REGULAR Meeting Minutes
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 18, 2026

As Approved on June 15, 2026

Roll Call, Present: Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Kenneth Weil.

Members Absent: Chair Emily Poplawski, Vice Chair Katherine Sutton, Anthony Hooker

Also Present: Crystal Duran, Joey Della Santina, Ivan Silva, Kristin Johnson, Shirley Young (BTLF)

CALL TO ORDER: Treasurer Slavitz called the meeting to order at 6:15pm

OPEN Forum:

Treasurer Slavitz opened the floor to comments or questions from the public. There were none.

STAFF BOARD AND COMMITTEE REPORTS

1. **Chair's Report**
   There was not Chair's report.

2. **Library Director's Report**
   Director Duran reported that Library Staff are processing 598 new library card holders, local students, under the Student Success Card initiative. This is on top of 449 students who were already subscribe. Around 22 families opted out of the program offering. Staff are preparing packets to be distributed during the last 2 weeks of the school year. Packets include information on using the Library and a Library card on a carabiner.

   Treasurer Slavitz asked about Library statistics on how many of the student cards are used. Director Duran said that, currently Staff can only determine which cards are active versus expired. Assistant Director Joey Della Santina added that Staff check for renewal every 5 years to assure that cards still active and the contact/subscriber information is correct.

   Director Duran said that recruitment for the Administrative Supervisor closes on May 28th. Staff will schedule two rounds of interviews with one Trustee participating on one full day in June.

   The Joint Agency/Foundation Retreat will be held at the Town of Tiburon Hall on May 29, beginning at noon. The In the Stacks spring newsletter has been distributed in the community.

Staff and some patron computers have been replaced with laptops, under the Reserve use for Technology Improvement approved earlier in the year. The cost-to-date is about $55,500.

Director Duran is working with Town of Tiburon Manager Greg Chanis to research a possible grant for the joint Community Resilience project. State Proposition 4 Climate Bond total monies of $54M are available for solar, with $1M to $10M available per project applicant.

The Children's Shade is scheduled for installation in June. Once it is installed, a ribbon-cutting ceremony will be scheduled in July or August, with story time, snacks, and activities.

3. **Belvedere Tiburon Library Foundation Report**

Foundation Director Shirley Young reported that a grant of $165,000 is being transferred from the Foundation to the Library for Fiscal Year 2027.

The Gallery's next show, The Meaning of Home, with 57 pieces by 31 photographers will open with a reception on May 21.

Corner Books sales are averaging about $4,000 per month. The Foundation is looking for more volunteers to enable the store to be open on Sundays.

The Annual Fund drive end in June. The Fundraising Committee is developing some event plans for the year.

4. **Financial Statements, April, 2026**

Clerk Johnson reported that, with 83% of the Budget year passed, Revenues are at 80% of budget, on par with expectations and prior year experience. Tax Revenues are at 84% (as of May 18) of Budget, as expected.

Total Expenditures are at 82% of Budget, on par.

Salaries are at 78% of Budget, Benefits at 83% of Budget (due to CalPERS UAL payment early in the year), and overall Personnel Costs are at 77% of Budget.

Circulation Materials are at 84%, Technology at 76%, and Program Services at 99% of Budget due to successful expansion of Adult and Children's Programs this year.

Building costs are at 86% of Budget, due to up-front Property and Liability Insurance payment in July each year, and to needed Maintenance in HVAC and plumbing, and to increasing Electricity and Gas costs.

Administration is at 174% of Budget, due to Legal Costs and to a new Accounting Cloud Software Subscription. Overall, due to savings in other Departments, Total Expenditures are on par with Budget.

Cash is at $2.97 million, or 82% of annual Operating Budget, with Operating Reserve at $2.29 million, or 63% of annual Operating Budget.

Long-term Debt includes $80,000 in Accrued Vacation, $113,000 in CFD-Bond Obligations (to be paid in full in September, 2026), and $2.13 million in Pension and OPEB Liabilities.

5. **Committee Reports**
The Trustee Onboarding Committee has submitted an outline for Trustee orientation to Director Duran, which will be included in the June meeting Packet.

The Compensation Committee has met, and has no report at this time.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of April 20, 2026 and the Warrants for the Month of March, 2026, made by Treasurer Slavitz, seconded by Trustee Goldman.

Ayes: All in favor.

Absent: Chair Emily Poplawski, Vice Chair Katherine Sutton, Anthony Hooker

Noes: None

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Presentation on Makerspace by Technology and Learning Initiatives Librarian Ivan Silva.

Technology and Learning Initiatives Librarian Ivan Silva expressed appreciation for interest and support from the Agency and patrons. He said that he receives many compliments from regarding wonderful and innovative Makerspace. Librarian Silva and part-time Librarian Birgitta Danielson provide maker services and hands on interaction with patrons. It is challenging to provide all of the requested services and open hours with 1.8 FTE.

