS AND CONTRIBUTIONS

Major funding for the building and for equipping the library facility is from the nonprofit Belvedere-Tiburon Library Foundation which has been formed through contributions and bequests from community members. Grants committed by the Foundation (from inception through June 30, 2025) consist of the following:

	Grant Revenue		
	Inception-to-Date June 30, 2024	Total Grants Fiscal Year 2025	Inception-to-Date June 30, 2025
Construction: Original Building 1997	\$1,959,581		\$1,959,581
Construction: Library Expansion 2019-2023	14,068,675		14,068,675
Collection - Original Book Collection 1997-2001	882,534		882,534
Collection - BTLF (Foundation) Annual Appeal	1,627,638	\$211,400	1,839,038
Collection - BTLF's Corner Books	224,000		224,000
Programs & Operations - BTLF Endowments	1,228,951		1,228,951
Programs - BTLF's Bookmarks	324,412		324,412
Total Belvedere Tiburon Library Foundation Grants	\$20,315,791	\$211,400	\$20,527,191

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 10 – GRANTS AND CONTRIBUTIONS (Continued)

Programs and operations grants from other sources consist of the following:

	Total Grants
	Fiscal Year 2025
<u>Program</u> - Various Local and State Library Grants	\$75,865
Miscellaneous Gifts and Contributions	<u>7,587</u>
 Total Program & Operational Grants from Other Sources	 <u><u>\$83,452</u></u>

Expansion grant revenues from other sources consist of the following:

	Inception-to-Date June 30, 2024	Total Grants	Inception-to-Date June 30, 2025
	Fiscal Year 2025		
Town of Tiburon Expansion Contributions	\$545,275		\$545,275
City of Belvedere Expansion Contributions	150,000		150,000
Marin Clean Energy	21,153		21,153
Private Donor - Memorial Garden	<u>20,000</u>	<u>20,000</u>	
	<u><u>\$716,428</u></u>	<u><u>\$20,000</u></u>	<u><u>\$736,428</u></u>

NOTE 11 – RISK MANAGEMENT

The Agency is a member of the Special District Risk Management Authority (SDRMA), which provides General and Auto Liability, Public Officials' and Employees' Errors and Omissions and Employment Practices Liability. The total risk financing limits are \$5.0 million, with a combined single limit at \$5.0 million per occurrence, subject to the following deductibles:

- \$500 per occurrence for third party general liability property damage;
- \$1,000 per occurrence for third party auto liability property damage;
- 50% co-insurance of cost expended by SDRMA, in excess of \$10,000 up to \$50,000, per occurrence, for employment related claims.

The policy also includes Employee Dishonesty Coverage of \$1,000,000 per loss; Property Loss insurance of one billion per occurrence, subject to a deductible of \$1,000; Boiler and Machinery up to \$100 million per occurrence, subject to a \$1,000 deductible; Catastrophic Loss subject to a \$500,000 deductible; and Public Officials Personal Liability of \$500,000 per occurrence, with an annual aggregate of \$500,000 per each elected/appointed official, subject to a deductible of \$500 per claim.

Workers' Compensation Coverage and Employer's Liability is also included with statutory limits per occurrence for Workers' Compensation and \$5.0 million for Employer's Liability coverage.

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025**

NOTE 11 – RISK MANAGEMENT (Continued)

The Agency does not have any liability for uninsured claims, including estimated claims incurred but not reported for fiscal year ended June 30, 2025. Settlements have not exceeded insurance coverage in the past three years.

The Agency paid \$142,060 in premiums during fiscal year ended June 30, 2025. Audited financial statements may be obtained from SDRMA Services, 1112 I St #300, Sacramento, CA 95814.

