

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, May 18, 2026 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

This meeting will be held in person in the Corner Books 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 – Shirley Young, Foundation Director (5 minutes)
4. Financial Statements, April, 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 April 20, 2026.
7. Approval of Agency Warrants, April, 2026.

TRUSTEE CONSIDERATIONS

8. Presentation on Makerspace by Technology and Learning Initiatives Librarian Ivan Silva.
9. Consideration of Ad Hoc Committee for Strategic Planning.
10. Discussion of FY26-27 Draft Budget.

COMMUNICATIONS & ANNOUNCEMENTS

11. Schedule of 2026/2027 Meeting Dates

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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DATE: May 18, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director’s Report

Programs and Services

Implementation of the Student Success Card initiative with Reed Union School District continues to advance. The Library has received student data from the schools and is preparing to issue 598 new library cards to students who do not currently have accounts. An additional 449 students were identified as already having active library cards, and fewer than 30 families opted out of participation. Staff have begun processing accounts and preparing welcome materials and card packets, which will be distributed to schools in June in coordination with Summer Reading Program outreach efforts. This initiative represents a significant step in expanding equitable access to library resources, educational support services, and reading opportunities for local students.

Personnel

The Library will host a paid summer intern in the Children’s Department for a nine-week placement. The intern is currently enrolled in San Jose State University’s MLIS program. The opportunity will provide hands-on experience in public library youth services, programming, and community engagement, while supporting the intern’s academic and professional development. We are hopeful to continue this internship model as opportunities arise.

Recruitment for the Administrative Services Supervisor position is currently underway. The Library has partnered with Muchmore Than Consulting to support the recruitment process and assist with candidate outreach, screening, and selection. This position plays a critical role in supporting the Library’s administrative, financial, and operational functions. We wish to congratulate Kristin on this soon-to-be new chapter in her life and thank her for her 14+ years of service to the library and community.

Administration

The Library has completed a makerspace air quality assessment conducted by Harris & Lee Environmental Sciences. Overall, the findings indicate that the Library is operating in accordance with applicable safety and compliance standards. The assessment noted practical measures to reduce nuisance odors further and improve ventilation practices.

The Assistant Library Director is coordinating ongoing vendor outreach and bid development related to replacement tables and associated electrical improvements. To date, three electricians have conducted site visits and provided preliminary feedback; however, responses

regarding feasibility and recommended approaches have varied considerably. Staff anticipates receiving two additional bids to support a more comprehensive evaluation of options before advancing recommendations. Once proposals are received, staff intend to request technical support from the Town in reviewing final bids and project approaches. Costs related to this work will come back to the Board for consideration, as they would likely constitute a use of reserve funds.

Following Board approval of the technology replacement project, staff sourced and installed 15 new laptops for staff use. The Board previously authorized expenditures up to \$54K for the project, and final hardware and labor costs totaled \$52K.

BELVEDERE TIBURON LIBRARY AGENCY			
APRIL 2026 NOTES: DETAIL BUDGET VS ACTUAL			
REVENUES			
	83% of Budget Year		
(1)	5010,5020,5025 Tax Revenue		Additional ERAF of \$180,000 was received in May, 2026, bringing total ERAF to \$513,000 or 89% of Budget and total tax revenue to 84% of Budget.
(2)	5032 Foundation Grants	\$ 150,000	Received from BTLF for FY2026 in June, 2025
(3B)	5099-Interest	\$ 55,584	Wealth Mgmt Funds were Transferred to LAIF 10-1-2025 LAIF is currently earning about 3.8% on \$2.54 million
No other Significant Revenue at this point in the year.			
EXPENDITURES			
	83% of Budget Year		
(4)	7000's - 7200's Personnel at 77%		On Par, front-end CalPERS Pension UAL Funding Lower costs to date in Part Time Staffing
(5)	7100-7115 Benefits at 83% average		CalPERS UAL retirement payment front-loaded
(6)	7600's Circulation Materials at 84%		Magazine, digital subscriptions and MARINet are front-loaded
(7)	8000's Technology at 76%		on par with budget
(8)	8200's Program Services at 99%		due to vigorous Adult, Teen, and Makerspace Programming
(9)	8400-8500's Building at 86%		Insurance is front-loaded, Electricity/Gas costs are also up \$5,000 Year-to-Date
(10)	8800's Admin at 174%		Due to legal expenses
(11)	GENERAL FUND EXPENDITURES IN TOTAL at 82% , on par with budget		
Net Operating Loss is normal, until all of April/May Taxes Received			
Annual Expenditure Budget FY26:			
		\$ 3,621,000	
Monthly Operational Cost:			
	July-Apr	\$2,983,975	front-loaded Insurance, CalPERS UAL, MariNET, and Subscriptions
		\$637,025	
		\$3,621,000	
		\$106,171	Average monthly expenditure available for remaining fiscal year
CASH			
(12)	Cash by Fund		
	TOTAL Cash:	OPER Reserve:	
	\$ 2,906,550	\$ 2,222,236	at June 30, 2025
	\$ 2,976,339	\$ 2,292,347	at April 30, 2026
	82%	63%	% of Operating Budget at April 30, 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
 10 MONTHS ENDED
 APRIL 30, 2026

