

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Regular Meeting of Monday, *March 16, 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 – Ann Aylwin, Foundation Director (5 minutes)
4. Financial Statements, February, 2026 - 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 February 23, 2026.
7. Approval of Agency Warrants, February, 2026.

**TRUSTEE CONSIDERATIONS**

8. Consideration of updated Library Purchase and Procurement Policy.
9. Consideration of Resolution 312-2026 Authorizing the use of the Alternative Teleconferencing Procedures pursuant to sections 54958.8 and 54953.8.7 of the Government Code of the State of California.
10. Presentation of BayREN Energy Roadmap.
11. Designation of Labor Negotiator regarding conference with Labor Negotiator for the Director

**AGENDA CONTINUES ON PAGE 2**

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**COMMUNICATIONS & ANNOUNCEMENTS**

12. Schedule of 2026 Meeting Dates

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATOR: Agency-designated representative and  
Unrepresented employee: Director

**REPORT FROM CLOSED SESSION and ADJOURNMENT**

**NOTICE: WHERE TO VIEW AGENDA MATERIALS**

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

**NOTICE: AMERICANS WITH DISABILITIES ACT**

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



DATE: March 16, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

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### **Programs and Services**

Belvedere Tiburon Library will participate in One Book, One Coast, a regional reading initiative coordinated by the Los Angeles Public Library that brings together libraries across California, Oregon, and Washington to read and discuss a shared title. This year's selection is *They Called Us Enemy* by George Takei, which recounts his family's incarceration in U.S. internment camps during World War II. The BelTib Library will host its local One Book, One Coast program on May 18, featuring a discussion on Japanese incarceration at Angel Island. The first 30 registrants will receive a complimentary copy of the book. The One Book initiative will conclude with a special author talk featuring George Takei on May 31, 2026, held in person at the Los Angeles Public Library and livestreamed on YouTube. The Library will provide a link to the livestream through the online calendar so community members can participate in the closing event.

Marin County libraries are also exploring participation in Dolly Parton's Imagination Library, a program that provides free, age-appropriate books each month to children from birth until age five to support early literacy development. In California, the program is funded through a 1:1 match, supported by a designation in the State Budget, with the State covering half of the program cost and local partners covering the remaining share. Libraries across Marin County have agreed to support bringing the program to the county, and Marin County Free Library is leading local implementation by securing grants from non-profit partners. The program is already operating in several California counties, including Sonoma, Santa Clara, Fresno, and San Diego. Based on an estimated 15,000 children ages 0–5 in Marin County, the total annual cost of participation would be approximately \$200,000, assuming full enrollment, with half funded by the State and the remainder raised locally through community partnerships and sponsorships.

### **Personnel**

Through the Town of Tiburon's Employee Affordability Housing Program, two housing units have been secured for Library staff. Library eligibility for the program requires full-time employment in good standing and meeting established income qualification requirements. As a condition of participation, employees occupying these units must be available to respond on-site during emergencies affecting the Library, including natural disasters, power outages, infrastructure failures, building safety incidents, or the activation of the Library as a community support or resilience site. Participating employees are required to sign an emergency-response

acknowledgment form confirming their understanding of this responsibility, and continued eligibility for the housing program is contingent upon maintaining this availability.

The Library's Leave Donation Program was utilized this month to assist an employee experiencing a personal hardship. Staff participation in the program is entirely voluntary. One employee made a generous donation of leave hours to support their colleague, reflecting the strong culture of teamwork, respect, and care that continues to characterize our staff community.

### **Administration**

Work is underway on the FY2026–27 operating budget. The annual budget process provides an opportunity to review current service levels, evaluate program and operational needs, and align departmental priorities with the Library's Strategic Plan and long-term financial sustainability goals. As in prior years, the process will include internal staff consultation, Finance Committee review, and Board discussion before final adoption.

The anticipated timeline for the FY2026–27 budget process is as follows:

- Week of March 23–27: Department leads will meet with the Library Director to discuss anticipated budget needs and program priorities. Department leads will review current expenditures, identify potential changes or new initiatives, and consider ongoing needs related to programming, collections, and supplies. Leads will also review FY2025–26 departmental goals and begin drafting goals for the upcoming fiscal year in alignment with the Strategic Plan.
- Mid-April: The BTLA Finance Committee will review the fiscal outlook for FY2026–27, discuss major projects and financial considerations, and provide preliminary direction to inform preparation of the draft budget.
- May 18: A draft FY2026–27 budget will be presented to the Board for initial review, discussion, and policy direction.
- May: A draft FY2026–27 budget will be shared with staff to provide an overview of proposed allocations and priorities.
- June 15: The Board will consider adoption of the final FY2026–27 operating budget.

This structured timeline allows for early planning, internal coordination, and Board input to ensure the final budget reflects the Library's service priorities while maintaining responsible fiscal stewardship.

<b>BELVEDERE TIBURON LIBRARY AGENCY</b>			
<b>FEBRUARY 2026 NOTES: DETAIL BUDGET VS ACTUAL</b>			
<b>REVENUES</b>			
<b>67% of Budget Year</b>			
(1)	<b>5010,5020,5025 Tax Revenue</b>	\$ 1,978,519	56% of Budget, as expected at this time of year.
(2)	<b>5032 Foundation Grants</b>	\$ 150,000	Received from BTLF for FY2026 in June, 2025
(3A)	<b>5090-Other/EV Revenue</b>	\$ 7,914	50% of Budget
(3B)	<b>5099-Interest</b>	\$ 36,213	Wealth Mgmt Funds were Transferred to LAIF 10-1-2025 LAIF is currently earning about 3.9% on \$2.2 million
<b>EXPENDITURES</b>			
<b>67% of Budget Year</b>			
(4)	<b>7000's - 7200's Personnel at 62%</b> On Par, front-end CalPERS Pension UAL Funding		
(5)	<b>7100-7115 Benefits at 71% average</b> CalPERS UAL retirement payment front-loaded Note: UAL is 54% of 7100 Line Item		
(6)	<b>7600's Circulation Materials at 76%</b> , Magazine, digital subscriptions and MARINet are front-loaded		
(7)	<b>8000's Technology at 64%</b> on par with budget		
(8)	<b>8200's Program Services at 71%</b> , on par with budget		
(9)	<b>8400-8500's Building at 76%</b> Insurance is front-loaded, Extra Building Maint, Electricity/Gas up \$5,300 Year-to-Dat		
(10)	<b>8800's Admin at 153%</b> Due to legal expenses		
<b>GENERAL FUND EXPENDITURES IN TOTAL at 68%</b> , due to front-loaded digital and insurance costs, and to legal costs			
<b>Net Operating Loss</b> is a little higher than prior February due to higher than budgeted UAL payment and to Legal Costs			
<b>Annual Expenditure Budget FY26:</b>			
		\$ 3,621,000	
<b>Monthly Operational Cost:</b>			
	July-Feb	\$2,465,673	front-loaded Insurance, CalPERS UAL, MariNET, and Subscriptions
	Remaining	\$1,155,327	
	Total Budget	<b>\$3,621,000</b>	
		<b>\$288,832</b>	<b>Average monthly expenditure available for remaining fiscal year</b>
<b>CASH</b>			
(12)	<b>Cash by Fund</b>		
	<b>TOTAL Cash:</b>	<b>OPER Reserve:</b>	
	\$ 2,906,550	\$ 2,222,236	at June 30, 2025
	\$ 2,708,528	\$ 2,022,471	at February 28, 2026
	75%	56%	% of Operating Budget at February, 2026
	\$ 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  
 8 MONTHS ENDED  
 FEBRUARY 28, 2026

ACCOUNT	FY 2025-26		FY 2024-25		FY25 ANNUAL BUDGET	% OF BUDGET	BUDGET REMAINING	% OF BUDGET
	Feb, 2026	67% OF YEAR TO DATE CASH BASIS	Feb, 2025	67% OF YEAR TO DATE CASH BASIS				
<b>GENERAL FUND REVENUE</b>								
<b>Revenue</b>								
(1) Basic Library Tax		\$ 2,662,684	\$ 1,495,240	\$ 1,442,056	\$ 2,556,925	56%	\$ 1,167,444	56%
(1) Parcel Tax		277,000	151,032	125,968	275,000	55%	125,968	56%
(1) ERAF		575,000	332,247	242,753	530,000	58%	242,753	65%
(2) BTLF Grants		150,000	150,000	0	70,000	100%	0	104%
(3) Program Grants		11,000	3,964	7,036	80,400	36%	7,036	84%
Book Fines and Reserves		500	2,145	(1,645)	500	429%	(1,645)	325%
Reference Desk Income		50	39	11	50	78%	11	408%
Copier Fees		380	526	(146)	380	138%	(146)	133%
Other Revenue (includes EV)		15,808	7,914	7,894	9,303	50%	7,894	118%
Interest Income	(3B)	58,000	36,213	21,787	50,000	62%	21,787	98%
<b>Total Revenue</b>		<b>\$ 3,750,422</b>	<b>\$ 2,179,320</b>	<b>\$ 1,571,102</b>	<b>\$ 3,572,558</b>	<b>58%</b>	<b>\$ 1,571,102</b>	<b>60%</b>
<b>Bond Debt Service via Parcel Tax</b>								
Bond Debt Service - Interest		(9,750)	(6,450)	(3,300)	(15,900)	66%	(3,300)	59%
Bond Debt Service - Principal		(105,000)	(105,000)	0	(100,000)	100%	0	100%
Bond Fiscal Agent Fees		(14,424)	(8,398)	(6,026)	(14,000)	58%	(6,026)	59%
<b>Total Bond Debt Service</b>		<b>(129,174)</b>	<b>(119,848)</b>	<b>(9,326)</b>	<b>(129,900)</b>	<b>93%</b>	<b>(9,326)</b>	<b>91%</b>
<b>Total Revenue after Bond Service</b>		<b>\$3,621,248</b>	<b>\$ 2,059,472</b>	<b>\$ 1,561,776</b>	<b>\$3,442,658</b>	<b>57%</b>	<b>\$ 1,561,776</b>	<b>59%</b>
<b>GENERAL FUND EXPENDITURES</b>								
<b>Personnel (4) &amp; (5)</b>								
Salaries & Wages	7010	1,518,267	948,332	569,935	1,409,856	62%	569,935	65%
Medical Reimbursement	7015	21,747	14,769	6,978	21,600	68%	6,978	65%
Part Time Salaries & Wages	7020	245,772	114,663	131,109	303,834	47%	131,109	52%
PERS Retirement Benefits	7100	299,977	257,614	42,363	277,377	86%	42,363	73%
115 Trust	7105	0	0	0	25,000	0%	0	0%
PERS Insurance Benefits	7110	331,249	191,800	139,449	258,499	58%	139,449	63%
PERS OPEB Benefits	7115	10,654	7,607	3,047	10,200	71%	3,047	73%
Workers Comp Insurance	7120	9,308	8,087	1,221	8,038	87%	1,221	107%
Employment Practice Insurance	7125	5,718	5,718	0	5,400	100%	0	100%
Payroll Tax Expense	7130	40,816	22,572	18,244	43,686	55%	18,244	41%
HR Cost Sharing with Town of Tiburon	7135	37,500	0	3,932	0	0%	3,932	0%
Unemployment	7140	8,500	6,148	2,352	0	72%	2,352	0%
Professional Development	7200	13,728	5,813	7,915	10,000	42%	7,915	112%
Staffing Recruitment	7210	500	1,511	(1,011)	500	302%	(1,011)	353%
<b>Total Personnel</b>		<b>\$ 2,543,736</b>	<b>1,584,634</b>	<b>959,102</b>	<b>\$ 2,373,990</b>	<b>62%</b>	<b>959,102</b>	<b>63%</b>

BELVEDERE TIBURON LIBRARY AGENCY  
 DETAIL BUDGET VS ACTUAL  
 8 MONTHS ENDED  
 FEBRUARY 28, 2026

ACCOUNT	FY26 ANNUAL BUDGET	Feb, 2026		FY25 ANNUAL BUDGET	Feb, 2025		% OF BUDGET
		67% OF YEAR TO DATE CASH BASIS	% OF BUDGET		67% OF YEAR TO DATE CASH BASIS	% OF BUDGET	
<b>Circulation Materials &amp; Data</b>							
Books and other Materials	100,000	71,375	71%	100,000	69,125	69%	
Vendor Processing Costs	25,000	2,659	11%	7,000	13,529	193%	
Supplies for Processing	2,000	468	23%	3,000	1,099	37%	
Digital Collection	80,000	53,563	67%	80,000	61,323	77%	
Library of Things	5,000	549	11%	0			
MARINet	115,000	118,292	103%	112,000	110,834	99%	
<b>Total Circulation Materials &amp; Data</b>	<b>\$ 327,000</b>	<b>246,906</b>	<b>76%</b>	<b>\$ 302,000</b>	<b>\$ 255,910</b>	<b>85%</b>	
<b>Technology Services</b>							
Staff Digital Subscriptions	15,200	14,143	93%	12,276	12,068	98%	
Computers & Peripherals	14,250	1,970	14%	14,250	4,837	34%	
Technical Support	39,732	17,595	44%	39,732	28,553	72%	
IT Infrastructure	35,100	27,031	77%	31,200	26,228	84%	
Website Maintenance	10,200	12,056	118%	10,000	3,827	38%	
<b>Total Technology Services</b>	<b>\$ 114,482</b>	<b>72,795</b>	<b>64%</b>	<b>\$ 107,458</b>	<b>\$ 75,513</b>	<b>70%</b>	
<b>Program Services &amp; Supplies</b>							
Copier Expense	16,600	10,250	62%	15,520	11,933	77%	
Postage Freight	4,000	1,301	33%	3,500	2,725	78%	
Public Relations	34,000	7,639	22%	34,000	11,350	33%	
Office Supplies	7,000	7,403	106%	7,000	5,714	82%	
Adult Programs	20,000	23,945	120%	31,900	16,026	50%	
Children's Program Supplies	20,000	11,513	58%	20,000	13,487	67%	
Young Adult Programs	6,000	7,138	119%	6,000	3,145	52%	
Telephone	15,000	10,884	73%	14,600	10,029	69%	
AV Equipment & Peripherals	5,000	49	1%	5,000	3,514	70%	
Maker Space Programs	10,000	17,146	171%	15,000	4,716	31%	
Technology Training Program	4,800	4,525	94%	4,000	3,200	80%	
<b>Total Program Services &amp; Supplies</b>	<b>\$ 142,400</b>	<b>101,793</b>	<b>71%</b>	<b>\$ 156,520</b>	<b>\$ 85,839</b>	<b>55%</b>	