NOTE 12 – COMMITMENTS AND CONTINGENCIES

A. Library Expansion Project

The Agency entered into an agreement with the Town of Tiburon in 2007 to transfer the rights to use adjacent property to facilitate the expansion project which expired on July 5, 2013. The Agency amended the agreement on December 5, 2012 which extended the expiration date to August 1, 2017. The Agency subsequently amended the agreement on May 15, 2017. The prior agreement with the Town of Tiburon to transfer the adjacent property in conjunction with the library expansion expired on August 1, 2022. The library is currently in negotiations with the Town of Tiburon for a land-sharing and related cost-sharing agreement. This agreement is pending and will likely include insurance requirements for both parties and maintenance cost-sharing.

B. Contingencies

The Library Agency has received two internal complaints involving sexual harassment, hostile work environment, retaliation, and collegiality in the workplace from Library Agency employees. The Library Agency conducted an internal investigation of these two complaints. The investigation made factual findings and gave recommendations for corrective and remedial measures, trainings and schedule changes to address interactions between certain employees. One of the employees involved was terminated for unrelated performance issues and such employee has appealed the termination decision. In October 2025, the matter went through arbitration. In January 2026, the Library Agency received the arbitration decision and award, and it was favorable to the Agency. However, the matter is still pending board review and final determination.

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REQUIRED SUPPLEMENTARY INFORMATION

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BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

	Original and Final Budgeted Amounts	Actual Amounts	Variance Positive (Negative)
Operating Revenues:			
Intergovernmental:			
Basic library tax	\$2,662,684	\$2,588,827	(\$73,857)
Parcel tax	277,000	278,344	1,344
ERAF	575,000	665,678	90,678
Total intergovernmental	<u>3,514,684</u>	<u>3,532,849</u>	<u>18,165</u>
Operating grants & contributions:			
Belvedere-Tiburon Library Foundation	150,000	211,400	61,400
Program grants	11,000	75,865	64,865
Miscellaneous gifts & donations	5,821	7,587	1,766
Charges for services	16,738	24,356	7,618
Investment earnings	<u>58,000</u>	<u>85,769</u>	<u>27,769</u>
Total Operating Revenues	<u>3,756,243</u>	<u>3,937,826</u>	<u>181,583</u>
Operating Expenditures:			
Current - Library Services:			
Personnel costs	2,543,736	2,214,807	328,929
Services and supplies	1,083,333	1,140,171	(56,838)
Debt service - 1996 Special Tax Bonds:			
Principal	105,000	100,000	5,000
Interest and fiscal charges	<u>24,174</u>	<u>29,905</u>	<u>(5,731)</u>
Total Operating Expenditures	<u>3,756,243</u>	<u>3,484,883</u>	<u>271,360</u>
Excess of revenues over expenditures, before capital activities	<u>-</u>	<u>452,943</u>	<u>452,943</u>
Capital Activities:			
Expansion grants & contributions:			
Private donor - memorial gardens	-	20,000	20,000
Capital outlay:			
Expansion	-	(208,236)	(208,236)
Other	<u>-</u>	<u>(169)</u>	<u>(169)</u>
Total Capital Activities, Net	<u>-</u>	<u>(188,405)</u>	<u>(188,405)</u>
Change in fund balance	<u>-</u>	<u>264,538</u>	<u>\$264,538</u>
Fund balances, beginning of year		<u>2,904,653</u>	
Fund balances, end of year		<u>\$3,169,191</u>	

BELVEDERE-TIBURON LIBRARY AGENCY

Miscellaneous Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Years

**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
AND RELATED RATIOS AS OF THE MEASUREMENT DATE**

Measurement Date	Miscellaneous Plan				
	<u>6/30/2015</u>	<u>6/30/2016</u>	<u>6/30/2017</u>	<u>6/30/2018</u>	<u>6/30/2019</u>
Plan's proportion of the Net Pension Liability (Asset)	0.02324%	0.02544%	0.02698%	0.02752%	0.02928%
Plan's proportion share of the Net Pension Liability (Asset)	\$637,654	\$883,572	\$1,063,688	\$1,037,322	\$1,172,442
Plan's Covered Payroll	\$1,081,598	\$1,129,322	\$1,139,794	\$1,186,789	\$1,223,832
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	58.95%	78.24%	93.32%	87.41%	95.80%
Plan's Fiduciary Net Position as a Percentage of the Total Pension Liability	78.40%	74.06%	73.31%	75.26%	77.73%