ACCOUNT	FY 2025-26		FY 2024-25		FY25 ANNUAL BUDGET	% OF BUDGET	BUDGET REMAINING	% OF BUDGET
	Apr, 2026	83% OF YEAR TO DATE CASH BASIS	Apr, 2025	83% OF YEAR TO DATE CASH BASIS				
GENERAL FUND REVENUE								
Revenue								
(1) Basic Library Tax	5010	\$ 2,662,684	\$ 2,196,722	\$ 2,118,939	\$ 2,556,925	83%	\$ 465,962	83%
(1) Parcel Tax	5020	277,000	239,817	242,206	275,000	87%	37,183	88%
(1) ERAF	5025	575,000	332,247	514,499	530,000	58%	242,753	97%
(2) BTLF Grants	5032	150,000	150,000	73,000	70,000	100%	0	104%
(3) Program Grants	5033	11,000	8,714	74,865	80,400	79%	2,286	93%
Book Fines and Reserves	5040	500	2,530	1,625	500	506%	(2,030)	325%
Reference Desk Income	5065	50	39	497	50	78%	11	994%
Copier Fees	5070	380	620	504	380	163%	(240)	133%
Other Revenue (includes EV)	5090	15,808	7,914	10,969	9,303	50%	7,894	118%
(3B) Interest Income	5099	58,000	55,584	65,810	50,000	96%	2,416	132%
Total Revenue		\$ 3,750,422	\$ 2,994,187	\$ 3,102,914	\$ 3,572,558	80%	\$ 756,235	87%
Bond Debt Service via Parcel Tax								
Bond Debt Service - Interest	8910	(9,750)	(9,750)	(15,900)	(15,900)	100%	0	100%
Bond Debt Service - Principal	8915	(105,000)	(105,000)	(100,000)	(100,000)	100%	0	100%
Bond Fiscal Agent Fees	8920	(14,424)	(11,208)	(11,005)	(14,000)	78%	(3,216)	79%
Total Bond Debt Service		(129,174)	(125,958)	(126,905)	(129,900)	98%	(3,216)	98%
Total Revenue after Bond Service		\$3,621,248	\$ 2,868,229	\$2,976,009	\$3,442,658	79%	\$ 753,019	86%
GENERAL FUND EXPENDITURES								
Personnel (4) & (5)								
Salaries & Wages	7010	1,518,267	1,187,811	1,140,858	1,409,856	78%	330,456	81%
Medical Reimbursement	7015	21,747	18,289	17,606	21,600	84%	3,458	82%
Part Time Salaries & Wages	7020	245,772	155,363	192,529	303,834	63%	90,409	63%
PERS Retirement Benefits	7100	299,977	278,299	224,156	277,377	93%	21,678	81%
115 Trust	7105	0	0	0	25,000	0%	0	0%
PERS Insurance Benefits	7110	331,249	242,037	206,102	258,499	73%	89,212	80%
PERS OPEB Benefits	7115	10,654	9,229	9,074	10,200	87%	1,425	89%
Workers Comp Insurance	7120	9,308	8,087	8,628	8,038	87%	1,221	107%
Employment Practice Insurance	7125	5,718	5,718	5,400	5,400	100%	0	100%
Payroll Tax Expense	7130	40,816	29,145	23,751	43,686	71%	11,671	54%
HR Cost Sharing with Town of Tiburon	7135	37,500	0	0	0	0%	37,500	0%
Unemployment	7140	8,500	6,148	3,932	0	72%	2,352	0%
Professional Development	7200	13,728	12,971	10,893	10,000	94%	757	109%
Staffing Recruitment	7210	500	8,697	1,836	500	1739%	(8,197)	367%
Total Personnel		\$ 2,543,736	1,961,794	1,844,765	\$ 2,373,990	77%	581,942	78%

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 10 MONTHS ENDED
 APRIL 30, 2026

ACCOUNT	FY26 ANNUAL BUDGET	Apr, 2026		BUDGET REMAINING	FY25 ANNUAL BUDGET	Apr, 2025		% OF BUDGET
		83% OF YEAR TO DATE CASH BASIS	% OF BUDGET			83% OF YEAR TO DATE CASH BASIS	% OF BUDGET	
Circulation Materials & Data (6)								
Books and other Materials	100,000	83,011	83%	16,989	100,000	82,663	83%	
Vendor Processing Costs	25,000	3,397	14%	21,603	7,000	15,564	222%	
Supplies for Processing	2,000	3,397	170%	(1,397)	3,000	1,388	46%	
Digital Collection	80,000	69,097	86%	10,903	80,000	70,675	88%	
Library of Things	5,000	549	11%	4,451	0	0		
MARINet	115,000	113,635	99%	1,365	112,000	106,203	95%	
Total Circulation Materials & Data	\$ 327,000	273,086	84%	53,914	\$ 302,000	\$ 276,493	92%	
Technology Services (7)								
Staff Digital Subscriptions	15,200	8,149	54%	7,051	12,276	13,802	112%	
Computers & Peripherals	14,250	1,985	14%	12,265	14,250	5,676	40%	
Technical Support	39,732	22,622	57%	17,110	39,732	32,139	81%	
IT Infrastructure	35,100	39,254	112%	(4,154)	31,200	35,755	115%	
Website Maintenance	10,200	14,725	144%	(4,525)	10,000	6,457	65%	
Total Technology Services	\$ 114,482	86,735	76%	27,747	\$ 107,458	\$ 93,829	87%	
Program Services & Supplies (8)								
Copier Expense	16,600	16,283	98%	317	15,520	16,194	104%	
Postage Freight	4,000	4,012	100%	(12)	3,500	3,017	86%	
Public Relations	34,000	21,128	62%	12,872	34,000	11,508	34%	
Office Supplies	7,000	8,693	124%	(1,693)	7,000	7,564	108%	
Adult Programs	20,000	35,169	176%	(15,169)	31,900	22,076	69%	
Children's Program Supplies	20,000	13,485	67%	6,515	20,000	16,245	81%	
Young Adult Programs	6,000	10,061	168%	(4,061)	6,000	5,730	96%	
Telephone	15,000	13,761	92%	1,239	14,600	12,639	87%	
AV Equipment & Peripherals	5,000	49	1%	4,951	5,000	3,514	70%	
Maker Space Programs	10,000	11,706	117%	(1,706)	15,000	6,616	44%	
Technology Training Program	4,800	7,335	153%	(2,535)	4,000	4,100	103%	
Total Program Services & Supplies	\$ 142,400	141,682	99%	718	\$ 156,520	\$ 109,203	70%	

BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
10 MONTHS ENDED
APRIL 30, 2026

ACCOUNT	FY26 ANNUAL BUDGET	Apr, 2026		BUDGET REMAINING	FY25 ANNUAL BUDGET	Apr, 2025	
		83% OF YEAR TO DATE CASH BASIS	% OF BUDGET			83% OF YEAR TO DATE CASH BASIS	% OF BUDGET
Building Expenses (9)							
Building & Contents Insur.	138,826	126,771	91%	12,055	125,000	128,032	102%
Building Maintenance	10,000	29,667	297%	(19,667)	17,500	21,670	124%
Grounds Maintenance	18,000	9,048	50%	8,952	18,000	8,613	48%
Janitorial Expense	65,000	49,434	76%	15,566	60,000	44,370	74%
Custodial Supplies	9,000	5,176	58%	3,824	9,000	3,560	40%
Trash	5,628	3,314	59%	2,314	5,360	2,969	55%
Electricity & Gas	87,857	73,488	84%	14,369	80,000	68,666	86%
Parking	6,240	6,240	100%	0	6,240	6,240	100%
Maintenance Contracts	15,000	9,541	64%	5,459	13,000	8,579	66%
EV Public Charging Stations	13,295	7,552	57%	5,743	9,600	9,071	94%
Water	13,164	6,497	49%	6,667	7,500	9,967	133%
Furniture & Fixtures	0	0	0	0	0	0	0
Total Building Expenses	\$ 382,010	326,728	86%	55,282	\$ 351,200	\$ 311,737	89%
Agency Administration (10)							
Bank Charges	500	253	51%	247	500	180	36%
Credit Card Fees	800	70	9%	730	800	484	61%
Cash Over/(Under)	120	0	0%	120	120	(7)	-6%
Membership and Dues	4,500	1,618	36%	2,882	4,455	4,456	100%
Accounting	8,200	12,098	148%	(3,898)	8,000	6,216	78%
Auditing	34,500	14,070	41%	20,430	33,350	21,412	64%
Legal & Consulting Services	58,000	160,076	276%	(102,076)	50,000	143,500	287%
Staff, Vol, Board	5,000	5,765	115%	(765)	5,000	4,074	81%
Contribution to Reserves	0	0	0	0	34,427	0	0
Total Agency Administration	\$ 111,620	193,950	174%	(82,330)	\$ 136,652	\$ 180,315	132%
Total GENERAL FUND EXPENDITURES	\$ 3,621,248	\$ 2,983,975	82%	\$ 637,273	\$ 3,427,820	\$ 2,816,342	82%
NET OPERATING REVENUE/(LOSS)	\$ -	\$ (115,746)		\$ (115,746)	\$ 14,838	\$ 159,667	

BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 10 MONTHS ENDED
 APRIL 30, 2026

ACCOUNT	FY26 ANNUAL BUDGET	Apr, 2026 83% OF YEAR TO DATE CASH BASIS	% OF BUDGET	BUDGET REMAINING	FY25 ANNUAL BUDGET	Apr, 2025 83% OF YEAR TO DATE CASH BASIS	% OF BUDGET
ACTUAL BEGINNING CASH - ALL FUNDS	\$ 2,918,013	\$ 2,906,550		\$ (11,463)			
NET OPERATING REVENUE/(LOSS)	-	(115,746)		(115,746)			
NON-OPERATING TRANSFERS &							
Technology & Equip	0	(61,156)		(61,156)			
Furniture & Fixtures	0	(27,659)		(27,659)			
Building Repairs & Improvements	0	(3,576)		(3,576)			
Grounds Improvements	0	(1,915)		(1,915)			
Total USES OF RESERVES	0	(94,305)		(94,305)			
BALANCE SHEET ACTIVITY	0	265,403		265,403			
RESTRICTED FUND ACTIVITY							
Capital Project Foundation Grants	5978	14,850		14,850			
Restricted Fund Receipts	5500	3,581	62%	(2,240)			
Restricted Fund Expenditures	9500	(3,994)	69%	1,827			
Net RESTRICTED FUND ACTIVITY	0	14,437		14,437			
ENDING CASH - ALL FUNDS	\$ 2,918,013	\$ 2,976,339		\$ 58,326			
CASH BY FUND (12)			% of Budgeted Operating Expenses				CURRENT YEAR LOW POINT
Cash with Fiscal Agent - CFD 1995-1 Bond Service		113,864					1,441
Restricted Funds	Fund 320,351	16,250					17,421
Expansion Funds reserved for current projects		0					0
Insurance and Building Reserves	2720 & 2730	553,878	15%				553,878
Operating Reserve		2,292,347	63%				1,051,420
TOTAL ENDING CASH - ALL FUNDS		2,976,339	4/30/2026				1,624,160
CASH BY BANK ACCOUNT			% of Total Cash				
Mechanics Operating Checking/Petty Cash		321,774					393,727
US Bank Fiscal Agent for CFD-1995-1 Bonds		113,864					1,441
LAIF		2,540,701	85%				1,228,992
Mechanics Wealth Management Fed Treas		0	0%				0
TOTAL ENDING CASH - ALL ACCOUNTS		2,976,339	4/30/2026				1,624,160

balance

DRAFT FOR AGENCY REVIEW

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 20, 2026

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

Members Absent: Kenneth Weil.

Also Present: Crystal Duran, Kristin Johnson, Michelle Thomsen, Mark Frieberg

CALL TO ORDER: **Chair Poplawski called the meeting to order at 6:18**

OPEN Forum:

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

Mark Frieberg, new President of the Belvedere Tiburon Landmarks society, introduced himself and expressed the hope for future collaboration.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Poplawski reported that she has been enjoying using the Makerspace and is putting the word out to her community regarding this wonderful resource.