BELVEDERE TIBURON LIBRARY AGENCY  
 DETAIL BUDGET VS ACTUAL  
 8 MONTHS ENDED  
 FEBRUARY 28, 2026

ACCOUNT	FY26 ANNUAL BUDGET	Feb, 2026		BUDGET REMAINING	FY25 ANNUAL BUDGET	Feb, 2025		% OF BUDGET
		67% OF YEAR TO DATE CASH BASIS	% OF BUDGET			67% OF YEAR TO DATE CASH BASIS	% OF BUDGET	
<b>Building Expenses (9)</b>								
Building & Contents Insur.	138,826	126,771	91%	12,055	125,000	128,032	102%	
Building Maintenance	10,000	25,779	258%	(15,779)	17,500	16,179	92%	
Grounds Maintenance	18,000	4,524	25%	13,476	18,000	3,792	21%	
Janitorial Expense	65,000	44,775	69%	20,225	60,000	35,496	59%	
Custodial Supplies	9,000	4,099	46%	4,901	9,000	1,899	21%	
Trash	5,628	2,477	44%	3,151	5,360	2,375	44%	
Electricity & Gas	87,857	55,609	63%	32,248	80,000	57,334	72%	
Parking	6,240	4,680	75%	1,560	6,240	4,680	75%	
Maintenance Contracts	15,000	7,680	51%	7,320	13,000	8,289	64%	
EV Public Charging Stations	13,295	5,869	44%	7,426	9,600	7,302	76%	
Water	13,164	6,497	49%	6,667	7,500	9,915	132%	
Furniture & Fixtures	0	0		0	0	0		
<b>Total Building Expenses</b>	<b>\$ 382,010</b>	<b>288,760</b>	<b>76%</b>	<b>93,250</b>	<b>\$ 351,200</b>	<b>\$ 275,293</b>	<b>78%</b>	
<b>Agency Administration (10)</b>								
Bank Charges	500	154	31%	346	500	171	34%	
Credit Card Fees	800	54	7%	746	800	7	1%	
Cash Over/(Under)	120	0	0%	120	120	0	0%	
Membership and Dues	4,500	7,643	170%	(3,143)	4,455	3,907	88%	
Accounting	8,200	5,374	66%	2,826	8,000	4,995	62%	
Auditing	34,500	11,885	34%	22,615	33,350	18,701	56%	
Legal & Consulting Services	58,000	142,124	245%	(84,124)	50,000	105,087	210%	
Staff, Vol, Board	5,000	3,551	71%	1,449	5,000	3,572	71%	
Contribution to Reserves	0	0		0	34,427	0		
<b>Total Agency Administration</b>	<b>\$ 111,620</b>	<b>170,785</b>	<b>153%</b>	<b>(59,165)</b>	<b>\$ 136,652</b>	<b>\$ 136,440</b>	<b>100%</b>	
<b>Total GENERAL FUND EXPENDITURES</b>	<b>\$ 3,621,248</b>	<b>\$ 2,465,673</b>	<b>68%</b>	<b>\$ 1,155,575</b>	<b>\$ 3,427,820</b>	<b>\$ 2,331,671</b>	<b>68%</b>	
<b>NET OPERATING REVENUE/(LOSS)</b>	<b>\$ -</b>	<b>\$ (406,201)</b>		<b>\$ (406,201)</b>	<b>\$ 14,838</b>	<b>\$ (307,001)</b>		

BELVEDERE TIBURON LIBRARY AGENCY  
 DETAIL BUDGET VS ACTUAL  
 8 MONTHS ENDED  
 FEBRUARY 28, 2026

ACCOUNT	FY26 ANNUAL BUDGET	Feb, 2026 67% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Feb, 2025 67% OF YEAR TO DATE CASH BASIS	% OF BUDGET
<b>ACTUAL BEGINNING CASH - ALL FUNDS</b>	6/30/2025	\$ 2,918,013	\$ 2,906,550	\$ (11,463)			
<b>NET OPERATING REVENUE/(LOSS)</b>		-	(406,201)	(406,201)			
<b>NON-OPERATING TRANSFERS &amp;</b>							
<b>USES OF RESERVES (11)</b>							
Technology & Equip	9010	0	(51,769)	(51,769)			
Furniture & Fixtures	9020	0	(20,104)	(20,104)			
Building Repairs & Improvements	9022	0	(726)	(726)			
Grounds Improvements	9025	0	(1,915)	(1,915)			
<b>Total USES OF RESERVES</b>		<b>0</b>	<b>(74,514)</b>	<b>(74,514)</b>			
<b>BALANCE SHEET ACTIVITY</b>		<b>0</b>	<b>267,856</b>	<b>267,856</b>			
<b>RESTRICTED FUND ACTIVITY</b>							
Capital Project Foundation Grants	5978		14,850	14,850			
Restricted Fund Receipts	5500	5,821	2,911	(2,910)			
Restricted Fund Expenditures	9500	(5,821)	(2,924)	2,897			
<b>Net RESTRICTED FUND ACTIVITY</b>		<b>0</b>	<b>14,837</b>	<b>14,837</b>			
<b>ENDING CASH - ALL FUNDS</b>	2/28/2026	<b>\$ 2,918,013</b>	<b>\$ 2,708,528</b>	<b>\$ (209,485)</b>			
<b>CASH BY FUND (12)</b>		<b>% of Budgeted Operating Expenses</b>	<b>% of Budgeted Operating</b>	<b>CURRENT YEAR LOW POINT</b>			
Cash with Fiscal Agent - CFD 1995-1 Bond Service							
Restricted Funds	Fund 320,351		116,600	1,441			
Insurance and Building Reserves	2720 & 2730	15%	553,878	553,878			
Operating Reserve		56%	2,022,471	1,051,420			
<b>TOTAL ENDING CASH - ALL FUNDS</b>		<b>2/28/2026</b>	<b>2,708,528</b>	<b>11/30/2025</b>	<b>1,624,160</b>		
<b>CASH BY BANK ACCOUNT</b>		<b>% of Total Cash</b>	<b>% of Total Cash</b>	<b>% of Total Cash</b>			
Mechanics Operating Checking/Petty Cash			300,033	393,727			
US Bank Fiscal Agent for CFD-1995-1 Bonds			116,600	1,441			
LAIF		85%	2,291,895	1,228,992			
Mechanics Wealth Management Fed Treas		0%	0	0			
<b>TOTAL ENDING CASH - ALL ACCOUNTS</b>		<b>2/28/2026</b>	<b>2,708,528</b>	<b>11/30/2025</b>	<b>1,624,160</b>		

## DRAFT FOR AGENCY REVIEW

**REGULAR Meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**February 23, 2026**

**Roll Call, Present:** Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil

**Members Absent:** Roxanne Richards, Vice Chair Katherine Sutton

**Also Present:** Crystal Duran, Kristin Johnson, Lauren Cromwell BTLF Liaison

**CALL TO ORDER:** **Chair Poplawski called the meeting to order at 6:19 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 Library will be hosting a mobile Blood Drive on March 27 with a target of 32 appointments. Scheduling for blood donor appointments will be available on the Library's online calendar.

Staff are adding backpacks with toys to the Library of Things. The backpacks will include tools to foster early learning and motor skills. Bilingual instructional information will be included. The learning tools will be selected for sustainability, green manufacturing, and high quality.

The BayREN report on creating resiliency at the Town and Library is not yet complete. Ideas include a plan to expand the parking lot so that a carport cover with solar panels can be added, in addition to solar on panels Library building, plus battery backup for both the Town of Tiburon and the Library. The battery backup will allow power for the Library to support computer use, and run the HVAC for 48 hours in the event of an emergency. Staff will plan a joint study session with the Town of Tiburon Council to work through a cost-sharing model. The parking lot parcel belongs to the Town, while the Library building and grounds area belongs to Library.

The estimated cost for the carport and solar is \$1,450,000. The battery backup would cost an additional \$1,000,000. The Town of Tiburon will cover the parking lot as part of the Town's capital project budget for the coming fiscal year.

Trustee Hooker asked what the level of cost-sharing would be, and how the Library would source its share of the funding. Foundation fundraising is one possibility.

## DRAFT FOR AGENCY REVIEW

Director Duran said that the hope would be for the City of Belvedere to participate in the cost-sharing, also.

Trustee Hooker asked how the decision would be weighted in terms of finances versus Public Relations and stewardship of the community. Treasurer Slavitz said that the Agency had previously reviewed proposals for solar and battery backup in recent years. Director Duran said that information had been shared with BayREN. The previous cost estimates were much lower than today's costs, with no carport cost option provided. Solar is the least expensive; the carport build, the parking lot extension, and the battery backup comprise most of the current estimated costs. The Town of Tiburon recently received a grant to install a battery backup at the police station, so there may be opportunities for additional grants.

Treasurer Slavitz said the Library currently does not have the reserves to pay for this project. Director Duran said that, with the fall 2026 payoff of the original CFD-1995-1 Bonds, the Library will have additional funds of approximately \$125,000 annually that could be used for the project. The total cost estimates included the Town of Tiburon replacing its current solar and sharing the battery, so the Library's cost may be manageable. The Town of Tiburon would also be the facilities manager for the new infrastructure. The parking lot expansion would also allow for a total of 20 EV charging stations, adding revenue to the Library's current 3 stations.

Trustee Weil said that increased parking space should be a priority, given that the lot has been full for many recent popular programs at the Library. The Library sponsored outdoor SF Shakespeare performance coming up in April is one example of programs with a big draw.

Trustee Weil asked about the Ad Hoc committees on Board Development and Compensation, in light of finances and the decision-making process. Director Duran said that there are no current tasks for Compensation Committee, but there will be some important tasks for the Board Development Committee. Updates to the Brown Act include a requirement for a new Resolution regarding teleconferencing options and provision of the full Brown Act text to all Trustees, in addition to ethics and financial training requirements. These items will be discussed at the March Agency meeting.

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

Foundation Director Lauren Cromwell reported that invitations are out and ticket sales underway for the March 21st annual Teddy Bear Tea.

The Annual Fund campaign is in process, with \$120,000 raised to date.

The Foundation has received 2 bids for the Children's patio shade installation. The projected total cost of the project has increased to between \$40,000 to \$60,000 due

## DRAFT FOR AGENCY REVIEW

to unanticipated engineering required for the installation of supportive poles and roof connections. Chair Poplawski asked if there is currently an opportunity to redesign the project to curtail costs. Director Duran said that the Foundation was concerned with minimizing costs during the entire course of the project and is anxious to complete it at this time.

Corner Books is enjoying an abundant coterie of volunteers.

The Gallery Abstract show will be taken down on March 11. The next exhibit, Art and Mass Culture: Commerce Meets Creativity, will open on March 19.

#### **4. Financial Statements January 31, 2026**

Clerk Johnson reported that, with 58% of the Budget Year passed, Revenues are at 56% of Budget and Expenditures are at 62% of Budget overall. Personnel costs are at 56%, Circulation and Materials data 73% (front-loaded subscriptions), Technology Services 53%, Programs at 63%, Building at 73% (front-loaded insurance), and Agency Administration at 139% (memberships and dues increase and legal costs).

Cash is at almost \$3,000,000, with Operating Reserve at \$2,200,000 or 61% of Annual Operating Budget. Cash and reserves increase with receipt of taxes in December and April. The low point this fiscal year in November/December 2025 saw Total Cash at \$1,600,000 and Operating Reserve at \$1,00,000 or 29% of Annual Operating Budget.

Treasurer Slavitz commented on the success of the Makerspace and the possible need to increase its capacity for the future. Director Duran agreed that the Makerspace will likely need to be expanded in the next 5-to-7 years.

Chair Poplawski expressed concern about the financial tradeoff between the Bay REN report and Community Resiliency plan versus Library Service improvements such as the Makerspace. Treasurer Slavitz suggested that the Foundation might be able to fundraise for the Makerspace. Director Duran agreed, as all ages in the community are using and appreciating the Makerspace.

Treasurer Slavitz asked about the timing of the Library moving its Operating Account back to Wells Fargo. Director Duran said that the Library would initiate the change after the Foundation has finalized its move.

Chair Poplawski asked about the fundraising level and campaign timing of the Foundation's Annual Appeal. Director Duran said that the Annual Appeal runs October through June. Foundation President Brenda Bottum is currently interested in bringing Foundation grants back to the pre-Pandemic and pre-Expansion level of about \$200,000 per year and is planning major donor events for fiscal 2027. Chair Poplawski said that planned community-oriented projects would appeal to donors.

#### **5. Committee Reports**

The Finance Committee met on February 6 and reviewed the Purchasing Policy in Item 10, and recommending that the Policy be brought to the Agency for review and adoption (see item 10).

## DRAFT FOR AGENCY REVIEW

### CONSENT CALENDAR

**6/7/8. Motion to approve the Minutes of January 26, 2026, the Special Minutes of February 10, 2026, and the Warrants for the Month of January, 2026, made by Trustee Hooker seconded by Treasurer Slavitz**

**Ayes: All present in favor**

**Absent: Vice Chair Katherine Sutton, Roxanne Richards**

**Noes: None**

**All in Favor. Motion Passed.**

### TRUSTEE CONSIDERATIONS:

#### 9. Final Review and Approval/Acceptance of Audit

**Motion to approve/accept the BTLA Audit Draft for the Fiscal Year Ended June 30,2025, made by Treasurer Slavitz, seconded by Trustee Weil.**

#### ROLL CALL VOTE

**Ayes: Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil**

**Absent: Vice Chair Katherine Sutton, Roxanne Richards**

**Noes: None**

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

#### 10. Consideration of Library Purchase and Procurement Policy

Director Duran said that the draft policy is intended to clarify purchasing and contracting activities in terms of governance/oversight, procurement thresholds, roles and responsibilities, and sustainability considerations. The policy solidifies practices already in place at the Library. The Finance Committee has reviewed the policy and recommended that it be presented to the full Agency Board for discussion.

Treasurer Slavitz said that the Finance Committee review of the Policy included an extended discussion about the purchasing limits, and concluded that some purchases under the Director's threshold might still need to be formalized by presentation to the Agency Board. Director Duran said that the extension of her authority from the traditional \$30,000 to \$60,000 would be for emergency situations only. Otherwise, any purchase or contract over \$30,000 would be approved by the Agency Board.

Chair Poplawski asked for purchase examples for each of the expenditure levels: Director Duran said that, for example a non-budgeted water heater replacement through a regular vendor which was under \$10,000 was independently executed by her this year. Below the line Building Reserve funds were used for this purchase. For the Workstation replacement project, originally estimated at \$10,000-to-\$30,000, three quotes were solicited, and the Agency approved the project, for which the final project with a regular vendor came in at below the \$30,000 Agency-approved

## DRAFT FOR AGENCY REVIEW

budget. In the over \$30,000 category, a budget increase for the recent Strategic Planning consulting contract was brought to and approved by the board.

Within Agency-approved budgeted items, the Director has discretion within the budget. If a budget item will be exceeded by a purchase, the Director will bring the purchase/budget excess to the Agency Board for approval and authorization.

Trustee Weil said that the authority ranges should be more formal (such as with sources of funds distinguished between public and private donation money) and should require more quotes for all categories, with documentation. This would provide more assurance for protection of public money. All categories should have three quotes as a minimum. He would also prefer that the middle category be changed to \$10,000-to-\$20,000, with purchases over \$20,000 requiring Agency Board approval. Director Duran asked what would be done in the case of projects requiring specialty services, where fewer than three vendors might be available for the service. Trustee Weil suggested clear documentation in these cases, i.e., bring the one or two vendor bids back to the Agency Board.

Chair Poplawski added that the term “where practicable” gives flexibility, but might need clarification in terms of responsibility to the taxpayers. She asked how often contracts and purchases over \$30,000 are encountered in the Library’s course of business. Director Duran said that she brought two consulting contracts before the Agency for approval over the last 4 years. Items recently approved by the Agency include the aforementioned Strategic Planning Contract and Project Refresh for the Nave rearrangement and Furniture.

Trustees agreed that when 3 bids are not available, the procedure should be more clearly delineated in the policy.

It was also agreed that voting on the Policy will be tabled until the March meeting. The following edits should be made before the next consideration: (1) more clear delineation of circumstances and procedures for emergency spending over the Director’s limit, (2) middle category of approval changed to \$10,000-to-\$20,000, (3) clear delineation of procedure when 3 bids are not practicable, (4) Items creating a 10% or greater excess spending over budget should require Agency Board approval.

Trustee Weil said that there should also be a clause related to legal, audit, or and contracts such as consulting, building, cleaning, and landscaping, in terms of duration limits as triggers for a new cycle of the bidding process. Director Duran will add language stating a requirement for a 2-3-year review for standing contracts.

For preferred vendors who have been reliable over the years, a change need not be required, as long as sufficient oversight, review, and documentation are maintained.

Treasurer Slavitz brought up the issue of creating excess policy detail versus Agency reliance on the Director position. Trustee Weil countered that documentation and procedure providing accountability and transparency to the taxpayers is necessary.

Director Duran and Trustee Weil will meet to update policy for later review and approval.

### 11. Meeting Dates

**DRAFT FOR AGENCY REVIEW**

The Next Regular meeting is scheduled for Monday, March 16, 2026.

It is possible that the September 2026 meeting should be rescheduled due to Yom Kippur.

**CLOSED SESSION: Public Employee Performance Evaluation Pursuant to Government Code Section 54957****PUBLIC COMMENT ON CLOSED SESSION**

Chair Poplawski called for Public Comment on the Closed Session. There was none.

**ADJOURNMENT TO CLOSED SESSION**

Chair Poplawski adjourned the meeting for CLOSED SESSION at 7:50 pm.