Measurement Date	Miscellaneous Plan				
	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>
Plan's proportion of the Net Pension Liability (Asset)	0.03111%	0.01372%	0.03498%	0.03665%	0.03810%
Plan's proportion share of the Net Pension Liability (Asset)	\$1,312,187	\$578,652	\$1,636,951	\$1,832,458	\$1,842,695
Plan's Covered Payroll	\$1,297,054	\$1,325,201	\$1,363,641	\$1,235,912	\$1,258,992
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	101.17%	43.67%	120.04%	148.27%	146.36%
Plan's Fiduciary Net Position as a Percentage of the Total Pension Liability	77.71%	90.49%	78.19%	77.97%	79.91%

BELVEDERE-TIBURON LIBRARY AGENCY

Miscellaneous Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Years

SCHEDULE OF CONTRIBUTIONS

Fiscal Year Ended June 30	Miscellaneous Plan				
	2016	2017	2018	2019	2020
Contractually required contribution (actuarially determined)	\$115,449	\$138,093	\$110,838	\$103,885	\$183,918
Contributions in relation to the actuarially determined contributions	(115,449)	(138,093)	(110,838)	(103,885)	(183,918)
Contribution deficiency (excess)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Covered payroll	\$1,129,322	\$1,139,794	\$1,186,789	\$1,223,832	\$1,297,054
Contributions as a percentage of covered payroll	10.22%	12.12%	9.34%	8.49%	14.18%
Fiscal Year Ended June 30	Miscellaneous Plan				
	2021	2022	2023	2024	2025
Contractually required contribution (actuarially determined)	\$130,093	\$129,489	\$223,920	\$228,087	\$267,887
Contributions in relation to the actuarially determined contributions	(130,093)	(129,489)	(223,920)	(228,087)	(267,887)
Contribution deficiency (excess)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Covered payroll	\$1,325,201	\$1,363,641	\$1,235,912	\$1,258,992	\$1,373,599
Contributions as a percentage of covered payroll	9.82%	9.50%	18.12%	18.12%	19.50%

Notes to Schedule Contributions

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method

Entry-Age Normal Cost in accordance with the requirements of GASB Statement No.68

Actual Assumptions:

Discount Rate 6.90%

Inflation 2.30%

Payroll Growth 2.80%

Investment Rate of Return 6.90%

Mortality Derived using CalPERS Membership Data for all Funds (1)

(1) The mortality table used was developed based on CalPERS' specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study and Review of Actuarial Assumptions.

Mortality rates incorporate full generational mortality improvement using 80% of Scale MP-2020 published by the Society of Actuaries. For more details on this table, please refer to the 2021 experience study report from November 2021 that can be found on the CalPERS website.

BELVEDERE-TIBURON LIBRARY AGENCY**Other Post-Employment Benefits (OPEB)**
Last 10 Fiscal Years ***SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS**

Measurement period	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021
Total OPEB Liability				
Service Cost	\$29,649	\$26,163	\$25,387	\$30,084
Interest	6,625	8,510	9,968	9,189
Benefit changes				
Differences between expected and actual experience			(40,637)	
Assumption changes	(24,569)	(9,989)	10,440	59,522
Benefit payments	(2,286)	(3,734)	(4,286)	(5,532)
Net change in total OPEB liability	9,419	20,950	872	93,263
Total OPEB liability - beginning	203,976	213,395	234,345	235,217
Total OPEB liability - ending	\$213,395	\$234,345	\$235,217	\$328,480
Covered payroll	\$1,129,395	\$1,192,875	\$1,375,610	\$1,292,785
Total OPEB liability as a percentage of covered payroll	18.9%	19.6%	17.1%	25.4%

* Fiscal year 2018 was the first year of implementation; therefore, only eight years are shown.