Examples of exciting Makerspace use by patrons include a writer who narrated a book using the Sound Room. The book was a hit with the publisher and the patron now has a career as a voice narrator.

Another patron with the mind of a designer created dog leash with a bag attachment.

A young student who also participated in a “hackathon” in San Jose built a self-playing violin at the Library and won 2nd place at the hackathon. The student also organized a hackathon for teenagers, and wants to help out at the Library.

These examples speak to the strong innovation support available to patrons who use the Library’s Makerspace.

Services which Librarian’s Silva and Danielson offer are:

One on one support with any of the available tools, Sound Room, Digi Lab, 3-D printer, and Sewing Machine.

Group Beginner Classes.

Drop-in help. Drop-ins are mostly young students.

To provide these services, the Makerspace needs to be well staffed. The Makerspace is currently closed on Mondays due to staffing.

Supplies are also provided for a fee. The Makerspace charges patrons for consumables for general printing materials, printing stickers, flash drives, and other substantial items. The fees are kept below market, however, there is room to increase prices to balance accessibility with reasonable fee.

Most of the Makerspace expenses in Fiscal Year 2026 were equipment replacements, supplies/consumables, and vendors hired for events and trainings.

One large donation was received for an embroidery machine. The space currently has no more room to add equipment. Also, Staff need to maintain portfolio which is manageable.

The services at our Library complement the offerings of other local libraries such as woodworking.

The Makerspace sponsored a Tiburon Artisan Market and invited vendors to participate for a below-market fee. The event gleaned $1,000. Librarian Silva 2ould love to collaborate with the Town of Tiburon for local draw and economic benefit and to improve the event in the future.

Makerspace Staff participated in a recent local Maker Faire, the largest in world, and represented Bel-Tib as the only Library in attendance. The event founder made note of that and is recruiting other libraries to attend future events.

Makerspace Staff also participated in a Marin Campfire hackathon. This is a global event, and the Library provided the sole Marin County location. The events also draw parents to the Town for the day, which is an economic opportunity.

The Makerspace Staff also support the Belvedere Homemade Film Festival. The second annual event will be held this year, and Makerspace staff support budding filmmakers with equipment and workshops.

Current Makerspace Goals are:

Train additional Library Staff to help support patrons in the Makerspace.

An Intergenerational storytelling project: A series of local history shorts in collaboration with the Landmarks Society.

An AI Literacy partnership with Playlab to test a new tutoring application tool.

Community popups, to bring the Makerspace outside for more community visibility.

“Right to Repair” fix-it clinics to encourage re-use for sustainability.

The Makerspace is very convenient to western San Francisco residents, and does attract visitors from outside the community.

Trustee Richards asked how pressured the Makerspace Staff are, and whether the current space is adequate for patrons and programs. Librarian Silva said that the space is quickly crowded when all offerings are in use.   His is considering the option of issuing time-limited passes for the space. Trustee Richards asked what proportion of Makerspace users are local. Librarian Silva said that most users are local.

The Makerspace Staff serve patrons who make Appointments between 10am and 6pm. These hours of service are longer than a normal staff workday.

Trustee Richards asked how the Makerspace receives payment for materials used. Librarian Silva said that cash and credit cards are accepted and tracked through the Library's Square application. Trustee Richards asked whether the cost of materials is substantially more than the fees. Librarian Siva affirmed, noting that stickers, heat press materials, paper, and ink are the largest costs.

Librarian Silva noted that hired technology trainers/speakers cost between $100 and $400 per class. Programs are well attended, and repeat sessions are offered. Trustee Richards suggested that Staff track usage versus cost on these programs.

Assistant Director Della Santina added that Staff have added a database for attendees in the Library's scheduling software.

Treasurer Slavitz asked whether the Makerspace could use volunteers to help with the services offered. Librarian Silva said that would be helpful.

Trustee Goldman asked what the percentage of usage by teens versus adults is. Librarian Silva said that it is mostly teens. Adults need to be convinced that the Makerspace is for them, also.

Library Silva has developed a Badge Program for the Makerspace: Badge candidates must attend trainings and learn how to use the makerspace in steps, which include 3 interfaces with web/AI, and 3 activities in each Maker station. He is planning on creating a training with these steps for Library Staff and Volunteers.

Director Duran said that she and Librarian Silva have applied to present an AI learning model at the American Library Association meeting in Riverside.

9. Consideration of Ad Hoc Committee for Strategic Planning

Director Duran said that the last Library Strategic Plan was adopted in 2024. The plan needs to be updated, as it will expire in 2026. The first Plan was very comprehensive, and some goals have not yet been met.

Director Duran asked the Trustees to appoint an ad hoc committee to plan for the shape of the next Strategic Planning process. The Process should be scheduled for Fall, 2026, so that Plan will be drafted by early 2027.