**CLOSED SESSION****RETURN FROM CLOSED SESSION**

The BTLA returned from closed session at 8:50 pm and announced the following action:

**Motion to Designate the Compensation Committee to review and discuss Director salary and benefits, and consider an employment contract made by Treasurer Slavitz, seconded by Chair Poplawski.**

**Ayes: All present in favor.**

**Absent: Vice Chair Katherine Sutton, Roxanne Richards**

**Noes: None**

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

Chair Poplawski adjourned the meeting at 8:50 pm

Respectfully Submitted,

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

BTLA  
WARRANTS  
FEBRUARY 2026

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
<b>OPERATING EFT'S</b>							
2/2/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ 7,744.18	\$ 7,744.18
2/2/2026	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	\$ 10,553.91	\$ 10,553.91
2/2/2026	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit	\$ 10,058.25	\$ 10,058.25
2/2/2026	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 22,615.62	\$ 22,615.62
2/2/2026	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	\$ 810.00	\$ 810.00
2/6/2026	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
2/10/2026	ACH	MARIN WATER	100	8500	Water	\$ 915.74	\$ 915.74
2/10/2026	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 60,204.69	\$ 60,204.69
2/13/2026	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
2/17/2026	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 325.00	\$ 325.00
2/25/2026	EFT	Amazon	100	Various	Amazon Account Charges	\$ 2,987.54	\$ 2,987.54
2/25/2026	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 868.70	\$ 868.70
2/26/2026	EFT	Delta Dental FEBRUARY	100	7110	CalPERS Insurance Benefits	\$ 1,369.76	\$ 1,369.76
2/27/2026	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 56,339.61	\$ 56,339.61
Various	ACH	Ameriflex FSA	100	Various	3 New Accounts	\$ 166.74	\$ 166.74
<b>FEBRUARY TOTAL EFT / ACH</b>						<b>\$ 176,370.83</b>	<b>\$ 176,370.83</b>
<b>OPERATING HAND CHECKS</b>							
2/24/2026	000689	BRIDGET BURKE	100	8290	MAKERSPACE	\$ 450.00	\$ 450.00
2/25/2026	000690	KATE LEVINSON LOST REFUND	100	5040	BOOK FINES & RESERVES	\$ 14.95	\$ 14.95
<b>FEBRUARY TOTAL HAND CHECKS</b>						<b>\$ 464.95</b>	<b>\$ 464.95</b>
<b>OPERATING ACCOUNTS PAYABLE BATCHES</b>							
2/12/2026	102959	CINTAS	100	8230	OFFICE SUPPLIES	\$ 78.30	\$ 78.30
2/12/2026	102960	DEMCO INC	100	7603	SUPPLIES FOR PROCESSING	\$ 165.32	\$ 165.32
2/12/2026	102961	EMPLOYMENT DEVELOP DEPT	100	7140	UNEMPLOYMENT	\$ 1,085.00	\$ 1,085.00
2/12/2026	102962	ERIC HUMPHREYS	100	8251	YOUNG ADULT PROGRAMS	\$ 300.00	\$ 300.00
2/12/2026	102963	INGRAM LIBRARY SERVICES	100	7601	BOOKS & OTHER MATERIALS	\$ 7,580.05	
2/12/2026		INGRAM LIBRARY SERVICES	100	7602	PROCESSING COSTS	\$ 523.62	\$ 8,103.67
2/12/2026	102964	MARIN IT	100	8040	TECHNICAL SUPPORT	\$ 2,513.50	
2/12/2026		MARIN IT	100	8070	IT INFRASTRUCTURE	\$ 1,610.25	\$ 4,123.75
2/12/2026	102965	MILL VALLEY REFUSE	100	8480	TRASH	\$ 304.87	\$ 304.87
2/12/2026	102966	MISSION SQUARE RETIREMENT	100	2040	DEFERRED COMP DEDUCTIONS	\$ 2,112.50	\$ 2,112.50
2/12/2026	102967	MUCHMORE CONSULTING	100	7210	STAFFING RECRUITMENT	\$ 1,375.20	\$ 1,375.20
2/12/2026	102968	OPTION CLICK CONSULTING	100	8290	TECHNOLOGY TRAINING PROG	\$ 200.00	\$ 200.00
2/12/2026	102969	PACIFIC GAS & ELECTRIC	100	8493	EV PUBLIC CHARGING STA	\$ 937.96	\$ 937.96
2/12/2026	102970	PROJECT 6	100	8071	WEBSITE MAINTENANCE	\$ 7,336.00	\$ 7,336.00
2/12/2026	102971	REDWOOD BUILDING MAINT	100	8450	JANITORIAL EXPENSE	\$ 4,659.00	\$ 4,659.00
2/12/2026	102972	TOWN OF TIBURON	100	8240	ADULT PROGRAMS	\$ 25.00	\$ 25.00
2/12/2026	102973	TPX COMMUNICATIONS	100	8260	TELEPHONE	\$ 1,479.12	\$ 1,479.12
<b>2/12/2026 ACCOUNTS PAYABLE BATCH</b>						<b>\$ 32,285.69</b>	<b>\$ 32,285.69</b>
2/26/2026	102974	A & P MOVING	100	8430	BUILDING MAINTENANCE INCIDE	\$ 100.00	\$ 100.00
2/26/2026	102975	BRODART CO	100	7601	BOOKS & OTHER MATERIALS	\$ 708.36	\$ 708.36
2/26/2026	102976	ERIC HUMPHREY	100	8251	YOUNG ADULT PROGRAMS	\$ 300.00	\$ 300.00
2/26/2026	102977	HOWARD A RACHELSON	100	8240	ADULT PROGRAMS	\$ 600.00	\$ 600.00
2/26/2026	102978	MARIN IT INC	200	9010	COMPUTERS & EQUIPMENT	\$ 7,886.25	\$ 7,886.25
2/26/2026	102979	MISSION SQUARE RETIRMENT	100	2040	DEFERRED COMP DEDUCTIONS	\$ 2,112.50	\$ 2,112.50
2/26/2026	102980	OPTION CLICK CONSULTING	100	8290	TECHNOLOGY TRAINING PROG	\$ 200.00	\$ 200.00
2/26/2026	102981	REDWOOD BUILDING MAINT	100	8460	CUSTODIAL SUPPLIES	\$ 712.57	\$ 712.57
2/26/2026	102982	RELIANCE STANDARD	100	7110	CALPERS INSURANCE BENEFITS	\$ 356.88	\$ 356.88
2/26/2026	102983	RWG LAW	100	8840	LEGAL & CONSULTING SERV	\$ 13,792.75	\$ 13,792.75
2/26/2026	102984	STEVEN BARCLAY AGENCY	100	8240	ADULT PROGRAMS	\$ 5,000.00	\$ 5,000.00
<b>2/27/2026 ACCOUNTS PAYABLE BATCH</b>						<b>\$ 31,769.31</b>	<b>\$ 31,769.31</b>
<b>FEBRUARY TOTAL WARRANTS</b>						<b>\$ 240,890.78</b>	<b>\$ 240,890.78</b>



**DATE:** March 16, 2026

**TO:** Library Board Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Draft Purchase and Procurement Policy

---

The draft Purchase and Procurement Policy was presented to the Board at the February meeting. The following edits were made based on discussion and feedback, available in the revised draft:

- Under Contract Authority: Clarified emergency procurements up to \$60K can be made by the Director, with post-action reporting required at the subsequent business meeting
- Under Procurement Thresholds: Lowered the Director's authority limits from \$30K to \$20K; required three bids for any procurement above \$10K
- Under Procurement Thresholds: Included additional clarification regarding quotes.
- Added a new section on Procurement Exemptions.
- Under Service Contracts: Added clarification regarding periodic review of service contracts

**Options for Action**

1. Adopt the revised draft Purchase and Procurement Policy as presented.
2. Provide the Director with edits and bring the policy back at a later date.
3. Request that the Finance Committee review and discuss further.



## PURCHASE AND PROCUREMENT POLICY

March 2026

### Purpose

The Library seeks to conduct all purchasing and procurement activities in a manner that reflects responsible stewardship of public resources and its commitment to environmental responsibility, social equity, and fiscal resilience. All purchasing and contracting activities shall be conducted in accordance with applicable laws, Joint Powers Authority agreements, and Library governance policies. No contract shall be valid unless executed in accordance with this policy and approved within authorized limits.

### Guiding Principles

The Library incorporates sustainability and Zero Waste principles where feasible, practical, and aligned with fiscal, operational, and program requirements. These principles guide decision-making but do not restrict essential purchases or override procurement laws. Guiding principles include:

- Stewardship of public funds
- Transparency and fairness
- Lifecycle value, durability, and efficiency
- Minimizing waste and environmental impact where reasonable
- Supporting local economies when practicable
- Maintaining consistency with JPA partner procurement practices

### Roles and Responsibilities

Clear assignment of procurement responsibilities promotes consistency, accountability, and effective internal controls. This section defines primary oversight and approval roles.

Purchasing Officer. The Library Director serves as the Purchasing Officer and is responsible for:

- Approving all purchases or delegating approval authority for routine purchases,
- Ensuring compliance with this policy,
- Applying sustainability considerations where feasible, practical, and aligned with fiscal, operational, and program requirements,
- Overseeing competitive solicitation and vendor selection.
- Maintaining oversight of contract amendments and cumulative contract values.

Department Leads. Department leads may approve purchases within department budgets when delegated, and must:

- Seek competitive pricing in accordance with thresholds,
- Consider reusable, durable, or efficient alternatives when practical,
- Submit complete documentation to Finance for processing.

Finance Staff. Finance staff handle Accounts Payable, MIP entry, records retention, and check issuance as described in the Library's Accounting Policies and are responsible for maintaining complete, accessible procurement records sufficient to support audit and compliance requirements.

### **Ethics and Conflict of Interest**

All employees and officials involved in procurement shall comply with applicable conflict-of-interest and ethics laws and shall avoid personal, financial, or organizational interests that could compromise impartial decision-making. No employee shall participate in procurement decisions involving vendors with whom they have a personal or financial relationship.

### **Contract Authority and Approval Limits**

To promote accountability, fiscal stewardship, and appropriate oversight, the Library establishes clear limits on contracting authority. These limits ensure that purchasing decisions are made at the appropriate organizational level, supported by available funding, and consistent with the Library's governance structure. For purposes of determining approval authority and procurement thresholds, the contract value shall be calculated based on the total financial obligation under the agreement, including the full cost of any multi-year term, renewals, extensions, or recurring service payments, regardless of the contract period.

The following limits apply:

- Library Director: Authorized up to \$20,000 for standard procurements and up to \$60,000 for emergency operational needs, subject to post-action reporting no later than the following business meeting.
- Department Leads: Authorized up to \$1,000 as delegated by the Library Director
- Board Approval: Required when limits are exceeded.

The Board retains the authority to adjust limits as needed.

### **Procurement Thresholds and Competitive Practices**

The Library utilizes graduated procurement thresholds to balance operational efficiency with transparency, competition, and responsible use of public funds. As purchase value increases, additional competitive and approval requirements apply to ensure best value and public accountability. Purchases shall not be artificially divided to circumvent approval or competitive requirements. Related purchases shall be aggregated for threshold determination.

- Up to \$10,000: Single quote acceptable; sustainability considered where feasible. Director or delegated manager approval required.
- \$10,000–\$20,000: At least three price quotes when practicable; Director approval.
- Above \$20,000: At least three price quotes when practicable; Agency Board approval required per Accounting Policy.

Threshold determinations shall be based on the total anticipated cost of the purchase or contract in accordance with the Contract Authority provisions above.

When quotations are required under this policy, documentation of all quotes received shall be maintained and retained in accordance with the Library's records retention schedule. In situations where obtaining the required number of quotes is not feasible (e.g., sole source, emergency conditions, or limited vendor availability), the responsible staff member shall document the reason in writing. This explanation shall be retained with the procurement records to ensure transparency and accountability.

### **Procurement Exemptions**

Certain categories of purchases are exempt from the competitive quotation requirements outlined in this policy due to the specialized nature of the goods or services, limited vendor availability, or standard industry procurement practices. These exemptions are intended to support efficient library operations while maintaining appropriate fiscal oversight.

Exemptions apply only to competitive quotation requirements and do not waive established approval authority limits. All purchases must remain within approved budgets and comply with applicable authorization levels.

Examples of exempt purchases include:

- Library collection materials, including books, periodicals, audiovisual materials, digital resources, and database subscriptions purchased through established library vendors.
- Library programming and educational services, including authors, performers, lecturers, workshop facilitators, and similar program presenters.
- Routine operational and office supplies purchased through established vendors or cooperative purchasing agreements.
- Professional memberships, conference registrations, training, and continuing education expenses for staff.
- Technology subscriptions, licenses, renewals, or maintenance agreements where compatibility, continuity of service, or vendor exclusivity limits competition.

The Library Director may determine when an exemption is appropriate based on operational needs and shall ensure that purchases remain consistent with the Library's commitment to transparency, responsible stewardship of funds, and sound financial management.

### **Gratuities and Service Charges**

The Library recognizes that limited gratuities or service charges may be customary for business-related services, such as catering, event support, or transportation. Any gratuities paid with Library funds shall:

- Be reasonable in amount, typically 10-20% of service cost
- Be directly related to legitimate Library business,
- Be included on vendor invoices whenever practicable,
- Be pre-approved by the Purchasing Officer or designee.

Discretionary tipping outside of invoiced charges is discouraged and shall not be reimbursed unless specifically authorized. Gratuities shall be documented and subject to audit review.

### **Rejection of Quotes and Proposals**

To protect the Library's financial and operational interests, procurement processes must allow for flexibility when bids or proposals do not meet expectations. The Purchasing Officer may reject any or all bids and pursue alternate methods.

### **Service Contracts**

Because service agreements often involve specialized expertise and long-term relationships, their selection requires careful evaluation beyond price alone. Service contracts over \$20,000 shall use competitive quotations. Sole source may be authorized with justification. Vendors may be required to demonstrate appropriate licensing, insurance, financial stability, and performance history prior to contract award. Amendments and change orders that increase contract value or scope shall require the same level of approval as the original agreement. Cumulative amendments shall be tracked for threshold compliance.

The Library may utilize preferred vendors who have established relationships with the Library and have demonstrated reliability, quality of service, and familiarity with Library operations. Administration will periodically review standing service contracts, generally every 2 to 3 years, to ensure service levels remain satisfactory and pricing continues to reflect competitive market rates.

### **Public Works and Facility Projects**

Construction, maintenance, and facility improvement projects carry heightened fiscal, legal, and safety considerations. All public works projects shall be conducted in compliance with applicable provisions of the California Public Contract Code and related regulations. This section establishes tiered procedures to ensure appropriate oversight based on project size and complexity. Procedures shall align with procurement thresholds and competitive practices as noted in previous section.

- Small Projects (Up to \$60,000). May be completed through in-house labor, negotiated contracts, or purchase orders.
- Intermediate Projects (\$60,001 - \$220,000). Shall utilize informal competitive bidding among qualified contractors.
- Major Projects (Over \$220,000). Shall utilize formal competitive bidding procedures with public notice and sealed bids. Contracts shall be awarded by the Board.

Dollar thresholds shall automatically adjust to remain consistent with applicable legal requirements, subject to Board notification. The Purchasing Officers may utilize more formal procurement procedures when doing so is in the Library's best interest.

### **Emergency Procurement**

Extraordinary circumstances may require immediate action to protect public safety, property, or continuity of operations. Emergency purchases may be authorized without standard procedures. Emergency actions shall be documented in writing and reported to the Board within 30 days or by the following Board meeting, whichever occurs first.

### **Contract Execution and Legal Review**

Proper contract documentation and execution are essential to ensuring enforceability, fiscal control, and risk management. All contracts shall be in writing when appropriate and supported by verified funding. Contracts shall be reviewed by the Library's legal counsel when warranted by risk, complexity, or dollar value.

### **Sustainability and Zero Waste Considerations**

Consistent with the Library's commitment to environmental stewardship, procurement decisions should consider lifecycle impacts and resource efficiency when feasible. The Library supports the Zero Waste Hierarchy of Highest and Best Use as a guiding framework, applied where feasible, practical, and aligned with fiscal, operational, and program requirements. Preferred practices include:

- Rethink/Reduce unnecessary purchases and wasteful consumption.
- Reuse existing materials when practical.
- Recycle/Compost products with viable end-of-life pathways.
- Avoid products linked to destructive disposal methods when reasonable alternatives exist.
- Library Fleet: Future vehicles should prioritize electric or hybrid models.
- Energy-Efficient Equipment: ENERGY STAR-rated products preferred.
- Water Efficiency: WaterSense-certified fixtures preferred.
- Office Supplies: FSC-certified and recycled-content materials preferred.
- Renewable Energy: Participation in Green Power programs when viable.
- Program Incentives: Durable or experience-based items preferred.