<u>June 30, 2022</u>	<u>June 30, 2023</u>	<u>June 30, 2024</u>	<u>June 30, 2025</u>
\$40,773	\$37,065	\$28,085	\$19,869
8,073	9,358	13,466	10,748
61,418		(90,251)	
(30,782)	(81,270)	(19,336)	(9,750)
<u>(7,884)</u>	<u>(7,876)</u>	<u>(10,038)</u>	<u>(9,376)</u>
71,598	(42,723)	(78,074)	11,491
<u>328,480</u>	<u>400,078</u>	<u>357,355</u>	<u>279,281</u>
<u>\$400,078</u>	<u>\$357,355</u>	<u>\$279,281</u>	<u>\$290,772</u>
<u>\$1,366,168</u>	<u>\$1,302,706</u>	<u>\$1,253,644</u>	<u>\$1,373,598</u>
<u>29.3%</u>	<u>27.4%</u>	<u>22.3%</u>	<u>21.2%</u>

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**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
COMPLIANCE WITH THE PROPOSITION 111
2024-2025 APPROPRIATIONS LIMIT INCREMENT**

To the Board of Trustees of the
Belvedere-Tiburon Library Agency, California

We have performed the procedures below which were agreed to by the Belvedere-Tiburon Library Agency, California (Agency), on the Agency's Appropriations Limit Worksheet (Worksheet) for the year ended June 30, 2025. The Agency's management is responsible for the Worksheet. These procedures, which were suggested by the League of California Cities and presented in their Article XIIIIB Appropriations Limitation Uniform Guidelines, were performed solely to assist you in meeting the requirements of Section 1.5 of Article XIIIIB of the California Constitution. The sufficiency of these procedures is solely the responsibility of the Agency. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures you requested us to perform and our findings were as follows:

- A. We obtained the Appropriations Limitation Worksheet and determined that the 2024-2025 Appropriations Limit of \$1,970,850 and annual adjustment factors were adopted by Resolution of the Board of Trustees. We also determined that the population and inflation options were selected by a recorded vote of the Board of Trustees.
- B. We recomputed the 2024-2025 Appropriations Limit by multiplying the 2023-2024 Prior Year Appropriations Limit by the Total Growth Factor. We recomputed the Total Growth Factor by multiplying the population option by the inflation option.
- C. For the Worksheet, we agreed the Per Capita Income Factor, City Population Factors and County Population Factor to California State Department of Finance Worksheets.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Worksheet. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Trustees and is not intended to be and should not be used by anyone other than those specified parties; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

Pleasant Hill, California

DATE



**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
COMPLIANCE WITH THE PROPOSITION 111
2024-2025 APPROPRIATIONS LIMIT INCREMENT**

To the Board of Trustees of the
Belvedere-Tiburon Library Agency, California

We have performed the procedures below which were agreed to by the Belvedere-Tiburon Library Agency, California (Agency), on the CFD 1995-1's Appropriations Limit Worksheet (Worksheet) for the year ended June 30, 2025. The Agency's management is responsible for the Worksheet. These procedures, which were suggested by the League of California Cities and presented in their Article XIIIB Appropriations Limitation Uniform Guidelines, were performed solely to assist you in meeting the requirements of Section 1.5 of Article XIIIB of the California Constitution. The sufficiency of these procedures is solely the responsibility of the Agency. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures you requested us to perform and our findings were as follows:

- A. We obtained the Appropriations Limit Worksheet for the CFD 1995-1 and determined that the 2024-2025 Appropriations Limit of \$1,141,601 and annual adjustment factors were adopted by Resolution of the Board of Trustees. We also determined that the population and inflation options were selected by a recorded vote of the Board of Trustees.
- B. We recomputed the 2024-2025 Appropriations Limit by multiplying the 2023-2024 Prior Year Appropriations Limit by the Total Growth Factor. We recomputed the Total Growth Factor by multiplying the population option by the inflation option.
- C. For the Worksheet, we agreed the Per Capita Income Factor, City Population Factors and County Population Factor to California State Department of Finance Worksheets.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Worksheet. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Trustees and is not intended to be and should not be used by anyone other than those specified parties; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

Pleasant Hill, California
DATE

BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
FOR THE YEAR ENDED JUNE 30, 2025

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**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL**

For the Year Ended June 30, 2025

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MEMORANDUM ON INTERNAL CONTROL

To the Board of Trustees of
the Belvedere-Tiburon Library Agency
Tiburon, California

In planning and performing our audit of the basic financial statements of the Belvedere-Tiburon Library Agency (Agency) as of and for the year ended June 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing our audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiency.