The prior Strategic Planning Committee included Library Staff, Trustees, and Foundation members.

It was discussed and agreed that the appointments for the Strategic Planning Committee should be delayed until the full Board is present at a meeting.

Motion tabled for June meeting.

10. Discussion of FY26-27 Budget Draft

Director Duran said that a Budget draft had been reviewed by the Finance Committee and that the Agency review tonight would be an initial overview. The budget may be adjusted before presentation and final approval in June

Revenue:

The proposed Fiscal Year 2026-2027 Budget includes a 4.4% increase. In addition to county-projected tax revenue increases, the ERAF has been budgeted closer to actual recent years receipts as opposed to conservatively, as in prior year, and the Foundation ask has been increased to $165,000 over the prior year's $150,000.

CFD 1995-1 Bond Service payments will be completed in September this year. This will allow additional useable revenue of $125,000 for capital projects annually going forward.

Expenditures:

Budgeted **Salaries and Wages** are based 3.8% COLA and Step Increases. The COLA is based on the recently updated Consumer Price Index, per Library policy. In the past, an average of the Town of Tiburon and City of Belvedere planned COLA was used to determine the Library's proposed COLA.

Treasurer Slavitz asked about the HR Cost Sharing Budget line at zero for Fiscal Year 2027. Director Duran said that the Tiburon Staff is not available for Library support at this time. The prior staffing study indicated that the Finance, HR, and Administrative Manager should be replaced with 3 positions: Administrative Supervisor, Accounting Technician, and Administrative Assistant. Director Duran does not plan on hiring an Administrative Assistant at this time. The Library Staff will rely on the services of Muchmore for Human Resource issues. The cost of Muchmore's services in Fiscal Year 2026 to date has been $14,000. Muchmore has assisted with recruitment and policy questions. Trustee Weil how Muchmore charges. Director Duran said the fee was hourly and varied by staff grade used. Trustee Weil asked, since Muchmore's fee is note related to internal salary staff rates, how it would be determined whether their rate is a good one. Director Duran said that bids could be solicited in the future to compare market rates for HR services, depending on the skills that the new Administrative Supervisor brings.

Director Duran said that **Circulation Material and Data** includes a decrease in Processing Costs due to the loss of services from Baker & Taylor. Staff are currently processing the books in-house, with a related in Supplies for Processing. There will be a decrease in Library of Things, as only purchasing of replacement items is planned for the coming year.

Trustee Richards asked with the increase in Books and Other Materials. Director Duran said this is based on increasing costs and on selection processes. Staff are buying more high interest items that will circulate more frequently. In addition, Staff are not buying for super robust collection of widely varied and obscure items. Assistant Director Della Santina said that Staff use selection formulas based on the number of holds on new and popular books. Staff also identify what's meaningful to the community. Trustee Richards asked if Staff are getting better at coordinating with MARINet. Director Duran said that formulas have been revised. Also, Staff can source and create book club collections from previously popular titles when multiples of a title have been purchased to expedite holds. Trustee Weil asked whether other libraries are also shifting what they are buying so that the more esoteric titles are being filled less and less. He asked who fills the gap of those less-requested items. Director Duran said that most libraries offer the Zip Books program where patrons can request the purchase of desired books. These books, when returned are considered for possible addition to the collection. This fulfills niche patron needs. We also share collections with other libraries through MARINet. Assistant Director Della Santina added that staff do check the pulse of what's selling locally. Print materials stabilized and digital use is growing. The Library physical collections are comprised of 66% Adult 28% Children and 6% Young Adult.

Technology Infrastructure has been increased by 3%, with no significant changes.

Program Services and Supplies have been increased, mostly in Adult Programs. Staff now have good experience with what draws attendees, and more offerings are being made available to the community. For Fiscal Year 2027, the Technology Training Programs have been consolidated with Adult Programs. Staff will offer two higher-cost but well-received Adult programs per year, such as the outdoor Shakespeare event. Programs will increase in both quantity and quality.

The Children's department is adding new French and Mandarin programs based on community interest.

Young Adult programs will see a slight increase.

Treasurer Slavitz asked why the Makerspace budget was not increased more. Director Duran said that several items related to online subscriptions and staff development have been moved the appropriate line items.

Office Supplies have been increased to a more realistic budget.

Building Expenses are budgeted based on recent experience.

Agency Administration Legal expenses are projected at a normal operating level of $50,000 and HR outsourcing will continue at $14,000.

12. Meeting Dates

The Next Regular meeting is scheduled for June 15, 2026.

A Joint Agency/Foundation Special Meeting/Board Retreat is scheduled for May 29. A Closed Session will follow.

Treasurer Slavitz adjourned the meeting at 7:50 pm

Respectfully Submitted,

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