These are guiding preferences, not mandatory requirements.

### **Centralized Purchasing**

Centralized purchasing supports consistency, cost efficiency, internal controls, and compliance with this policy. All significant purchases and contractual commitments shall be coordinated through the Purchasing Officer or designee. Departments shall submit purchase requests in accordance with established procedures and shall not independently obligate the Library without proper authorization. Where feasible, purchasing activities shall be consolidated to leverage volume pricing, reduce administrative costs, and minimize duplicative procurement.

The Purchasing Officer shall maintain oversight of vendor relationships, master agreements, and recurring service contracts to ensure continuity, performance, and value. The Purchasing Officer may conduct periodic performance reviews of major vendors and contractors.

Unauthorized purchases or commitments made outside approved procedures may be deemed invalid and may not be reimbursed. Repeated noncompliance with centralized purchasing procedures may result in the revocation of delegated purchasing authority.

### **Records and Compliance**

Comprehensive recordkeeping is essential for financial transparency, audit readiness, and public accountability. Finance staff are responsible for maintaining complete, accessible procurement records sufficient for audit and compliance purposes. Purchasing documentation will follow the Accounting Policies, including:

- Invoice review and coding,
- MIP entry and approvals,
- Dual signatures for checks  $\geq$  \$10,000,
- Annual auditing and record retention.

### **Disposition of Surplus Supplies, Materials, and Equipment**

Responsible disposition of surplus assets supports fiscal recovery, community benefit, and environmental sustainability. Surplus property includes items no longer required for operations, obsolete, damaged, unused, or no longer suitable for Library needs.

Preferred disposition sequence, where feasible, practical, and aligned with fiscal, operational, and program requirements:

1. Internal Reuse
2. Transfer to Local Government or Quasi-Government Agencies
3. Donation to Community Nonprofits
4. Public Sale
5. Recycling or Material Recovery
6. Landfill Disposal (Last Resort)

Data-bearing equipment must be securely wiped prior to disposition. The Library Director has the authority to approve surplus disposition. Documentation shall follow Accounting Policies.

### **Policy Review and Updates**

This policy will be reviewed periodically by the Library Director and Finance Committee and updated as needed with full Board approval. Staff with delegated procurement authority shall receive periodic training on procurement compliance and ethics.



**DATE:** March 16, 2026

**TO:** Library Board Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Resolution Authorizing Alternative Teleconferencing Procedures (SB 707)

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The Ralph M. Brown Act establishes open meeting requirements for legislative bodies in California, including rules governing teleconferenced meetings. Under traditional Brown Act teleconferencing provisions, agencies must comply with several requirements when a member participates remotely, including:

- Posting the meeting agenda at each teleconference location
- Identifying each teleconference location on the meeting agenda
- Ensuring each teleconference location is accessible to the public

While intended to protect public access, these provisions can create logistical barriers when board members need to participate remotely. In 2025, the State adopted Senate Bill 707 (SB 707) to modernize teleconferencing rules under the Brown Act. Effective January 1, 2026, SB 707 added Government Code Sections 54953.8 and 54953.8.7, which allow eligible public agencies to use alternative teleconferencing procedures that maintain transparency while providing greater flexibility for board participation.

The Library Agency qualifies as a multijurisdictional body under Government Code Section 54953.8.7 because it is governed by representatives from multiple jurisdictions through a Joint Powers Authority. As an eligible body, the Library Agency may authorize use of the alternative teleconferencing procedures by adopting a Board resolution. If authorized by the Board, these procedures would allow trustees to participate remotely without complying with the traditional Brown Act teleconference requirements that require public access to the member's remote location. However, important transparency protections remain in place:

- The meeting must still provide a physical meeting location within the agency's jurisdiction where the public may attend.
- The public must be able to observe and participate remotely in the meeting.
- All other Brown Act notice, agenda, and public comment requirements remain in effect.

Adopting these procedures would provide the Board with additional flexibility for remote participation while maintaining open meeting practices. The Library will continue to hold meetings at the Library and provide remote viewing and participation options consistent with current practice.

### **Recommendation**

Staff recommends that the Board adopt the attached resolution authorizing use of the alternative teleconferencing procedures pursuant to Government Code Sections 54953.8 and 54953.8.7.

**RESOLUTION NO. 312-2026**

**A RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY AUTHORIZING THE USE OF THE ALTERNATIVE TELECONFERENCING PROCEDURES PURSUANT TO SECTIONS 54953.8 AND 54953.8.7 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

**WHEREAS**, the traditional teleconferencing rules of the Ralph M. Brown Act (“Brown Act”) authorize legislative bodies to conduct meetings via teleconferencing under specified conditions; and

**WHEREAS**, the traditional teleconferencing rules require, among other things, that an agency (1) post agendas at all teleconference locations, (2) identify each teleconference location on the agenda, and (3) make each teleconference location accessible to the public; and

**WHEREAS**, the State of California passed Senate Bill 707 to modernize open meeting and teleconferencing requirements under the Brown Act, effective January 1, 2026; and

**WHEREAS**, Sections 54953.8 and 54953.8.7 of the Government Code of the State of California provide procedures whereby a public agency can utilize alternative teleconferencing procedures for its public meetings, without complying with the traditional Brown Act teleconferencing requirements noted above, if certain specified conditions are met; and

**WHEREAS**, the Board of Trustees of the Belvedere Tiburon Library Agency (“Library Agency”) is an eligible multijurisdictional body, as defined in Section 54953.8.7 of the Government Code; and

**WHEREAS**, the Board of Trustees of the Library Agency desires to adopt the alternative teleconferencing procedures.

**NOW, THEREFORE, BE IT RESOLVED** by the Belvedere Tiburon Library Agency that the Board of Trustees hereby authorizes the use of the alternative teleconferencing procedures contained in Sections 54953.8 and 54953.8.7 of the Government Code of the State of California.

**PASSED AND ADOPTED** at the regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the **16th day of March, 2026**.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

**Emily Poplawski, Library Agency Chair**

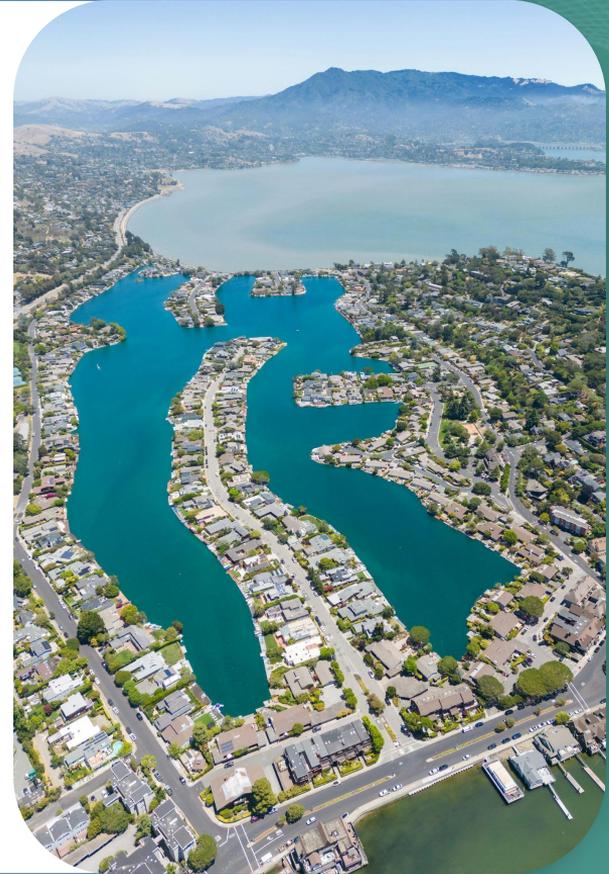
**Kristin Johnson, Clerk of the Board**

# BAYREN

Local Governments Empowering Our Communities

## Energy Roadmap

*Prepared for the Belvedere Tiburon Library Agency + Town of Tiburon  
January 28, 2026*



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# Executive Summary

The **Bay Area Regional Energy Network** (BayREN) is pleased to provide this comprehensive Energy Roadmap to the **Belvedere Tiburon Library Agency + Town of Tiburon**.

BayREN assessed the **Belvedere Tiburon Library and Tiburon Town Hall** for energy and resilience upgrades and developed this report to provide tailored recommendations for enhancing resilience, reducing emissions, and saving on energy costs. BayREN looks forward to supporting the Belvedere Tiburon Library Agency + Town of Tiburon as they advance these energy initiatives.

BayREN's Energy Roadmapping service helps local governments and special districts (“agencies”) identify, plan, and prioritize integrated energy and resilience projects. Roadmaps help agencies overcome challenges and navigate the evolving landscape of energy resilience and sustainability planning. Administered by the Association of Bay Area Governments (ABAG) and established under the guidance of the California Public Utilities Commission, BayREN supports eligible agencies across the Bay Area in saving energy, reducing operating costs, and advancing sustainability goals.





# Community Profile

*Belvedere Tiburon Library + Town of Tiburon*

The Belvedere Tiburon Library Agency (BTLA) is a Joint Powers Agency formed by the City of Belvedere and the Town of Tiburon. As the governing body of the library, the BTLA oversees the library's operations and development, which opened its doors in 1997.

The Town of Tiburon was incorporated in 1964. The Tiburon Peninsula was originally a vast area of redwood groves and grassland. In 1884, the area grew with the establishment of a railroad line between Tiburon Point and San Rafael, and a ferry connection to San Francisco. Today, the Town is known for its stunning San Francisco Bay views, historic charm, and outdoor activities.

Population\*

**12,906**

Population Change since 2010\*

**-3%**

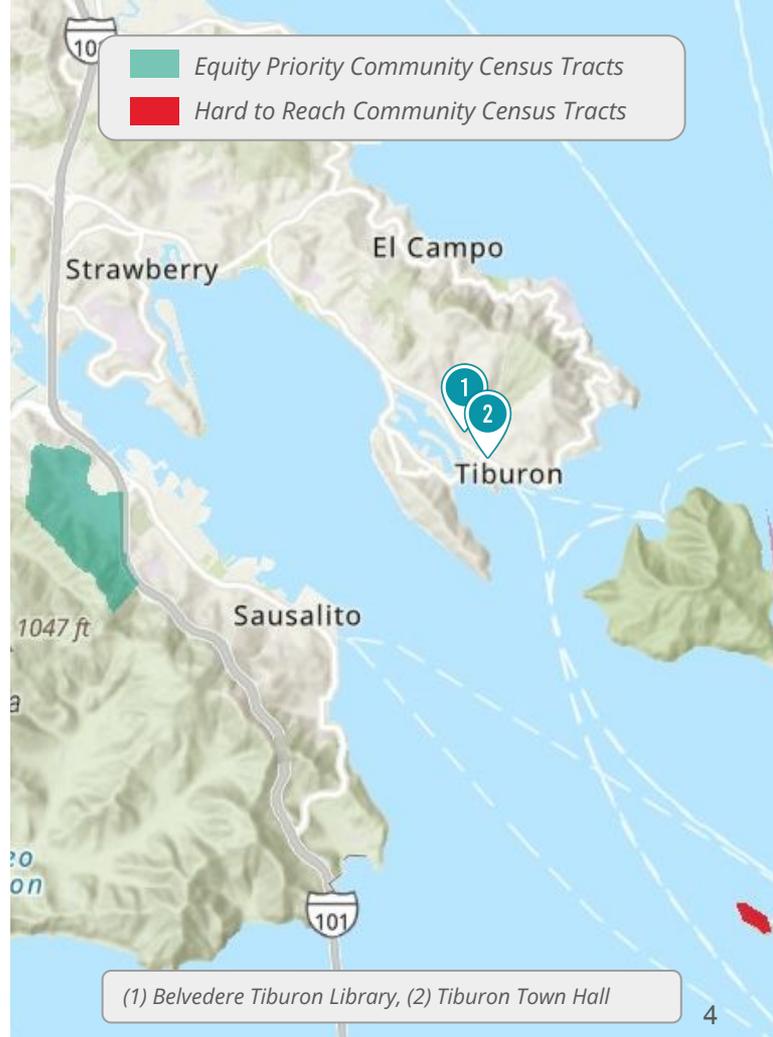
Under 18 and 65+\*

**26%**

While the the Belvedere Tiburon Library and Tiburon Town Hall are not physically located in Equity Priority Communities, these communities are made up of approximately 12% of individuals over the age of 75. These individuals can be considered vulnerable during times of emergency or natural disaster, as nearly 14% of householders age 65 and over live alone.

\*Population metrics represent an aggregate of the City of Belvedere and Town of Tiburon.

Note: [Equity Priority Communities](#) include CA's most disadvantaged communities and low-income communities and households.



- Equity Priority Community Census Tracts
- Hard to Reach Community Census Tracts

(1) Belvedere Tiburon Library, (2) Tiburon Town Hall



# Climate & Energy Goals

*Belvedere Tiburon Library + Town of Tiburon*

The Belvedere Tiburon Library Agency adopted its 2024-2026 Strategic Plan in early 2024. The Town of Tiburon adopted its Climate Action Plan 2030 in 2022. Together, these Plans outline strategies for building community climate resilience and sustainability for years to come. Shared, energy-related goals from the Plans include:



**Promote** programs and incentives to reduce electricity demand during peak periods and expand participation in energy efficiency programs as they become available.



**Explore** and encourage the installation of solar panels to the Library and installation/expansion of solar PV at other public buildings, commercial projects, and schools throughout Tiburon.