2. Library Director's Report

Director Duran reported that a local Tiburon resident completed a Doctoral program using the resources of the Library and the Makerspace. In his thesis, he acknowledged the Library space and Staff for supporting his project. His name is Eddie Madrigal, and his thesis for San Francisco State involves Native American dances.

The Library partnered with The Ranch to host a Senior Expo last Friday. Grants supporting the Expo were received from the Belvedere Community Foundation and the Tiburon Peninsula Foundation. There were over 230 attendees. Trustee Richards and Treasurer Slavitz volunteered for the event. All Library spaces were active, and some attendees said they hadn't been in the Library for years. Lunch was served on the Tiburon Boulevard plaza.

This was the second Senior Expo hosted by the Library and the Ranch, the first Expo was offered 2 years ago. Vendor participation this year increased from 14 in the prior Expo to 19 this year. Library Staff received very positive responses from attendees and vendors alike.

Library Staff now have a good sense of how to activate and manage resource fairs in the new Library space. These events draw people to the Library who don't usually visit. Offering a communal meal is a big draw and a benefit to Seniors, as no other organizations on the Tiburon peninsula currently provide this.

DRAFT FOR AGENCY REVIEW

The Library Staff have achieved a new baseline for programs offered, exceeding Mill Valley by an average of 30 programs per month. The Library also offers the highest number of open business hours of all Marin public libraries.

The recent Shakespeare in the Park event drew 175 attendees. This type of outdoor event will be planned regularly in the future, as it is easy for staff to organize, and pleasing to the community. Trustee Richards asked whether the costs of this program were shared with the Town of Tiburon. Director Duran said that the Library covered the cost.

The Library also sponsored a recent Blood Drive and an evening of Pizza with Police, and will participate in the annual One Book One Coast Libraries annual event. The Police event drew 40 attendees, including a family new to the area who came to connect and expressed much appreciation for the event. The Police staff also enjoy this type of event. The Blood Drive had 17 participants successfully donate, and the organization has requested a return visit. The One Book One Coast talk will be held May 18 in the Library Founders Room. The Agency Regular meeting scheduled for that evening will meet in the Corner Books space. Librarian Katie Winters organized all of these Adult Programs.

The Library welcomes a new part-time Library Assistant, Alicia Chi, who comes to us from College of Marin. She is well versed in Library service, and is currently enrolled in Library School.

Librarian Birgitta Danielson attended the Public Library Association convention in Minneapolis recently, and will report on her experience to Library Staff in May.

The Marin Water District is requiring upgrades to backflow prevention equipment. Library Staff are procuring bids for the work. The cost will probably be between \$8,000 and \$14,000.

Director Duran recently hired a Certified Industrial Hygienist to review the Maker Space for the safety of some of the equipment currently used, due to an employee complaint.

The Finance Committee will meet on April 28th to review a draft Fiscal Year 2027 Budget.

A Library patron has expressed concern about one of the paintings featured in the Gallery. The painting does not violate Library Policy, but the selection process will be evaluated within the Art Committee. Director Duran and the Art Committee do not wish to set precedent of taking art down. The Art Committee process of selecting art has historically been thorough and thoughtful.

Chair Poplawski asked how often emails are sent out to advertise Library programs. Director Duran said that 2 email blasts per month are currently scheduled. In addition, reminder emails are sent to patrons registered for programs. Subscribed reading lists are also emailed regularly. Occasional single program announcements are emailed, specifically if a particular program registration is low. The library staff's intent is to avoid inundating patrons with emails. Trustee Hooker agreed that staff should exercise caution in inundating the community with too much information. Trustee Richards asked how much Staff time is required for the promotional emails. Director Duran said that, although duties are spread across several staff the devotion of Staff time to email blasts is challenging without a dedicated marketing staff.

Chair Poplawski asked about an automated email system. Director Duran said that, since the Library Strategic Plan did call for targeted focused engagement, the Staff investigated Orange Boy, Inc. for automated email processing.

Treasurer Slavitz asked how well Belvedere Tiburon Library events are attended compared to Mill Valley, and whether more email blasts would make a difference if attendance at Belvedere Tiburon programs is already good. Director Duran said that she will review the program data more deeply for a June presentation for future planning. She added that many patrons also request printouts for specific programs, and Staff need to consider which programs to promote since there are so many. Promotions used in addition to email blasts include paid ads in The ARK Newspaper and Banners at Blackies Pasture.

Trustee Richards asked how Makerspace costs are being tracked. Director Duran said that Librarian Ivan Silva will present a Makerspace report at the June meeting.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Michelle Thomsen reported that the Annual Fund has raised \$157,000, Library Giving Day earned \$9,000, and the Teddy Bear Tea raised \$13,000 net of expenses, with 256 attendees. Donors contributed \$4,5000 in cash in and in-kind donations to the Teddy Bear Tea. Corner Books is earning about \$4,000 per month.

The Teddy Bear Tea team has recruited 5 new members from the Reed School District. The new team includes pre-school and elementary school mothers.

The Children's Patio Shade is in production, and should be fully in place by the end of May.

The Gallery's Art & Mass Culture Exhibit is up for 3 more weeks, to be followed by a photography exhibit, The Meaning of Home on May 31. Director Thomsen encouraged trustees to vote for the Gallery in the Marin Magazine annual poll.

4. Quarterly Treasurer's Report, March, 2026

Clerk Johnson reported that, with 75% of the Budget year passed, Revenues are at 58% of budget, on par with expectations and prior year experience. Tax Revenues are at 56% of Budget, as expected.

Total Expenditures are at 74% of Budget, on par.

Salaries are at 70% of Budget, Benefits at 77% of Budget (due to CalPERS UAL payment early in the year), and overall Personnel Costs are at 70% of Budget.

Circulation Materials are at 78%, Technology at 73%, and Program Services at 74% of Budget.