This communication is intended solely for the information and use of management, Board of Trustees, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California

DATE

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**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

NEW GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE

The following comment represents new pronouncements taking affect in the next few years. We have cited them here to keep you informed of developments.

EFFECTIVE FISCAL YEAR 2025/26:

GASB 103 – *Financial Reporting Model Improvements*

The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues.

Management's Discussion and Analysis - This Statement continues the requirement that the basic financial statements be preceded by management's discussion and analysis (MD&A), which is presented as required supplementary information (RSI). MD&A provides an objective and easily readable analysis of the government's financial activities based on currently known facts, decisions, or conditions and presents comparisons between the current year and the prior year. This Statement requires that the information presented in MD&A be limited to the related topics discussed in five sections: (1) Overview of the Financial Statements, (2) Financial Summary, (3) Detailed Analyses, (4) Significant Capital Asset and Long-Term Financing Activity, and (5) Currently Known Facts, Decisions, or Conditions. Furthermore, this Statement stresses that the detailed analyses should explain why balances and results of operations changed rather than simply presenting the amounts or percentages by which they changed. This Statement emphasizes that the analysis provided in MD&A should avoid unnecessary duplication by not repeating explanations that may be relevant to multiple sections and that "boilerplate" discussions should be avoided by presenting only the most relevant information, focused on the primary government. In addition, this Statement continues the requirement that information included in MD&A distinguish between that of the primary government and its discretely presented component units.

Unusual or Infrequent Items - This Statement describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence. Furthermore, governments are required to display the inflows and outflows related to each unusual or infrequent item separately as the last presented flow(s) of resources prior to the net change in resource flows in the government-wide, governmental fund, and proprietary fund statements of resource flows.

Presentation of the Proprietary Fund Statement of Revenues, Expenses, and Changes in Fund Net Position - This Statement requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses. Operating revenues and expenses are defined as revenues and expenses other than nonoperating revenues and expenses. Nonoperating revenues and expenses are defined as (1) subsidies received and provided, (2) contributions to permanent and term endowments, (3) revenues and expenses related to financing, (4) resources from the disposal of capital assets and inventory, and (5) investment income and expenses.

**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

GASB 103 – *Financial Reporting Model Improvements (Continued)*

In addition to the subtotals currently required in a proprietary fund statement of revenues, expenses, and changes in fund net position, this Statement requires that a subtotal for operating income (loss) and noncapital subsidies be presented before reporting other nonoperating revenues and expenses. Subsidies are defined as (1) resources received from another party or fund (a) for which the proprietary fund does not provide goods and services to the other party or fund and (b) that directly or indirectly keep the proprietary fund's current or future fees and charges lower than they would be otherwise, (2) resources provided to another party or fund (a) for which the other party or fund does not provide goods and services to the proprietary fund and (b) that are recoverable through the proprietary fund's current or future pricing policies, and (3) all other transfers.

Major Component Unit Information - This Statement requires governments to present each major component unit separately in the reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements. If the readability of those statements would be reduced, combining statements of major component units should be presented after the fund financial statements.

Budgetary Comparison Information - This Statement requires governments to present budgetary comparison information using a single method of communication—RSI. Governments also are required to present (1) variances between original and final budget amounts and (2) variances between final budget and actual amounts. An explanation of significant variances is required to be presented in notes to RSI.