**Increase** Zero Emissions Vehicles (ZEV) adoption to 100% for all light-duty vehicles in the Town's fleet by 2030.

Greenhouse Gas (GHG) Emissions Reduction Goal:\*

**50%** below 1990 levels by 2030 + carbon neutrality by 2045

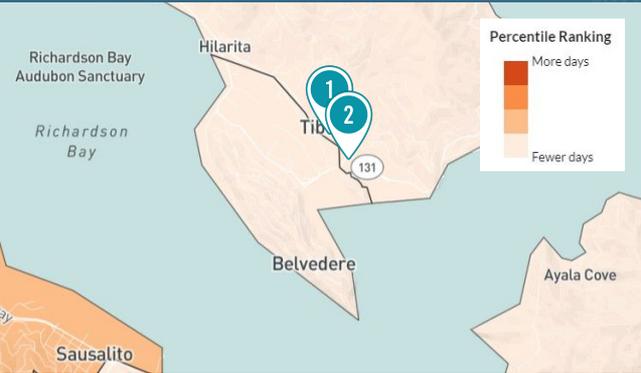
*\*Per the Town of Tiburon Climate Action Plan 2030*





# Climate Vulnerabilities

Belvedere Tiburon Library + Town of Tiburon



California Healthy Places Index: Extreme Heat Edition (2022)

## Extreme Heat Days: 19

- Compared to County score: 34

*Projected number of days above 90°F by 2035 (CalAdapt)*

## Heat Vulnerability: 12

- Compared to County score: 18

*The Heat Health Action Index is a weighted average of indicators that represents overall heat vulnerability (California Heat Assessment Tool)*

*Agency scores are an average of the individual scores for the City of Belvedere and Town of Tiburon. County scores are calculated using the average of all census tracts within the county where the agencies are located.*

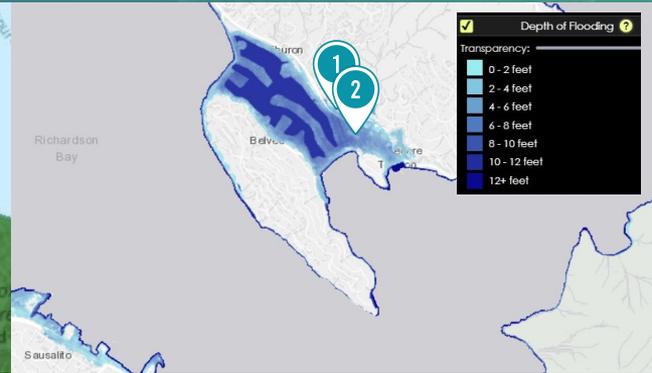


CalEnviroScreen 4.0 (2021)

## Pollution Burden: 6

- Compared to County score: 10
- 6th Percentile compared to other cities in California
- Highest sources of pollution: impaired water bodies, toxic releases, and traffic

*Average of the potential exposures to pollutants and the adverse environmental conditions caused by pollution (CalEnviroScreen)*



Adapting to Rising Tides (ART) Sea Level Rise and Shoreline Analysis (2019)

## Flooding Risks:

- Coastal: Relatively Moderate
- Riverine: Relatively High

## Wildfire Risk: Relatively Low

*Baseline risk measurements (FEMA National Risk Index)*

*The map above represents the impact of 36" sea-level rise with no additional storm surge (Adapting to Rising Tides, ART)*



# Grid Reliability

Belvedere Tiburon Library + Town of Tiburon

Power outages directly impact the reliability and availability of a building's energy and cooling capability. Electric grid system reliability is routinely measured and reported by electric utilities and typically falls into two categories:

**Duration** = amount of time (in minutes) the avg. customer experienced power outages or interruptions in a given year

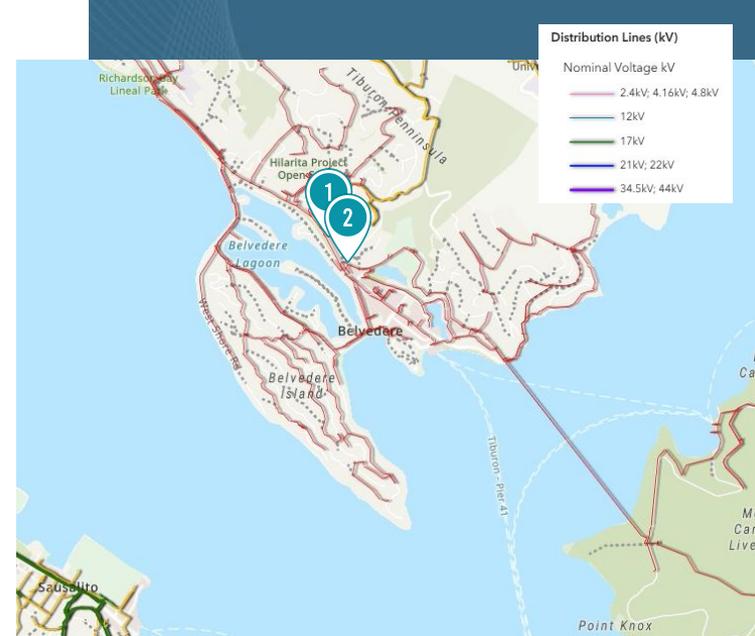
**Frequency** = number of times the avg. customer experienced a "sustained outage" (longer than 5 minutes) in a given year

PG&E Region 1: Sonoma Division		
Year	Outage Duration	Outage Frequency
2021	166	1.3
2022	233	1.5
2023	183	1.3
2024	260	1.8
<b>4-year Avg.</b>	<b>211 minutes</b>	<b>1.5</b>

\*Recorded outages were analyzed using PG&E's reported outage [data](#). Reported outages may not represent a complete record of all outage events.

\*\*Load Hosting Capacity: Maximum additional electrical load (kW) that can be connected to a circuit without triggering grid upgrades or reliability issues.

^Generation Hosting Capacity: Maximum generation (kW) from sources like solar & batteries that can be added without exceeding the grid's operational limits.



Electricity distribution lines from PG&E's Grid Resource Integration Portal

## PG&E Circuit Serving Your Buildings:

Alto 1121

**0**  
Number of Outages  
Recorded  
(2021 - 2024)\*

**0**  
Load Hosting  
Capacity (kW)\*\*

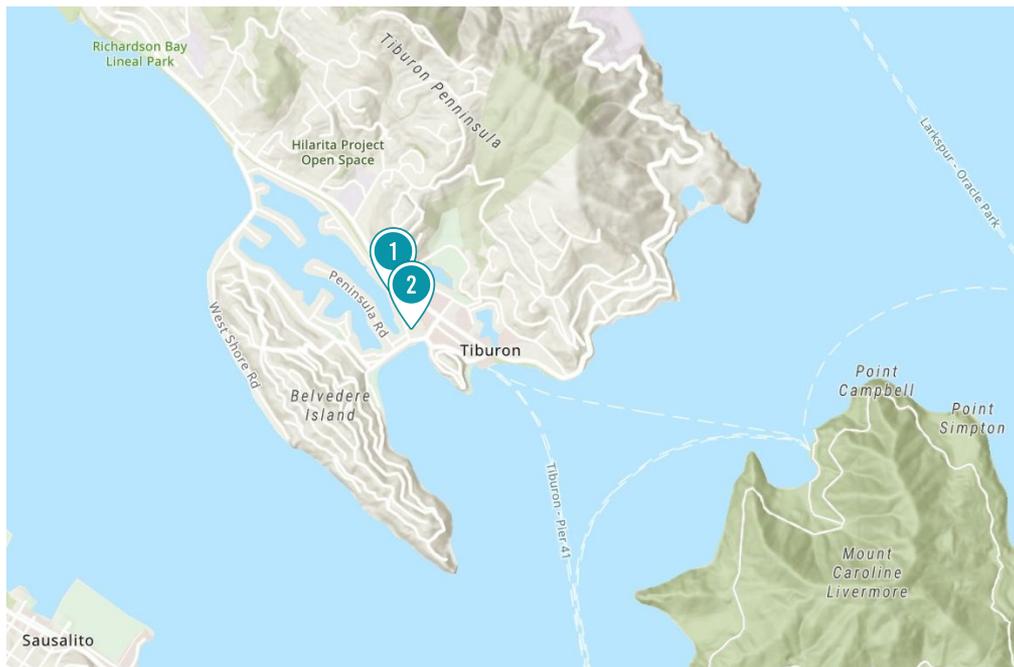
**370 kW**  
Generation Hosting  
Capacity (kW)^



# Featured Buildings

*Belvedere Tiburon Library + Town of Tiburon*

The Belvedere Tiburon Library and Tiburon Town Hall are included in this Energy Roadmap.



*Local Government building locations*

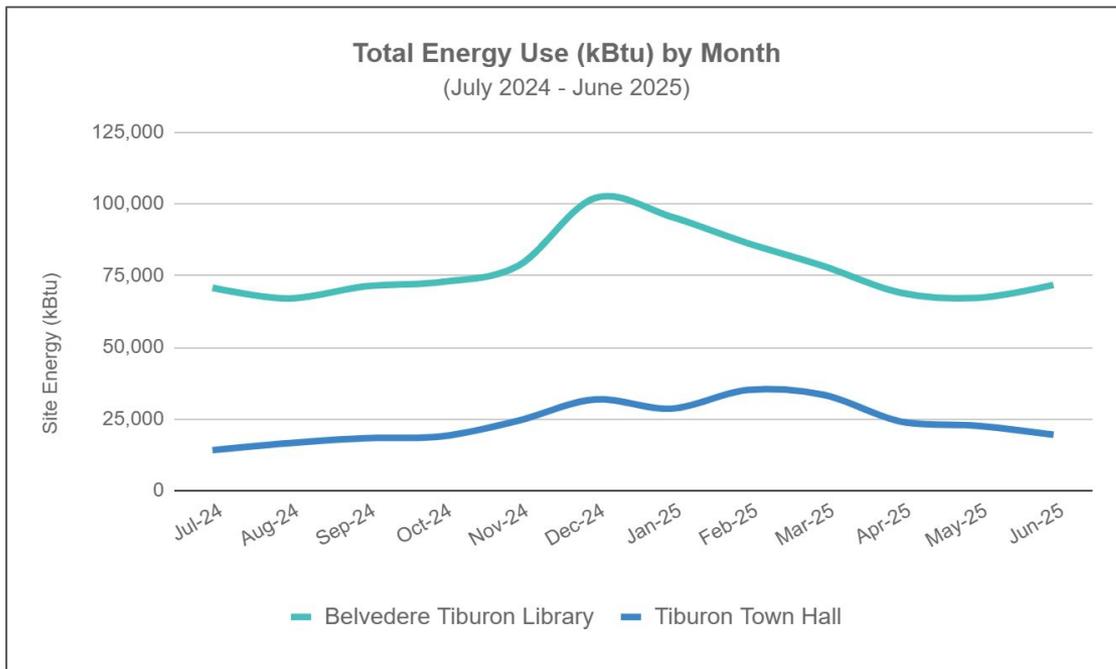
The Belvedere Tiburon Library Agency and Town of Tiburon selected the following two buildings for inclusion in the Roadmap:

1. The **Belvedere Tiburon Library** is a public building located at 1501 Tiburon Blvd that offers a wide range of resources, programs, and services for people of all ages.
2. **Tiburon Town Hall** is a public building at 1505 Tiburon Blvd that provides resources for community members and houses Town staff in the Administration + Finance, Planning + Community Development, Public Works, and Building Departments.



# Featured Buildings - Energy Use Comparison

Belvedere Tiburon Library + Town of Tiburon



Note: The chart on this page converts electricity and gas usage into common energy units of kBtu.

## Energy Details

### PG&E Meter Properties

- Belvedere Tiburon Library
  - 1 electric and 1 gas meter
- Tiburon Town Hall
  - 1 electric and 1 gas meter

### Electricity

**Highest-Consuming Site** | Library

**Lowest-Consuming Site** | Town Hall

### Natural Gas

**Highest-Consuming Site** | Library

**Lowest-Consuming Site** | Town Hall

### Overall Energy Use (kBtu)

**Highest-Consuming Site** | Library

**Lowest-Consuming Site** | Town Hall



# Featured Building: Belvedere Tiburon Library



# Building Characteristics

*Belvedere Tiburon Library*

Belvedere Tiburon Library is a public building that offers a wide range of resources, programs, and services for people of all ages.

Building Characteristics	
<b>Building Size</b>	19,117 sq ft (100% air-conditioned area)
<b>Year Built</b>	1997
<b>Roof Age</b>	29 years (original); 4 years (expansion)
<b>Number of Floors</b>	1
<b>Max. Occupancy</b>	293
<b>Hours of Operation</b>	M-Th: 9 AM - 8 PM; F-Sun: 10 AM - 5 PM
<b>Accessibility</b>	ADA Accessible
<b>Walkability</b>	69 (out of 100)
<b>Current Resilience Designation</b>	Community Resilience Center (CRC)



## Existing Equipment Inventory:

*E = electricity, NG = natural gas*

**2** Heat Pumps (E)

**1** Fireplace (NG)

**1** Tankless Water Heater (NG)

**4** Energy Recovery Ventilators (E)

**5** Light Fixture Types  
*[100% fixtures currently LEDs]*

## Building Envelope

Aluminum dual-pane windows, wood wall, R-13 exterior wall insulation, R-19 interior wall insulation, R-32 roof insulation, synthetic slate roof tile, PVC membrane roofing.



# Energy Characteristics

Belvedere Tiburon Library

Building Energy Details	
PG&E Meter Number(s)	1011044354 (Electric) 1010433475 (Gas)
PG&E Rate Details	HB19S (Electric); GNR1 (Gas)
Demand Response	None
CCA Participation	Marin Clean Energy (MCE)
Building Electrical Panel Capacity	HP-1 North: 125A; HP-2 North: 125A; HP-1 South: 125A; HP-2 South: 125A; Panel DP1: 600A; Panel DP2: 600A
PG&E Service Capacity	1,200 A
PG&E Load Hosting Capacity	690 kW
Solar & Battery Storage	None
Backup Generator Sizing	None
Average Outage Duration (2024)	
Name of Circuit Serving Building	Alto 1121
Circuit Outage Duration Avg.	N/A
Division Outage Duration Avg.	N/A
Outage Experience:	City staff reported 4-5 power outages/year, lasting 2-3 hours each.

\*National Median Site Energy Use Intensity for Library Sites is 76.1 (kBtu/ft<sup>2</sup>)

**40.5**  
kBtu/ft<sup>2</sup>  
Current Energy Use Intensity

**-46.8%**  
Variance from National Median Energy Use Intensity\*

**1.4**  
MTCO<sub>2e</sub>  
Baseline GHG Emissions

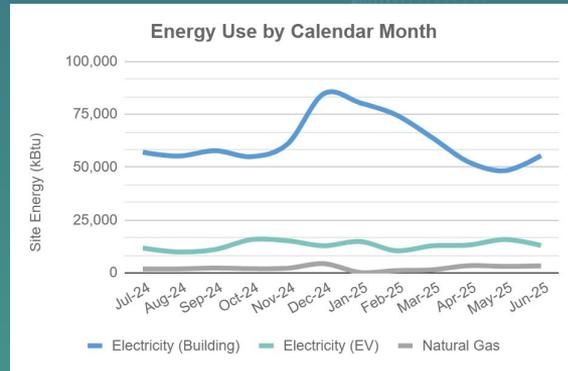
Total Annual Energy Cost: \$265,600

## Electricity

- Annual Usage: 265,000 kWh
- Annual Cost: \$88,000
- Peak Demand: 100 kW
- Solar Production: None

## Natural Gas

- Annual Usage: 300 Therms
- Annual Cost: \$600





# Recent and Planned Building Upgrades & Renovations

*Belvedere Tiburon Library*

*Building upgrades and renovations recently completed or planned.*

Upgrade/Renovation	Date Completed or Planned	Notes
HVAC system	Completed 2021-2022	The Library installed a new HVAC system (2 units).
Interior lighting + controls	Completed 2021-2022	The Library upgraded all ceiling fixtures to LED and added occupancy sensors and dimmers.
Tankless water heater	Completed Q1 2025	The Library upgraded to a tankless water heater and dual flush valves for all restrooms.
Interior lighting	Planned for Spring 2026	The Library plans to add more permanent lighting fixtures in the adult reading section (amount TBD).
Window tinting	Planned for Spring 2026	The Library plans to upgrade all of the window tinting on the southward facing windows.
Solar PV, generator, + battery	Planned for 2-3 years	The Library plans to add solar PV panels, a generator, and battery energy storage system in the coming few years.

## Spotlight: Library Expansion

In 2020, the Belvedere Tiburon Library embarked on an expansion project, and reopened its doors in 2022. The renovation added approximately 9,000 square feet, increasing the total size of the library to around 19,500 square feet.



# Energy Efficiency Opportunities

Belvedere Tiburon Library

High-level estimates of project savings, costs, and financial details for the energy efficiency measures (EEMs) identified during the site audit.

#	Measure	Effective Useful Life (yrs)	Electric Energy Savings (kWh/yr)	Gas Energy Savings (therm/yr)	Total Energy Savings (kBtu/yr)	Energy Cost Savings (\$/yr)	Gross Project Cost* (\$)	Simple Payback Period (yrs)	Net Present Value (\$)	GHG Savings (MTCO <sub>2</sub> e /yr)
EEM-1	Tighten HVAC Schedule Around Occupancy Hours	5	2,500	N/A	10,000	\$600	\$250	0.4	\$2,300	N/A**
EEM-2	Replace Exterior Wall Packs with LED Fixtures	15	1,100	N/A	4,000	\$300	\$4,000	13	-\$900	N/A**
<b>Totals</b>		<b>N/A</b>	<b>3,600</b>	<b>N/A</b>	<b>14,000</b>	<b>\$900</b>	<b>\$4,250</b>	<b>4.7</b>	<b>\$1,400</b>	<b>N/A**</b>

\*Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction.

\*\*Facility enrolled in Marin Clean Energy's Electricity Deep Green 100% renewable energy service, ensuring annual electricity use is matched with equal fossil-free renewable energy purchases.



# Electric Vehicle Supply Equipment Opportunities

Belvedere Tiburon Library

## Existing EV Supply Equipment

<b>EV Charger Type</b>	1 dual-port; 1 single-port
<b>EV Charging (kWh/yr)</b>	46,000



High-level estimates of project costs and financial details for the electric vehicle measures (EVMs) identified during the site audit.