Building costs are at 81% of Budget, due to up-front Property and Liability Insurance payment in July, and to needed Maintenance in HVAC and plumbing, and to increasing Electricity and Gas costs.

Administration is at 157% 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 \$2.46 million, or 68% of annual Operating Budget, with Operating Reserve at \$1.77 million, or 49% of annual Operating Budget. Policy was previously approved to create multiple reserves, which will change this reporting in the future.

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 will be meeting soon to review materials for an orientation packet for new trustees.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of March 16, 2026 and the Warrants for the Month of March, 2026, made by Trustee Hooker, seconded by Trustee Goldman.

Ayes: All in favor.

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:**8. Discussion and Consideration of AI Staff Use Policy**

Director Duran said that Library Staff have been exploring some AI tools to use at the Library and that she and Department Heads are planning a rollout of tool choices and use. Staff will study how these tools can be safely used for efficiency and productivity, and what training will be required.

The AI Staff Use Policy has been developed through review of best practices and existing policies. With the use of AI tools, staff will remain ultimately responsible for vetting the final content and product. Also, with respect to public records compliance and Library patron privacy laws, Library Staff will need to be mindful of what information is entered into AI tools.

The AI Staff Use Policy is intended for Library staff only, it won't affect or impede Library patron use of AI.

As legal counsel has not yet reviewed the Policy, Director Duran said that Agency approval tonight would be pending final counsel review.

Director Duran said that one of the uses of AI is as collaborator: She uses AI for narratives and content in her Director's Reports. She loads her prior Director's Reports into the software, then uses prompts to add narrative. Library Staff also use AI to draft responses to patron concerns, helping to make sure they are friendly, empathetic, and provide a solution to the problem. Staff also use AI to come up with creative names for Library programs.

Since AI is prevalent in business, and Staff are using it, a policy updating standard operating procedures is needed. The goal for Library Staff would be to provide guidelines to safely use the AI tools to assist in collaboration and as a query for solving problems.

AI can also create efficiencies which allow for more Staff shared face time and creative collaboration. Tasks that normally take many hours, such as policy research and writing, can be shortened in duration. The AI tool can become familiar with an individual's profile, so that a record of style and content can be individualized and enriched with each additional use.

Chair Poplawski asked about the Library's consideration of using Google versus Microsoft products. She and Director Duran agreed that AI is easier to use with Google products, and that this is a consideration for future software selection.

Trustee Goldman expressed concern about security of and the use of sorters or prioritizers by hackers. Treasurer Slavitz asked what purpose the policy would serve. Director Duran said that the policy gives staff direction and guardrails for prohibited use. The policy limits AI use to vetted and approved tools. Restrictions include compliance with the California Privacy Rights Act related to record retention issues. Staff will not be allowed to use "free" versions of AI tools, since protections must be built in. For example, Chat GPT tools currently used by Library Staff are paid via individual subscriptions. Under the policy, one enterprise version of Chat GPT would be subscribed for all staff use. Treasurer Slavitz asked how the usage limitations would be enforced, and whether the policy should be more specific. Director Duran said that the policy would provide a legal standpoint for enforcement. The policy does not name specific tools, therefore retains flexibility for tool selection. In general, public agency policies are written for flexibility. Trustee Richards and Treasurer Slavitz both expressed concern regarding repetition and the generation of excess

content with AI use. Director Duran said that Staff would remain responsible for the final versions of all documents produced with AI assistance.

Chair Poplawski said that the legal review by counsel would provide more assurance after Agency approval. She recommended approving the current version policy to set a precedent, and allow for future flexibility with changing technology, using the policy as a guardrail for incorporating future innovation.

Motion to approve the AI Staff Use Policy, made by Trustee Richards, seconded by Treasurer Slavitz.

Roll Call Vote:

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

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

9. Consideration of Staff Training and Quarterly Late Openings

Director Duran said that Library Staff Training is needed and essential, and that she would like to address times when the Library can be closed for this purpose. She has proposed a schedule of quarterly partial closings and a once annual full closing.

Many trainings can be split up into several sessions while keeping the Library open. For some subjects, Staff do need a few hours of deeply engaged time to explore content and discussion in depth. Library Department Heads have developed a list of needed trainings and additional opportunities for training that can be managed during business hours. They have also identified four times per year where closure would be needed for specific trainings: Customer Service, Conflict Resolution and De-escalation, Sexual Harassment Prevention, and Emerging Technologies.

The four days of partial closure would amount to 12 hours. The full day of closure could be held during a typically slow time of year for Library usage and would be 7 to 8 hours. The total closures would add up to a maximum of 20 hours per year. Closure for training is a challenge in general for Marin Libraries. Although some regional trainings are offered, many Libraries employ part-time staff who substitute for other staff and maintain other work, so they must plan ahead to attend trainings. Some Marin libraries maintain a later opening time schedule, which provides built-in training time.

If the Agency approves the closures, Staff will be able to calendar mandatory trainings ahead of time and communicate closures to the public in advance.

Trustee Richards asked which day of the week is the Library's slowest day, and whether several days of training during open hours could be arranged so that part-time staff could attend. Director Duran said that would involve training during open hours, and some closures would still be required. Friday is the slowest day. Wednesday is a heavily staffed day and the Circulation Manager often provides real-time training during open hours on that day. Part-Time Staff who maintain other work outside the Library need lead notice to allow time to re-arrange their schedules for mandatory Bel-Tib Library Staff trainings.

DRAFT FOR AGENCY REVIEW

The proposed trainings would involve a one o'clock opening of the Library on a Friday.