How the Changes in This Statement Will Improve Financial Reporting

The requirements for MD&A will improve the quality of the analysis of changes from the prior year, which will enhance the relevance of that information. They also will provide clarity regarding what information should be presented in MD&A.

The requirements for the separate presentation of unusual or infrequent items will provide clarity regarding which items should be reported separately from other inflows and outflows of resources.

The definitions of operating revenues and expenses and of nonoperating revenues and expenses will replace accounting policies that vary from government to government, thereby improving comparability. The addition of a subtotal for operating income (loss) and noncapital subsidies will improve the relevance of information provided in the proprietary fund statement of revenues, expenses, and changes in fund net position.

The requirement for presentation of major component unit information will improve comparability.

The requirement that budgetary comparison information be presented as RSI will improve comparability, and the inclusion of the specified variances and the explanations of significant variances will provide more useful information for making decisions and assessing accountability.

**BELVEDERE-TIBURON LIBRARY AGENCY
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS**

EFFECTIVE FISCAL YEAR 2026/27:

GASB 104 – *Disclosure of Certain Capital Assets*

State and local governments are required to provide detailed information about capital assets in notes to financial statements. GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, requires certain information regarding capital assets to be presented by major class. The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets.

This Statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. Lease assets recognized in accordance with GASB Statement No. 87, *Leases*, and intangible right-to-use assets recognized in accordance with GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, should be disclosed separately by major class of underlying asset in the capital assets note disclosures. Subscription assets recognized in accordance with GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, also should be separately disclosed. In addition, this Statement requires intangible assets other than those three types to be disclosed separately by major class.

This Statement also requires additional disclosures for capital assets held for sale. A capital asset is a capital asset held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date. Governments should consider relevant factors to evaluate the likelihood of the capital asset being sold within the established time frame. This Statement requires that capital assets held for sale be evaluated each reporting period. Governments should disclose (1) the ending balance of capital assets held for sale, with separate disclosure for historical cost and accumulated depreciation by major class of asset, and (2) the carrying amount of debt for which the capital assets held for sale are pledged as collateral for each major class of asset.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information about certain types of capital assets in order to make informed decisions and assess accountability. Additionally, the disclosure requirements will improve consistency and comparability between governments.

BELVEDERE-TIBURON LIBRARY AGENCY
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED JUNE 30, 2025

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**BELVEDERE-TIBURON LIBRARY AGENCY
REQUIRED COMMUNICATIONS**

For The Year Ended June 30, 2025

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REQUIRED COMMUNICATIONS

To the Board of Trustees of
the Belvedere-Tiburon Library Agency
Tiburon, California

We have audited the basic financial statements of the Belvedere-Tiburon Library Agency, California, for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter addressed to the Library Director dated June 11, 2025. Professional standards also require that we communicate to you the following information related to our audit:

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Accounting Policies – Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 101 – Compensated Absences **GASB 102 – Certain Risk Disclosures**

Unusual Transactions, Controversial or Emerging Areas – We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates – Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Agency's financial statements were:

Estimated Net Pension Liabilities (Assets) and Pension-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net pension liabilities (assets) and deferred outflows/inflows of resources are disclosed in Note 8 to the financial statements and are based on accounting valuations determined by the California Public Employees Retirement System, which are based on the experience of the Agency. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Estimated Net OPEB Liabilities and OPEB–Related Deferred Outflows and Inflows of Resources: Management's estimate of the net OPEB liabilities and deferred outflows/inflows of resources are disclosed in Note 9 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of the Agency. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 5 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Disclosures – The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Trustees.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated **DATE**.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Agency’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California

DATE

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**Belvedere-Tiburon Library Agency
Future Meeting Dates
Third Monday except January-Feburary**

February 23, 2026 (4th Monday due to Presidents Holiday)

March 16, 2026

April 20, 2026

May 18, 2026

June 15, 2026

July 20, 2026

August 17, 2026

September 21, 2026

October 19, 2026

November 16, 2026

No meeting in December unless necessary (December 21, 2026)

January 25, 2027 (4th Monday due to MLK Holiday)

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