#	Measure	EV Charger Type	Number of Charging Ports	EV Charging* (kWh/yr)	Gross Project Cost** (\$)	Operation & Maintenance Costs^ (\$/yr)
EVM-1	Install Already Procured Dual-Port EV Charger	32A - Level 2 (Dual Port)	2	31,000	Already Procured	\$8,400

\*Electricity use assumes installation of all recommended chargers.

\*\*Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction.

^Operation Costs include electricity costs associated with the use of the chargers. The operation costs assume electricity use when all the chargers are in use. Maintenance Costs are dependent on whether or not EV chargers are leased or owned. Annual maintenance costs assume ownership, as many leasing options include maintenance plans.



# Energy Fuel Substitution Opportunities

Belvedere Tiburon Library

High-level estimates of project savings, costs, and financial details for the energy fuel substitution measures (EFSs) identified during the site audit.

#	Measure	Effective Useful Life (yrs)	Electric Energy Savings (kWh/yr)	Gas Energy Savings (therm/yr)	Total Energy Savings (kBtu/yr)	Energy Cost Savings* (Without Solar PV, \$/yr)	Energy Cost Savings** (With Solar PV, \$/yr)	Gross Project Cost^ (\$)	Simple Payback Period (yrs)	GHG Savings (MTCO <sub>2</sub> e /yr)
EFS-1	Replace Gas Fireplace with Electric Fireplace	15	-1,080	100	7,000	-\$100	\$200	\$5,000	N/A	0.5
EFS-2	Replace Gas Tankless Water Heater with Heat Pump Water Heater	20	-1,000	200	17,000	\$200	\$400	\$75,000	N/A	1.0
<b>TOTALS</b>		<b>N/A</b>	<b>-2,080</b>	<b>300</b>	<b>24,000</b>	<b>\$100</b>	<b>\$600</b>	<b>\$80,000</b>	<b>N/A</b>	<b>1.5</b>

\*Energy cost savings calculations do not assume installation of the recommended solar PV system (uses current rate).

\*\*Energy cost savings calculations assume installation of the recommended solar PV system.

^Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction.



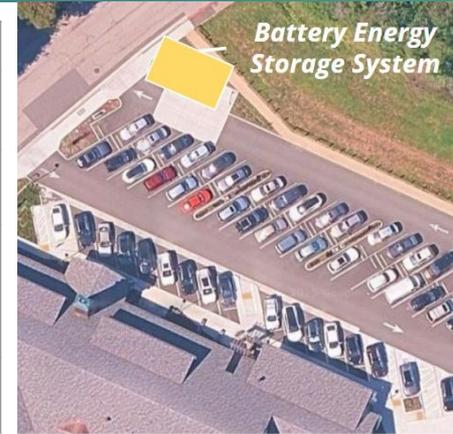
# Solar PV + Battery Storage Opportunities

Belvedere Tiburon Library



On-site Solar PV System Opportunities	
System Size (kW)	185 kW
System Siting	Library Roof and Carports
Year-1 Solar Production (kWh/yr)	285,000 kWh North Carport: 60,000 Center Carport: 125,000 Library Roof: 100,000
Annual Energy Offset from Solar (%)	100%
Area Available (Sq. ft.)	Roof: 4,600 / Carport: 8,400

Battery Storage System Opportunities	
System Size (kW / kWh)	160 kW / 2,200 kWh (shared with Town Hall)
Critical Load Supported (%)	100%
System Autonomy Supporting Critical Load (Hours)	Recommended System: 48 Hours
Battery System Footprint (Sq. ft.)	400



High-level estimates of project savings, costs, and financial details for the energy resilience measures (ERMs) identified during the site audit.

#	Measure	Effective Useful Life (yrs)	Energy Cost Savings (\$/yr)	Gross Project Cost*(\$)	Simple Payback Period (yrs)	GHG Savings (MTCO <sub>2</sub> e/yr)
ERM-1	Install additional solar PV systems (North Carport)	25	\$15,500	\$400,000	25.8	N/A**
ERM-2	Install additional solar PV systems (Center Carport)	25	\$32,500	\$800,000	24.6	N/A**
ERM-3	Install additional solar PV systems (Library Roof)	25	\$26,000	\$250,000	9.6	N/A**
ERM-4	Install battery energy storage system (BESS)	25	N/A	\$1,000,000	N/A	N/A**
<b>TOTALS</b>		<b>25</b>	<b>\$74,000</b>	<b>\$2,450,000</b>	<b>19.6</b>	<b>N/A**</b>

\*Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction for the solar PV and associated carport structures.

\*\*Facility enrolled in Marin Clean Energy's Electricity Deep Green 100% renewable energy service, ensuring annual electricity use is matched with equal fossil-free renewable energy purchases.



# Featured Building: Tiburon Town Hall



# Building Characteristics

## Tiburon Town Hall

Tiburon Town Hall is a public building and houses Town staff in the Administration + Finance, Planning + Community Development, Public Works, and Building Departments.

Building Characteristics	
<b>Building Size</b>	9,500 sq ft (85% air-conditioned area)
<b>Year Built</b>	1997
<b>Roof Age</b>	29 years
<b>Number of Floors</b>	2
<b>Max. Occupancy</b>	279
<b>Hours of Operation</b>	M-Th: 7 AM - 5 PM; F-Sun: Closed
<b>Accessibility</b>	ADA Accessible
<b>Walkability</b>	74 (out of 100)
<b>Current Resilience Designation</b>	Community Resilience Center (CRC)



### Existing Equipment Inventory:

*E = electricity, NG = natural gas*

**8** Light Fixture Types  
[50% fixtures currently LEDs]

**1** Hybrid Water Heater (E)

**3** Heat Pumps (E)

### Building Envelope

Aluminum dual-pane windows, wood wall, batt wall insulation, comp shingle roof.



# Energy Characteristics

Tiburon Town Hall

## Building Energy Details

<b>PG&amp;E Meter Number(s)</b>	1009885031 (Electric) 61082280 (Gas)
<b>PG&amp;E Rate Details</b>	B6 (Electric); GNR1 (Gas)
<b>Demand Response</b>	None
<b>CCA Participation</b>	Marin Clean Energy (MCE)
<b>Building Electrical Panel Capacity</b>	1A: 150A; 1B: 150A; 1TA: 100A; Charger A: 50A; Charger B: 50A; HP-1: 80A; Bath exhaust: 20A; 1M: 150A; Elevator: 175A; HP-3: 40A; Block heat: 20A; Breaker 10: 50A; HP-2: 50A; Breaker 14: 200A
<b>PG&amp;E Service Capacity</b>	600 A
<b>PG&amp;E Load Hosting Capacity</b>	1,350 kW
<b>Solar &amp; Battery Storage</b>	40 kW
<b>Backup Generator Sizing</b>	100 kW

## Average Outage Duration (2024)

<b>Name of Circuit Serving Building</b>	Alto 1121
<b>Circuit Outage Duration Avg.</b>	N/A
<b>Division Outage Duration Avg.</b>	N/A
<b>Outage Experience:</b>	City staff reported 2-3 power outages/year, lasting 1-2 hours each.

\*National Median Site Energy Use Intensity for an "Other - Public Services" facility is 40.1 (kBtu/ft<sup>2</sup>).

**30.3**

kBtu/ft<sup>2</sup>

Current Energy Use Intensity

**-24.4%**

Variance from National Median Energy Use Intensity\*

**0**

MTCO<sub>2e</sub>

Baseline GHG Emissions

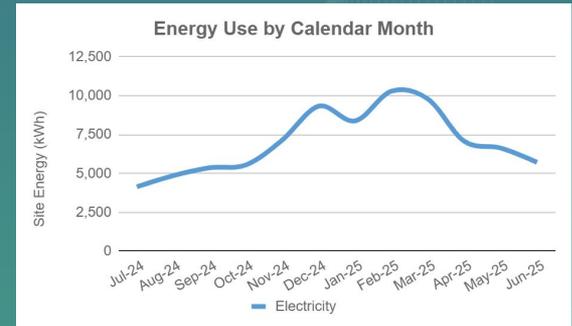
**Total Annual Energy Cost: \$34,000**

## Electricity

- **Annual Usage:** 84,000 kWh
- **Annual Cost:** \$34,000
- **Peak Demand:** 42 kW
- **Solar Production:** 11,940 kWh / year
  - Consumed Onsite: 11,255 kWh
  - Exported to Grid: 685 kWh

## Natural Gas

- **Annual Usage:** None
- **Annual Cost:** None





# Recent and Planned Building Upgrades & Renovations

Tiburon Town Hall

*Building upgrades and renovations recently completed or planned.*

Upgrade/Renovation	Date Completed or Planned	Notes
HVAC system	Completed 2023-2024	Town Hall completed an HVAC system upgrade that involved conversion to an all-electric heat pump system.
Heat pump	Completed 2023-24	Town Hall converted their water heater to an all-electric hybrid heat pump.
Interior lighting fixtures	Completed 2023-2025 (ongoing)	Town Hall has been working to convert the majority of ceiling lighting fixtures to LED over the past three years.



# Energy Efficiency Opportunities

Tiburon Town Hall

High-level estimates of project savings, costs, and financial details for the energy efficiency measures (EEMs) identified during the site audit.

#	Measure	Effective Useful Life (yrs)	Electricity Energy Savings (kWh/yr)	Gas Energy Savings (therm/yr)	Total Energy Savings (kBtu/yr)	Energy Cost Savings (\$/yr)	Gross Project Cost* (\$)	Simple Payback Period (yrs)	Net Present Value (\$)	GHG Savings (MTCO <sub>2</sub> e /yr)
EEM-3	Upgrade Council Chamber Lighting to LED Lamps and Turn off Lighting When Unoccupied	15	6,200	N/A	21,000	\$2,500	\$5,000	2	\$21,000	N/A**
EEM-4	Replace Exterior Wall Packs With LED Fixtures	15	1,100	N/A	4,000	\$400	\$4,000	10	\$200	N/A**
EEM-5	Replace 2nd Floor Lamps With LED Lamps	15	1,000	N/A	3,000	\$400	\$3,000	8	\$1,200	N/A**
<b>Total</b>		<b>15</b>	<b>8,300</b>	<b>N/A</b>	<b>28,000</b>	<b>\$3,300</b>	<b>\$12,000</b>	<b>7</b>	<b>\$23,400</b>	<b>N/A**</b>

\*Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction.

\*\*Facility enrolled in Marin Clean Energy's Electricity Deep Green 100% renewable energy service, ensuring annual electricity use is matched with equal fossil-free renewable energy purchases.



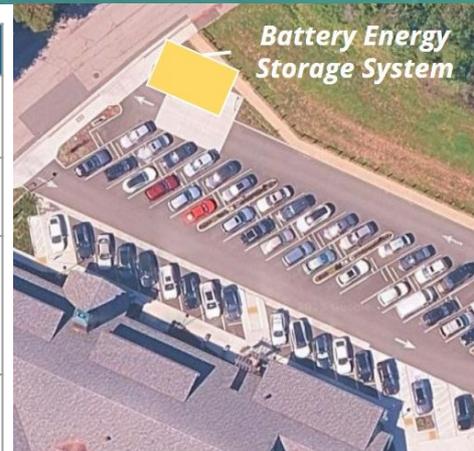
# Solar PV + Battery Storage Opportunities

Tiburon Town Hall



On-site Solar PV System Opportunities	
System Size (kW)	40 kW
System Siting	Town Hall Roof
Year-1 Solar Production (kWh/yr)	65,000 kWh
Annual Energy Offset from Solar (%)	75%
Area Available (Sq. ft.)	4,600

Battery Storage System Opportunities	
System Size (kW / kWh)	160 kW / 2,200 kWh (shared with Library)
Critical Load Supported (%)	100%
System Autonomy Supporting Critical Load (Hours)	Recommended System: 48 Hours
Battery System Footprint (Sq. ft.)	400



High-level estimates of project savings, costs, and financial details for the energy resilience measures (ERMs) identified during the site audit.

#	Measure	Effective Useful Life (years)	Energy Cost Savings (\$/year)	Gross Project Cost*(\$)	Simple Payback Period (yrs)	GHG Savings (MTCO <sub>2</sub> e/yr)
ERM-5	Replace Existing Solar PV System with New Solar PV System	25	\$26,000	\$125,000	5	N/A**

\*Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction.

\*\*Facility enrolled in Marin Clean Energy's Electricity Deep Green 100% renewable energy service, ensuring annual electricity use is matched with equal fossil-free renewable energy purchases.



# Community Resilience Planning



# Community Resilience Center (CRC) Profile

Belvedere Tiburon Library

## CRC Characteristics

<b>Resilience Designation</b>	Community Resilience Center
<b>Hours of Operation</b> <i>(during activation)</i>	Mon-Sun: 7 AM - 9 PM
<b>Reasons for Activation</b>	Extreme weather, emergencies, and power outages
<b>Critical Loads</b>	Heating/cooling, access to Wifi, device charging, refrigeration for food and medications, and life-safety systems
<b>Nearest Transit</b>	10 feet to nearest bus stop (219 + 619 routes)
<b>ADA Accessibility</b>	ADA-compliant entrance/exit, ADA accessible interior doorways, and ADA accessible restrooms



CRC Type	Resilience Services	Provided Year-Round	Provided During Activation
<b>Level 1:</b> Resource Center	Provides resilience education and resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Level 2:</b> Relief Station*	Provides daytime shelter, safe space, cooling, heating, and clean air <i>(in addition to Level 1 support)</i>	N/A	<input checked="" type="checkbox"/>
<b>Level 3:</b> Overnight Shelter*	Provides overnight shelter, meals, showers, and emergency supplies <i>(in addition to Level 2 support)</i>	N/A	<input type="checkbox"/>

\*Level 2 and Level 3 services require emergency power, coordination with Marin County Office of Emergency Management (OEM), and may require additional staffing and funding.



# Community Resilience Center (CRC) Profile

Belvedere Tiburon Library

## Community Engagement + Resilience Planning

The Library completed strategic planning in 2024 and identified a goal to make the Library available for emergency and disaster relief services. Strategic planning included community discussions, a community survey, stakeholder meetings, and individual interviews. The Library will re-engage the community regarding Community Resilience Center (CRC) needs and interests in 2026, and will continue to host quarterly emergency preparedness workshops. The Library has meeting space for 100 community members, and will activate as a CRC in tandem with the adjacent Tiburon Town Hall (see page 27).

As a CRC, the Library's goals include providing a safe, temperature-controlled space for community members during emergencies and power outages, as well as planned power, internet access, and refrigeration for medical supplies. Once the CRC is officially established, the Library will partner with local police department officials and Marin County Office of Emergency Management (OEM) to identify and "pre-register" seniors or individuals with limited mobility for priority support during power outages. The Library also has space to distribute meals for up to 150 community members, in coordination with OEM. In coordination with the City of Belvedere, Town of Tiburon, and OEM, additional agency and volunteer staffing support will be needed while the Library is activated as a relief station.

The Library currently provides access to heating and cooling on extreme weather days and a water bottle filling station to the public. In the future, the Library would like to install solar, battery storage, and a backup generator that would support operations for a minimum of three days, and preferably for five days. During power outages, the Library's critical loads include powering on ADA doors, 20 computers with hotspot internet access, a satellite phone, two kitchens for community use/storage (2 microwaves, 1 stove, 2 refrigerators), HVAC for heating/cooling, electric outlets for charging devices, and 5 EV charging stations.