Trustee Sutton asked whether Library Staff have received community complaints regarding Library closures. Treasurer Slavitz asked if Trustees could be trained to staff the checkout desk during the Staff Trainings. Director Duran said that there are always a few concerns when the Library is closed, and that a light service with self-checkout could be considered. Because the Belvedere Tiburon community generally has a high expectation for service, Director Duran feels it would be better to close the Library than to staff the desk with volunteers who may not be able to answer all questions. However, with commitment and robust training, it is possible that Agency Trustees could manage the desk temporarily during Library closures for Staff training. Trustee Hooker stressed that public announcements well in advance of closures would be a key necessity.

Chair Poplawski asked if a policy is needed for closures. Director Duran said that the Trustees should weigh in and give direction since the topic of closures has been debated previously. The approval now would provide a needed framework that could be adjusted in the future, would help legitimize the closures, and would allow time to plan for timely notice to the Public and to Part-Time Staff.

Trustee Hooker asked that Staff report to the Agency on Staff trainings.

Motion to approve the Staff Training and Quarterly Late Openings, made by Trustee Richards, seconded by Chair Poplawski.

Roll Call Vote:

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

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

10. Distribution of Ralph M. Brown Act to trustees, per SB707.

Director Duran will distribute a digital copy of the Brown Act to trustees, as state law requires that all Public Agency officials receive a copy.

In addition, Ethics, Financial and Fiscal Training will be provided to Trustees in compliance with state requirements.

12. Meeting Dates

The Next Regular meeting is scheduled for May 18, 2026.

Chair Poplawski adjourned the meeting at 7:49 pm

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
APRIL 2026							
Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
4/1/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ 26,368.87	\$ 26,368.87
4/2/2026	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	\$ 8,651.44	\$ 8,651.44
4/2/2026	EFT	CalPERS Retire PEPPRA	100	7100	CalPERS Retirement Benefit	\$ 10,366.79	\$ 10,366.79
4/2/2026	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 23,916.98	\$ 23,916.98
4/2/2026	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	\$ 811.63	\$ 811.63
4/3/2026	EFT	Delta Dental APRIL	100	7110	CalPERS Insurance Benefits	\$ 1,369.76	\$ 1,369.76
	ACH	PG&E	100	8490	Power	\$ 10,675.25	\$ 10,675.25
4/6/2026	EFT	Reliance LTD & LIFE APRIL	100	7110	CalPERS Insurance Benefits	\$ 1,842.85	\$ 1,842.85
4/6/2026	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 68,173.63	\$ 68,173.63
	ACH	Connect Your Care	100	7110	CalPERS Insurance Benefits	\$ 5.18	\$ 5.18
	ACH	Ameriflex Admin Fee	100	7110	CalPERS Insurance Benefits	\$ 75.00	\$ 75.00
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 640.55	\$ 640.55
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 68,008.69	\$ 68,008.69
	ACH	Ameriflex FSA	100	Various	FSA/LSA DCA	\$ 686.83	\$ 686.83
April TOTAL EFT / ACH						\$ 222,999.36	\$ 222,999.36
OPERATING HAND CHECKS							
4/3/2026	714	MSI LITHO	100	8225	BUILDING MAINT INCIDENTAL	\$ 8,344.90	\$ 8,344.90
4/3/2026	714	MSI LITHO	100	8220	Postage & Freight	\$ 2,239.93	\$ 2,239.93
4/9/2026	715	BRIDGET BURKET	100	8290	Technology Training Programs	\$ 675.00	\$ 675.00
April TOTAL HAND CHECKS						\$ 11,259.83	\$ 11,259.83
OPERATING ACCOUNTS PAYABLE BATCHES							
4/14/2026	716	AMMIPUBLISHINGCOMPINC	100	8225	Public Relations	\$ 171.00	\$ 171.00
4/14/2026	717	BOUCHER LAW	100	8840	Legal and Consulting Service	\$ 3,876.00	\$ 3,876.00
4/14/2026	718	ERICHUMPHREY	100	8251	Young Adult Programs	\$ 300.00	\$ 300.00
4/14/2026	719	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	\$ 650.00	\$ 650.00
4/14/2026	720	JANETLEESINGS	100	8240	Adult Programs	\$ 200.00	\$ 200.00
4/14/2026	721	MARINITINC	100	8040	Technical Support	\$ 2,513.50	
4/14/2026	721	MARINITINC	100	8070	IT Infrastructure	\$ 2,298.25	\$ 4,811.75
4/14/2026	722	MEGHANWALLAMURPHY	100	8240	Adult Programs	\$ 100.00	\$ 100.00
4/14/2026	723	MILLVALLEYREFUSE	100	8480	Trash	\$ 304.87	
4/14/2026	724	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,212.50	\$ 2,517.37
4/14/2026	725	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
4/14/2026	726	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 868.14	\$ 868.14
4/14/2026	727	PRESIDENTIAL FIRE PROTECTIC	100	8492	Building Maintenance Contract	\$ 1,000.00	\$ 1,000.00
4/14/2026	728	PROJECT6DESIGNINC	100	8071	Website Maintenance	\$ 1,366.00	\$ 1,366.00
4/14/2026	729	PROMEVO	100	9010	Computers & Equipment	\$ 5,219.29	\$ 5,219.29
4/14/2026	730	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 655.76	\$ 655.76
4/14/2026	731	TERREPASSERO	100	8240	Adult Programs	\$ 300.00	\$ 300.00
4/14/2026	732	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 1,437.90	\$ 1,437.90
4/14/2026 ACCOUNTS PAYABLE BATCH						\$ 23,673.21	\$ 23,673.21