## Critical Needs



Cooling center activation is anticipated at 19 days/year based on CalAdapt's extreme heat projections for the City of Belvedere and Town of Tiburon (see page 6)



Additional staffing to help manage site operations during resilience center activation (led by Belvedere, Tiburon, or Marin County Office of Emergency Management (OEM) staff)



Backup power for running HVAC, 20 computers, kitchen appliances (including refrigeration), 5 EV charging stations, and ADA doors



Support from Community Based Organizations (CBOs) and OEM for educational resources, emergency supplies, and food distribution



Fully electrified kitchen that can use solar and stored battery power for cooking and refrigeration



Dedicated storage is needed for emergency related supplies (attic is likely location)



# Community Resilience Center (CRC) Profile

Tiburon Town Hall

## CRC Characteristics

<b>Resilience Designation</b>	Community Resilience Center
<b>Hours of Operation</b> <i>(during activation)</i>	Mon-Sun: 7 AM - 5 PM
<b>Reasons for Activation</b>	Extreme weather, emergencies, and power outages
<b>Critical Loads</b>	Heating/cooling, access to Wifi, device charging, refrigeration for food and medications, and life-safety systems
<b>Nearest Transit</b>	300 feet to nearest bus stop (219 + 619 routes)
<b>ADA Accessibility</b>	ADA-compliant entrance/exit, ADA accessible interior doorways, and ADA accessible restrooms



CRC Type	Resilience Services	Provided Year-Round	Provided During Activation
<b>Level 1:</b> Resource Center	Provides resilience education and resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Level 2:</b> Relief Station*	Provides daytime shelter, safe space, cooling, heating, and clean air <i>(in addition to Level 1 support)</i>	N/A	<input checked="" type="checkbox"/>
<b>Level 3:</b> Overnight Shelter*	Provides overnight shelter, meals, showers, and emergency supplies <i>(in addition to Level 2 support)</i>	N/A	<input type="checkbox"/>

\*Level 2 and Level 3 services require emergency power, coordination with Marin County Office of Emergency Management (OEM), and may require additional staffing and funding.



# Community Resilience Center (CRC) Profile

Tiburon Town Hall

## Community Engagement + Resilience Planning

Tiburon Town Hall has an established history of supporting community needs during extended power outages. The building is equipped with a diesel backup generator and during a prolonged Public Safety Power Shutoff (PSPS) event in 2018, served as a location for residents to access air conditioning and charge personal devices. This precedent informs Town Hall's continued planning for CRC activation and critical needs support. Town Hall will activate alongside the adjacent Belvedere Tiburon Library (see page 25). While the Library offers a larger interior gathering space for activities like community meetings and meal distribution, the sites work in tandem to deliver educational resources, safe spaces, and emergency supplies.

To ensure continuity of operations during Community Resilience Center (CRC) activation, Tiburon Town Hall has designated several systems and assets as high priorities for critical needs planning, including HVAC (heating and cooling), lighting, water heating, receptacles, and continuous power to all Town Hall equipment. These priorities encompass the primary IT server room and associated telephone equipment, approximately 20 personal computers, two copy machines, and five small printers, as well as two staff kitchen areas with two refrigerators, one electric stove/oven, and two microwave ovens.

Ensuring that these critical loads are supported during activation is essential to maintaining safety for individuals navigating the building (lighting), occupant comfort (HVAC heating/cooling and water heating), communications capabilities (computers and phones), food preparation (electric stove/oven and microwaves), and refrigeration for food, infant formula, or medication. A secondary priority would be generating and storing sufficient power to support Town Hall's elevator and two existing Level 2 EV charging stations (32 amps).

## Critical Needs



Cooling center activation is anticipated at 19 days/year based on CalAdapt's extreme heat projections for the City of Belvedere and Town of Tiburon (see page 6)



Additional staffing to help manage site operations during resilience center activation (led by Belvedere, Tiburon, or Marin County Office of Emergency Management (OEM) staff)



Backup power for running HVAC, lighting, water heater, kitchen appliances (including refrigeration), IT server room, and phones



Support from Community Based Organizations (CBOs) and OEM for educational resources, emergency supplies, and food distribution



Emergency preparedness training sessions and educational resources offered by the adjacent Library facility on a quarterly basis



First aid kits and other emergency related supplies to be provided through OEM and Red Cross partnerships



# Project Phasing Plan



# Project Phasing Plan

Belvedere Tiburon Library Agency + Town of Tiburon

Projects are being proposed in phases to deliver meaningful energy efficiency and resilience benefits while ensuring optimal financial outcomes.

Phase #	Implementation Timeframe	Belvedere Tiburon Library					Tiburon Town Hall				
		Measure #	Gross Project Cost (\$)	Total Energy Savings (kBtu)	Energy Cost Savings* (\$/yr)	GHG Savings (MTCO <sub>2</sub> e/yr)	Measure #	Gross Project Cost (\$)	Total Energy Savings (kBtu)	Energy Cost Savings* (\$/yr)	GHG Savings (MTCO <sub>2</sub> e/yr)
1	Now - 6 Months	EEM-1, EEM-2, EVM-1	\$4,250	-96,000	-\$7,100	N/A**	EEM-3, EEM-4	\$9,000	25,000	\$2,900	N/A**
2	6 Months - 2 Years	EFS-1	\$5,000	7,000	-\$100	0.5	EEM-5	\$3,000	3,000	\$400	N/A**
3	2 - 5 Years	ERM-1, ERM-2, ERM-3, ERM-4	\$2,450,000 <sup>^</sup>	970,000	\$74,000	N/A**	ERM-5	\$125,000	220,000	\$26,000	N/A**
4	5 - 20 Years	EFS-2	\$75,000	17,000	\$200	1.0					
<b>TOTALS</b>			<b>\$2,534,250</b>	<b>898,000</b>	<b>\$67,000</b>	<b>1.5</b>		<b>\$137,000</b>	<b>248,000</b>	<b>\$29,300</b>	<b>N/A**</b>

EEM = energy efficiency measure, EFS = energy fuel substitution, EVM = electric vehicle measure, ERM = energy resilience measure

<sup>^</sup>Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction for the solar PV and associated carport structures.

\*Energy cost savings calculations do not assume installation of the recommended solar PV systems (uses current rate).

\*\*Facility enrolled in Marin Clean Energy's Electricity Deep Green 100% renewable energy service, ensuring annual electricity use is matched with equal fossil-free renewable energy purchases.



# Project Phasing Plan (Summary)

Belvedere Tiburon Library Agency + Town of Tiburon

Projects are being proposed in phases to deliver meaningful energy efficiency and resilience benefits while ensuring optimal financial outcomes.

Phase #	Implementation Timeframe	Measure #	Gross Project Cost (\$)	Total Energy Savings (kBtu)	Energy Cost Savings* (\$/yr)	GHG Savings (MTCO <sub>2</sub> e/yr)
1	Now - 6 Months	EEM-1, EEM-2, EEM-3, EEM-4, EVM-1	\$13,250	-71,000	-\$4,200	N/A**
2	6 Months - 2 Years	EEM-5, EFS-1	\$8,000	10,000	\$300	0.5
3	2 - 5 Years	ERM-1, ERM-2, ERM-3, ERM-4, ERM-5	\$2,575,000 <sup>^</sup>	1,190,000	\$100,000	N/A**
4	5 - 20 Years	EFS-2	\$75,000	17,000	\$200	1.0
<b>TOTALS</b>			<b>\$2,671,250</b>	<b>1,146,000</b>	<b>\$96,300</b>	<b>1.5</b>

EEM = energy efficiency measure, EFS = energy fuel substitution, EVM = electric vehicle measure, ERM = energy resilience measure

<sup>^</sup>Gross Project Cost is inclusive of estimated equipment and installation costs as well as design, engineering, and construction for the solar PV and associated carport structures.

\*Energy cost savings calculations do not assume installation of the recommended solar PV system (uses current rate).

\*\*Facility enrolled in Marin Clean Energy's Electricity Deep Green 100% renewable energy service, ensuring annual electricity use is matched with equal fossil-free renewable energy purchases.



# Project Phasing Plan Methodology

*Belvedere Tiburon Library Agency + Town of Tiburon*

**PHASE 1: Now to 6 Months** - This phase includes energy efficiency measures at the Belvedere Tiburon Library and Tiburon Town Hall for equipment that has already surpassed its useful life. This phase will help reduce electric demand ahead of future solar PV installations. This phase also includes the electric vehicle measure for the Belvedere Tiburon Library, which involves installing the previously procured dual-port EV charger.

**PHASE 2: 6 Months to 2 Years** - This phase includes the first energy fuel substitution measure for the Belvedere Tiburon Library, which involves updating the fireplace from gas to electric. This phase also includes the final energy efficiency measure at Tiburon Town Hall, which involves replacing the 2nd floor lamps with LED lamps once the current fixtures reach the end of their useful lives.

**PHASE 3: 2 to 5 Years** - This phase includes the solar PV (*North Carport, Center Carport, + Library Roof*) and battery energy storage system (BESS) installations for the Belvedere Tiburon Library and an additional solar PV installation for Tiburon Town Hall. This will ensure the new resilience measures are properly sized following a baseline period with the more efficient or newly electrified equipment from Phases 1 and 2.

**PHASE 4: 5 to 20 Years** - This phase includes the final energy fuel substitution measure at the Belvedere Tiburon Library, which involves replacing the gas tankless water heater with a heat pump water heater. The existing unit is less than a year old and is running at 95% efficiency. Replacement will occur when the current unit begins failing.

# Glossary of Terms - Upgrade Opportunities

- **Effective Useful Life (EUL):** The median number of years that installed energy saving measures are considered effective at reducing energy consumption or demand.
- **kBtu (kilo-British thermal unit):** A common energy unit that helps compare electricity (kWh) and natural gas (therms) on the same scale by converting both into kBtu.
- **Gross Project Cost:** The total project cost inclusive of estimated equipment and installation costs as well as design, engineering, and construction.
- **Simple Payback Period (SPP):** The amount of time required to recover the initial costs of a project from its savings. SPP ignores the time value of money and assumes that future savings occur in even amounts each year. For example, a \$1,000 investment that saves \$500 each year has a two-year SPP.

$$\text{SPP} = \text{Gross Project Cost (\$)} / \text{Annual Energy Bill Savings (\$/yr)}$$

- **Net Present Value (NPV):** NPV accounts for the time value of money and reflects what a project's total lifetime cash flow is worth in today's dollars. It is calculated by summing the present value of all future cash flows, including both costs (such as purchase, installation, and ongoing maintenance) and savings (including utility and maintenance savings, and any revenues) using an appropriate discount rate. A discount rate can be the minimum acceptable rate of return. A positive NPV indicates the project's benefits exceed its costs, making it financially advantageous.

$$\text{NPV} = [(\text{Cash flow}) / (1 + i)^t] - \text{initial investment, where } i = \text{discount rate and } t = \text{number of time periods}$$

- **GHG Savings:** The reduction in Greenhouse Gas (GHG) emissions achieved through installing suggested opportunities.



**Thank  
you**

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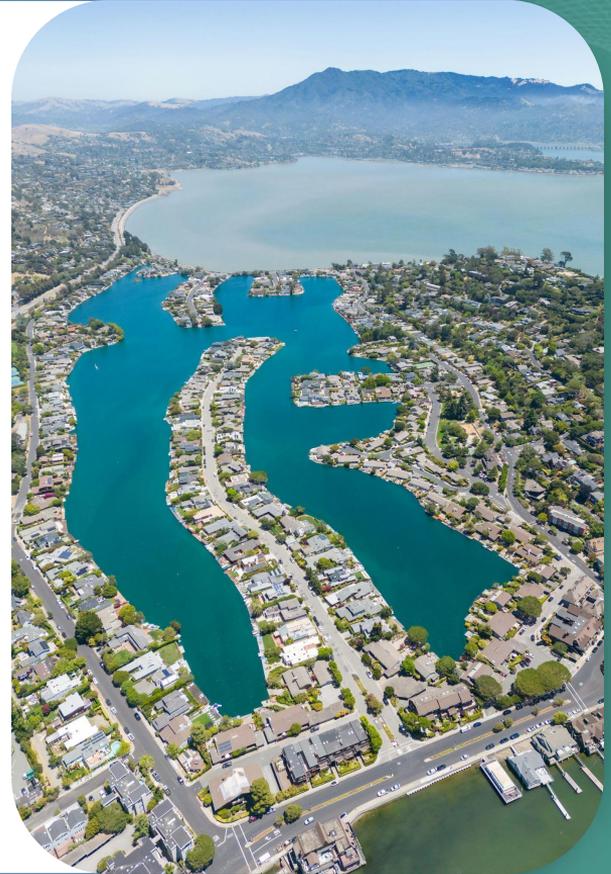
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# BAYREN

Local Governments Empowering Our Communities

## Site Analysis Report

*Prepared for the Belvedere Tiburon Library Agency + Town of Tiburon  
January 28, 2026*



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# Appendix - Site Analysis Report

## Library HVAC Details

HVAC	Central Plant					
Unit Tag	HP-1	HP-2	OSA-1	OSA-2	OSA-3	OSA-4
Unit Type	Heat Pump		Energy Recovery Ventilator			
Make & Model	Mitsubishi TURYP1683AN40AN	Mitsubishi TURYP1683AN40AN	Mitsubishi Lossnay TLGHF1200RX501A	Mitsubishi Lossnay TLGHF1200RX501A	Mitsubishi Lossnay TLGHF1200RX501A	Mitsubishi Lossnay TLGHF1200RX501A
Year of Installation	2022		2022	2022	2022	2022
RUL (years)	17		17	17	17	17
Unit Capacity	168 MBH Cooling 188 MBH Heating	168 MBH Cooling 188 MBH Heating	1200 CFM	1200 CFM	1200 CFM	1200 CFM
Fuel Type	Electric		Electric			
Area Served	West Half of Library	East Half of Library	Service	Kitchen	Women	Breakroom
Terminal Unit	FC-1 to FC-25		Area Served			
Controls	Programmable Thermostats		Programmable Thermostats			

\*Calculation methodology and assumptions are detailed on page 20.



# Appendix - Site Analysis Report

## Library Lighting & DHW Details

Lighting	Light Fixtures			
Type	Recessed LED Down Lights, Wall Mounted LEDs	LED Pendants, Wall Mounted LED Sconces, LED Track Lighting	Recessed 2x4 LED	Pendant Mounted 4' Ring LED
Controls	Occupancy & Daylighting Sensors	Occupancy & Daylighting Sensors	Occupancy & Daylighting Sensors	Occupancy & Daylighting Sensors
Area Served	Children's Library, Founder's Room	Book Stacks, Local Authors Section, Teen's Library	Conference Room, Labs, Copy Room, Study Rooms, Maker Space, Backstage offices	Founder's Room, Corner Books

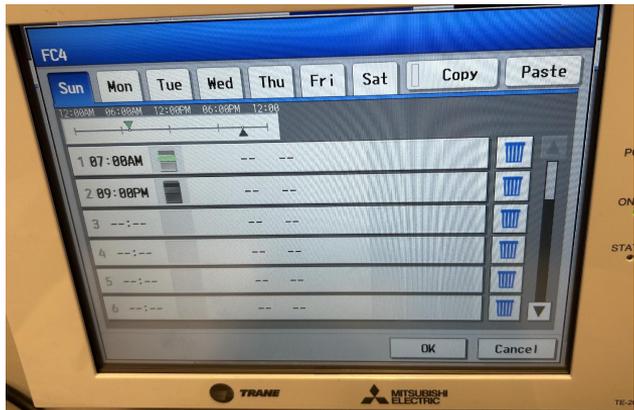
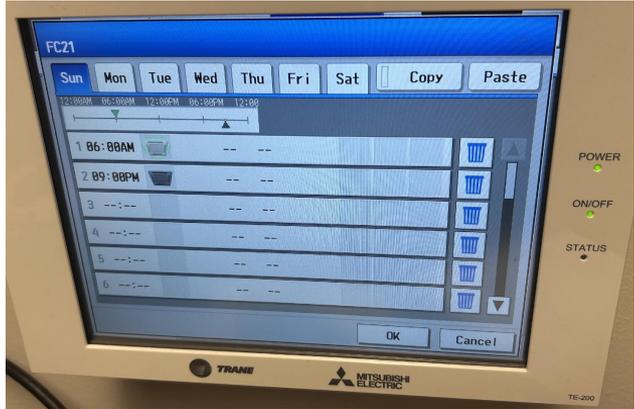
DHW	Type
Unit Tag	DHW-1
Make & Model	Navien NPE-240A2 (NG)
Year of Installation	2025
RUL (years)	20
Fuel Type	Natural Gas
Input Rating	200 kBtu/h
Storage	Instantaneous

\*Calculation methodology and assumptions are detailed on page 20.



# Appendix - Site Analysis Report

## Library EEM-1: Tighten AC Unit Schedule Around Occupancy Hours



### Observation

The Library has a controller that staff can use to adjust the schedules of the various fan coil units in the library. The table below shows the schedule of the terminal units in comparison with the building.