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
APRIL 2026							
Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
4/29/2026	733	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	\$ 950.00	\$ 950.00
4/29/2026	734	ASIANARTMUSEUM	100	8240	Adult Programs	\$ 200.00	\$ 200.00
4/29/2026	735	BOUCHER LAW, PC	100	8840	Legal & Consulting Services	\$ 5,385.25	\$ 5,385.25
4/29/2026	736	BURKELLPLUMBING	200	9022	Building Repairs & Improvements	\$ 2,850.00	\$ 2,850.00
4/29/2026	737	CLAIRERCOHN	100	8240	Adult Programs	\$ 825.00	\$ 825.00
4/29/2026	738	ERICHUMPHREY	100	8251	Young Adult Programs	\$ 300.00	
4/29/2026	738	ERICHUMPHREY	100	8251	Young Adult Programs	\$ 300.00	\$ 600.00
4/29/2026	739	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 6,765.53	
4/29/2026	739	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 470.28	\$ 7,235.81
4/29/2026	740	JASONBENNETT	100	8825	Public Relations	\$ 500.00	\$ 500.00
4/29/2026	741	KRISTINJOHNSON	100	8240	Adult Programs	\$ 13.51	
4/29/2026	741	KRISTINJOHNSON	100	8280	Maker Space Programs	\$ 61.99	
4/29/2026	741	KRISTINJOHNSON	100	8850	Staff, Vol, Board Recognition	\$ 23.37	\$ 98.87
4/29/2026	742	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,212.50	\$ 2,212.50
4/29/2026	743	NORTHSTAR DIGITAL LITERACY	100	7606	Digital Collection	\$ 550.00	\$ 550.00
4/29/2026	744	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
4/29/2026	745	OVERDRIVEINC	100	7606	Digital Collection	\$ 4,092.96	
4/29/2026	745	OVERDRIVEINC	100	7606	Digital Collection	\$ 2,031.66	
4/29/2026	745	OVERDRIVEINC	100	7606	Digital Collection	\$ 1,111.47	\$ 7,236.09
4/29/2026	746	RWGLAW	100	8840	Legal & Consulting Services	\$ 630.00	\$ 630.00
4/29/2026	747	TERMINIXPROCESSINGCENTE	100	8492	Building Maintenance Contracts	\$ 134.00	\$ 134.00
4/29/2026	748	TERREPASSERO	100	8240	Adult Programs	\$ 300.00	\$ 300.00
4/29/2026	749	TOWNOFTIBURON	100	8440	Grounds Maintenance	\$ 4,660.50	
4/29/2026	749	TOWNOFTIBURON	100	8440	Grounds Maintenance	\$ 4,524.00	\$ 9,184.50
4/29/2026	750	USBANKEQUIPFIN	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
				4/30/2026	ACCOUNTS PAYABLE BATCH	\$ 40,497.93	\$ 40,497.93
				April	TOTAL WARRANTS	\$ 298,430.33	\$ 298,430.33



DATE: May 18, 2026

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Draft FY26-27 Budget

FY26-27 builds on the Library's previous year's success of quality programs and services. The proposed budget assumes revenues in line with County estimates and with realized revenues from prior fiscal years. Expenses were evaluated based on current-year spending and the consideration of new or increased offerings for the coming year. The final budget will include a narrative section outlining progress on the strategic plan and planned activities for the new FY, an updated organizational chart, and a salary schedule.

FY26-27 Highlights

- Property tax estimates provided by the County in March 2026 represent a 4.4% projected increase from FY25-26.
- During previous budget planning cycles, ERAF estimates have been conservative, while actuals have been notably higher. As a result, the FY26-27 ERAF estimate of \$620K is higher than CY and aligned with actuals received.
- Federal and state grants will be limited for the foreseeable future, resulting in a significant reduction in line 5033 Program Grants compared to previous years. However, the Library Foundation remains a strong local fundraising partner and commits an increased grant of \$165K for the new year.
- Total Revenue of \$3,923,022 and \$3,800,722 operating revenue after bond repayment obligations. Total Operating Expenditures of \$3,784,721.
- Personnel expenditures account for 18.6 FTE, comprising 12 FT, 12 PT staff, and 3 benefitted PT staff. The FTE includes a slight increase from the previous FY FTE of 18.3. The budget includes an allocation of \$14K for Consulting and Legal Services (Line 8840) to support personnel and risk management consultation in lieu of a cost-sharing position with the Town of Tiburon. Overall, Personnel costs represent 67% of the budget.
- Notably, the Library is allocating additional expenditures for the following program categories: Adult Programs and Supplies, Children Programs and Supplies, and Young Adult Programs. The Technology Training Programs (Line 8290) is being consolidated with expenditures reassigned to Adult Programs and Services (Line 8240).

The Finance Committee reviewed a preliminary draft in April. The final budget will be presented for adoption at the June Board meeting.