Day of Week	Library Hours	Terminal Unit	Terminal Unit Schedule
Monday - Thursday	9 AM – 8 PM	FCU 1-14 ,16-20	7 AM – 9 PM
		FCU 15	24/7
		FCU 21-24	6 AM – 9 PM
Friday - Sunday	10 AM – 5 PM	FCU 1-14 ,16-20	7 AM – 9 PM
		FCU 15	24/7
		FCU 21-24	6 AM – 9 PM

### Recommendation

- Leave FCU 15 operation as-is because it serves the IT Room, which needs constant conditioning.
- Monday – Thursday operation for all other units: 8 AM – 8 PM
- Friday – Sunday operation for all other units: 9 AM – 5 PM

### Rationale

Adjusting the fan coil unit schedules to operate only when necessary will reduce equipment runtime and save energy without impacting patron or staff comfort.



# Appendix - Site Analysis Report

*Library EEM-2: Replace Exterior Wall Packs With LED Fixtures*



## **Existing Equipment**

Number of Fixtures: 12

Location: Exterior Perimeter of Library

Controls: Astronomical Timer

## **Recommendation**

1. Replace existing CFL fixtures with LED fixtures.
2. We recommend all LED fixtures to be listed on the Qualified Product List (QPL) of the DesignLights Consortium (DLC) and have a covered warranty for at least 5 years.

## **Rationale**

Short for light-emitting diodes, LEDs are semiconductor devices that emit light when exposed to an electrical current. As a light source, LEDs have a luminous efficacy between 60 and 150 lu/W, which is more efficient than many other light sources. When designed well, LED lighting is more efficient, versatile, and lasts longer.



# Appendix - Site Analysis Report

*Library EVM-1: Install Already Procured Dual-port Level 2 Electric Vehicle Charger*



## Existing Equipment

Make & Model: PowerCharge E20-SWP-GP-VER-ES

Total Number of Ports: 3

Average Peak Power Draw per Port: 7 kW

## Recommendation

- Install already procured dual-port level 2 EV charger
- The new solar PV system should be able to cover the existing building electricity use and the electricity use of one of the new ports.
- It is possible to achieve ZNE status with the implementation of all the EE, EFS, EV, and ER measures.
- The library has enough electrical capacity to install either 20 Level 2 chargers or one Level 3 charger, but any additional installs beyond the already procured Level 2 charger will prevent the library from achieving ZNE status.

## Rationale

Installing the already procured dual-port level 2 charger could still allow the library to achieve ZNE status. There is enough electrical capacity to install additional chargers, however installing more than the above recommended amount may result in expensive utility service upgrade costs due to the lack of load hosting capacity on the regional transformer.



# Appendix - Site Analysis Report

## *Library EFS-1: Replace Gas Fireplace with Electric Fireplace*



### **Existing Equipment**

- Gas fireplace in reading room
- Manually turned on and lit by library staff

### **Recommendation**

Replace the gas fireplace with an electric fireplace

Recommended specifications:

- 120 V, 60 Hz, single phase
- 10-20 Amp power draw
- Roughly 5,000 Btu/hr heating capacity

BayREN was able to find many options, with varying sizes, functionalities, and prices. Some options for vendors are MagikFlame, Dimplex, and Modern Ember.

### **Rationale**

Replacing the gas fireplace will let the library reduce its remaining natural gas use, while also maintaining the ambiance in the reading room.



# Appendix - Site Analysis Report

*Library EFS-2: Replace Tankless Water Heater with Heat Pump Water Heater*



## **Existing Equipment**

Unit Quantity: One

Unit Location: Attic

Unit Type: Navien Condensing Tankless Water Heater

Unit Input Capacity: 200 kBtu/h

Unit Efficiency: 95%

Unit Age: <1 year old

## **Recommendation**

1. Replace existing unit with an air-to-water domestic heat pump water heater when the existing unit begins failing.

## **Rationale**

Electric air-to-water heat pump domestic water heaters will be at least three times as efficient as the existing natural gas-fired domestic water heater. They will reduce energy usage and greenhouse gas emissions. Replacing existing gas-fired equipment with electric typically results in an operating cost penalty. However, based on the library's utility rates, this measure will save energy cost as well.



# Appendix - Site Analysis Report

Library ERM-1, ERM-2, + ERM-3: Install New Solar PV Systems



## Recommendation

Install Location: Library Roof and Carports

Roof PV System Capacity: 65-kW DC  
Roof Generation: 100,000 kWh  
Approximate Roof Space: 4,600 sq. ft.

Carport PV System Capacity: 120-kW DC  
Carport Generation: 185,000 kWh  
Approximate Carport Space: 8,400 sq. ft.

Annual Electricity Consumption Offset: 100%  
Estimated EUL: 25 years

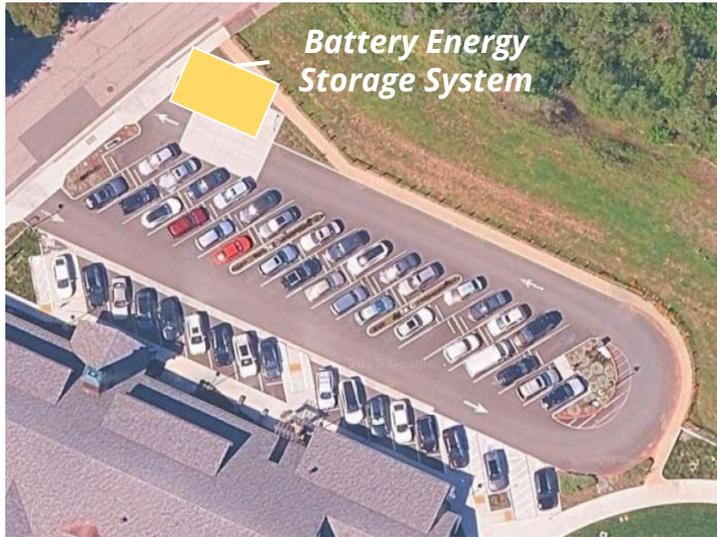
## Rationale

Installing a solar PV system with a capacity of 285,000 kWh will cover all of the current electricity use and one of the charging ports for the new dual-port EV charger that is ready to be installed.



# Appendix - Site Analysis Report

*Library ERM-4: Install a Battery Energy Storage System*



## **Recommendation**

Battery System Size: 160 kW / 2,200 kWh

Total Load Support: 100%

Operating Duration: 48 hours

Install Location: Parking Lot Pad

Approximate Install Area: 400 sq.ft.

Additional Widgets: Energy management system enabling charging during low-demand periods and discharging during peak demand or utility outages.

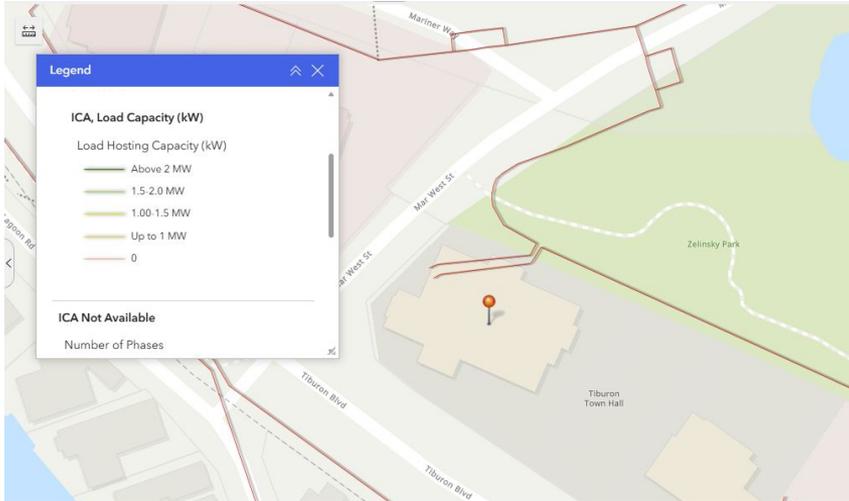
## **Rationale**

Installing a battery energy storage system with a capacity of 160 kW/ 2,200 kWh will support all the loads at the library and town hall for 48 hours. This capacity is much greater than the typical grid outage that the facilities experience.



# Appendix - Site Analysis Report

## Library Electrical Capacity Analysis



### Rationale

There is no longer any available load hosting capacity on the regional transformer based on our review using the Grid Resource Integration Portal (GRIP) Tool. Increasing the Library's main service size could result in a very expensive utility transformer upgrade.

<b>Current Building Peak (A)</b>	325
<b>New Electrified Equipment Load (A)</b>	165
<b>New Dual-Port EV Charger (A)</b>	65
<b>Existing Electrical Service (A)</b>	1,200
<b>Remaining Electrical Capacity (A)</b>	640
<b>Electrical Service Upgrade</b>	Not Needed



# Appendix - Site Analysis Report

## Town Hall HVAC Details

<b>HVAC</b>	Central Plant		
<b>Unit Tag</b>	HP-1	HP-2	HP-3
<b>Unit Type</b>	Heat Pump		
<b>Make &amp; Model</b>	Mitsubishi TURYP1443AN40AN	Mitsubishi TURYP0963AN40AN	Mitsubishi TUHYP0723AN40AN
<b>Year of Installation</b>	2024		
<b>RUL (years)</b>	19		
<b>Unit Capacity (MBH)</b>	155.8 Cooling 118.6 Heating	101.3 Cooling 84.4 Heating	61.4 Cooling 58.5 Heating
<b>Fuel Type</b>	Electric		
<b>Area Served</b>	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Council Chambers
<b>Terminal Unit</b>	FC-1 to FC-5	FC- 6 to FC-8	FC-9 & 10
<b>Controls</b>	i-Vu BMS		Programmable Thermostat

*\*Calculation methodology and assumptions are detailed on page 20.*



# Appendix - Site Analysis Report

## Town Hall Lighting & DHW Details

Lighting	Light Fixtures			
Type	Wall Packs	CFL Pendants, Fluorescent Soffit Lighting, and Incandescent Track Lights	2x4 Recessed Troffer & Recessed Downlight (All LEDs)	2x4 Recessed Troffer, Suspended Direct/Indirect, and Surface Mounted Strip (Not Yet LEDs)
Controls	Astronomical Timer	Manual Switches	Manual Switches	Manual Switches
Area Served	Exterior	Council Chambers	First Floor Offices & Lobby	2nd Floor

DHW	Type
Unit Tag	DHW-1
Make & Model	Ruud PROUH50 T2 RU375-30
Year of Installation	2023
RUL (years)	18
Fuel Type	Electric
Input Rating	5 kW
Storage	50 gallons

\*Calculation methodology and assumptions are detailed on page 20.



# Appendix - Site Analysis Report

## Town Hall EEM-3: Upgrade Council Chamber Lighting to LED Lamps and Turn off Lighting When Unoccupied



### Existing Council Chambers Equipment

Number of Fixtures:

- 6 CFL Pendants
- 88 feet of Fluorescent Soffit Lighting
- 20 ft of Track Lighting

Lighting Hours of Operation:

- Monday – Thursday: 7 AM – 5 PM
- Every Other Friday: 7 AM – 5 PM
- 10 – 15 additional hours per week for meetings

Controls: Manual Switches

### Recommendation

1. Replace all existing lamps with Type C LED lamps. We recommend the LED lamps to be listed on the Qualified Product List (QPL) of the DesignLights Consortium (DLC) and have a covered warranty for at least 5 years.
2. Per our site escort's recommendation, we also recommend adding four floor lamps along the back wall to illuminate the art gallery during the day. This will allow the town hall to turn off the remaining pendant and soffit lighting when the chambers are unoccupied, while still highlighting the art and encouraging visitors to enter.

### Rationale

By adding floor lamps along the back wall, you can independently illuminate the art gallery while turning off the main room lighting. This will save energy during all occupied hours while still drawing focus to the art.





# Appendix - Site Analysis Report

## Town Hall EEM-4: Replace Exterior Wall Packs With LED Fixtures



### Existing Equipment

Number of Fixtures: 12

Location: Exterior Perimeter of Town Hall

Controls: Astronomical Timer

### Recommendation

1. Replace existing CFL fixtures with LED fixtures.
2. We recommend all LED fixtures to be listed on the Qualified Product List (QPL) of the DesignLights Consortium (DLC) and have a covered warranty for at least 5 years.

### Rationale

Short for light-emitting diodes, LEDs are semiconductor devices that emit light when exposed to an electrical current. As a light source, LEDs have a luminous efficacy between 60 and 150 lu/W, which is more efficient than many other light sources. When designed well, LED lighting is more efficient, versatile, and lasts longer.



# Appendix - Site Analysis Report

## Town Hall EEM-5: Replace 2<sup>nd</sup> Floor Lamps With LED Lamps



### Existing Equipment

- Mostly fluorescent lamps, with some LED lamps
- Fluorescent lamps are being replaced with LED lamps upon burnout.
- Lights are seldom used because most spaces are usually unoccupied.
- Controls: Manual Switches

### Recommendation

1. Continue to replace the remaining interior fluorescent lamps with Type C LED lamps upon burnout.
2. We recommend all LED lamps be listed on the Qualified Product List (QPL) of the DesignLights Consortium (DLC) and have a covered warranty for at least 5 years.

### Rationale

Type C LED tubes operate with external, dedicated LED drivers. These drivers provide a similar function to electronic ballasts but are designed to operate specifically with type C LED tubes. As a result, type C LED tubes reset the life of the fixture, unlike type A or B LED tubes that work off the existing electronic ballasts. Type C LED tubes also have dimming capabilities and other controls that type A or B LED tubes are not capable of.



# Appendix - Site Analysis Report

*Town Hall ERM-5: Replace Existing Solar PV System with New Solar PV System*



## **Recommendation**

Install Location: Town Hall Roof

Roof PV System Capacity: 40-kW DC

Roof Generation: 65,000 kWh

Approximate Roof Space: 4,600 sq. ft.

Annual Electricity Consumption Offset: 75%

Estimated EUL: 25 years

## **Rationale**

Installing a solar PV system with a capacity of 65,000 kWh will help cover about 75% of the current electricity use.



# Methodology - Site Analysis Report

## Utility CCA Make-up

- Marin Clean Energy Deep Green with 100% renewable component

## Utility Rate Calculations

- Used blended rate to calculate per unit electricity and natural gas cost
- Energy cost savings are calculated on an annual basis
- No utility rate escalator was used in calculating energy savings

## GHG Emissions

- Electricity = 0 lbs of CO<sub>2</sub> per kWh for MCE Deep Green
- Natural gas = 11.7 lbs of CO<sub>2</sub> per therm

## Energy Cost Savings Assumption

- Assumed a blended electricity cost of \$0.26 per kWh and natural gas cost of \$2.23 per therm for the Library
- Assumed a blended electricity cost of \$0.41 per kWh for the Town Hall

## Remaining Useful Life (RUL) Years

- RUL of the equipment is estimated based on typical life of the equipment, the manufacture date of the unit, and the existing condition as observed during the site visit.

## Project Cost Estimation

- Project costs were estimated on the basis of vendor quotes for equipment, labor costs were estimated using RSMeans Costing Catalog for the region and equipment to be installed at the facility, and appropriate adders were included to account for design, engineering, commissioning, and contingency.

# Glossary - Site Analysis Report

## Typically used acronyms:

- AHU - Air Handling Unit
- BMS - Building Management System
- BTU - British Thermal Unit
- CFL - Compact Fluorescent Lamp
- CFM - Cubic Feet per Minute
- COP - Coefficient of Performance
- DC - Direct Current
- DDC - Direct Digital Control
- DHW - Domestic Hot Water
- DWH - Domestic Water Heater
- EER - Energy Efficiency Ratio
- EUL - Effective Useful Life
- GPM - Gallons per Minute
- HHW - Heating Hot Water
- HP - Horsepower
- kW - kiloWatt
- kWh - kiloWatt Hour
- LED - Light Emitting Diode
- Lu/W - Lumens per Watt
- MBH - 1,000 BTU/hr
- PV - Photovoltaic
- RCx - Retrocommissioning
- RUL - Remaining Useful Life
- VAV - Variable Air Volume
- VFD - Variable Frequency Drive
- ZNE - Zero Net Energy

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

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 (4<sup>th</sup> Monday due to MLK Holiday)

February 22, 2027 (4<sup>th</sup> Monday due to Presidents' Holiday)

March 15, 2027

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