BELVEDERE TIBURON LIBRARY AGENCY
 DRAFT BUDGET
 FISCAL YEAR 2026-2027

	FY2025-2026 Approved Budget	FY2025-2026 Projected Results	FY2026-2027 Proposed Budget	FY27 % Change over FY26 Budget	Account Description Detail:
OPERATING REVENUES					
5010 Basic Library Tax*	2,662,684	2,672,533	2,779,784	4.4%	Based on County Estimates
5020 Parcel Tax	277,000	274,604	277,000	0.0%	Library Original 1996 Bond Tax of \$66 per Parcel
5025 ERAF	575,000	604,086	620,000	7.8%	ERAF - Estimate based on County estimate and previous actuals
5032 BTLF Grants	150,000	150,000	165,000	10.0%	Per Foundation
5033 Program Grants	11,000	3,964	3,000	-72.7%	Grants for specific projects
5040 Book Fines & Reserves	500	2,481	1,000	100.0%	Hold/Damages Fees and Lost Books
5050 Makerspace Fees	-	1,000	1,000	0.0%	Fees for Supplies used in Makerspace patron projects
5065 Reference Desk Income	50	55	50	0.0%	Misc. supplies
5070 Copier Fees	380	721	380	0.0%	Funds from Public Copiers
5090 Other Revenue	15,808	16,031	15,808	0.0%	EV Charging Stations
5099 Interest Income	58,000	56,474	60,000	3.4%	LAIF projected balances X 3%
Total Operating Revenue	3,750,422	3,781,949	3,923,022	4.6%	
310-8915 Principal Repayment	(105,000)	(105,000)	(110,000)	4.8%	From Bond Amortization Schedule - Final Payment in FY2027
310-8910 Bond Interest	(9,750)	(9,750)	(3,300)	-66.2%	From Bond Amortization Schedule - Final Payment in FY2027
310-8920 Fiscal Agent Fees	(14,424)	(14,209)	(9,000)	-37.6%	2 NBS Payments of approx \$3K plus One USBank Payment of \$3K
Total Operating Debt Service	(129,174)	(128,959)	(122,300)	-5.3%	
Total Revenue after Debt Serv	3,621,248	3,652,990	3,800,722	5.0%	
OPERATING EXPENDITURES					
Personnel					
7010 Salaries & Wages	1,518,267	1,415,760	1,551,112	2.2%	14.1 FTE
7015 Medical Reimbursement	21,747	22,080	23,816	9.5%	Up to \$225 per month for CalPERS EE's if Health Premium Allowance is not fully used
7020 Part-Time Wages	245,772	189,955	310,993	26.5%	4.3 FTE
Subtotal Salaries & Wages	1,785,786	1,627,795	1,885,921	5.6%	18.4 FTE
7100 PERS Retirement Benefits	299,977	309,287	332,732	10.9%	CalPERS FY26 normal %s + required Unfunded Accrued Liability pymt of \$153,800
7105 115 Trust	-	-	-		OPEB UAL additional payment. Trust to be set up for future contributions
7110 PERS Health Benefits	331,249	289,598	318,055	-4.0%	Health, Dental, LTD, Life for Active Employees (10% Jan 2027 increase)
7115 OPEB Health Obligation	10,654	10,847	10,987	3.1%	\$162/month for 5 Retirees plus additional \$106/month former director contract
7120 Worker's Comp Insurance	9,308	8,087	9,969	7.1%	Based on SDRMA Estimate of 4-15-2026
7125 Employment Practices Insurance	5,718	5,718	6,257	9.4%	Insurance Coverage through SDRMA, is included in total package/SDRMA Letter 4-15-2026
7130 Payroll Tax Expense	40,816	34,705	46,282	13.4%	Medicare (All EE's) and Social Security (Part-Time EE's), Based on S&W Subtotal
7135 HR Cost Sharing with Town of Tiburon	37,500	-	-	-100.0%	Town Staff not yet available for Library support
7140 Unemployment	8,500	7,233	5,000	-41.2%	Contingency for Attrition
7200 Professional Development	13,728	15,162	16,200	18.0%	Approx. three conferences, memberships, local and virtual workshops
7210 Staffing Recruitment	500	9,095	3,600	620.0%	Advertisements, posts, HR Muchmore Assistance
Total Personnel	2,543,736	2,317,527	2,635,003	3.6%	Personnel % of Total Revenue
	68%	61%	67%		

BELVEDERE TIBURON LIBRARY AGENCY
 DRAFT BUDGET
 FISCAL YEAR 2026-2027

	FY2025-2026 Approved Budget	FY2025-2026 Projected Results	FY2026-2027 Proposed Budget	FY27 % Change over FY26 Budget	Account Description Detail:
Circulation Materials & Data					
7601 Books & Other Materials	100,000	103,749	115,000	15.0%	Print and other Physical Media
7602 Processing Costs & Fees	25,000	5,177	10,000	-60.0%	Vendor pre-processing costs
7603 Supplies-Processing	2,000	2,693	5,000	150.0%	Tape, Cases, Covers for processing and repair in library
7606 Digital content	80,000	84,838	78,000	-2.5%	e-Book purchases, Database subscriptions, and Platform subscriptions for Patron Use
7607 Consortium Costs	115,000	113,635	115,000	0.0%	Marinet + Northnet
7608 Library of Things	5,000	3,400	2,000	-60.0%	LOT Collection is updated
Total Circulation Materials & Data	327,000	313,492	325,000	-0.6%	Circulation Materials & Data % of Total Revenue
	9%	8%	8%		
Technology Infrastructure					
8020 Staff Digital Subscriptions	15,200	16,030	15,000	-1.3%	Support Use
8035 Computers & Equipment	14,250	2,458	3,000	-78.9%	Updated self-check system, meeting room remote equipment
8040 Technical Support	39,732	27,652	30,162	-24.1%	Marin IT Contract - Onsite Services
8070 IT Infrastructure	35,100	41,439	55,000	56.7%	Back Office Technology Support (Separated from 7606 and 8020)
8071 Website maintenance	10,200	13,456	15,000	47.1%	Project 6 Website Updates and Support Plus Domain
Total Technology Infrastructure	114,482	101,035	118,162	3.2%	Technology Infrastructure % of Total Revenue
	3%	3%	3%		
Program Services & Supplies					
8210 Copier Expenses	16,600	15,797	16,600	0.0%	Monthly Lease \$1,300 plus annual copy coverage allowance of \$1,000
8220 Postage & Freight	4,000	5,212	4,000	0.0%	Postage Meter Lease, Inter-Library Loan and Misc Postage
8225 Public Relations	34,000	27,332	35,300	3.8%	Residential Mailers, Ark Advertising, Banners
8230 Office Supplies	7,000	11,986	12,000	71.4%	Toner, paper, and general office supplies
8240 Adult Programs and Supplies	20,000	31,819	43,700	118.5%	All Adult Programs, including Technology Training
8250 Children's Programs	20,000	16,120	29,000	45.0%	Program supplies, performers, summer reading program
8251 Young Adult Programs	6,000	11,790	10,000	66.7%	Teen Arts, Reading, Programs
8260 Telephone	15,000	16,761	17,000	13.3%	TPX Services
8270 AV Equipment & Peripherals	5,000	49	8,000	60.0%	Conference Rooms Audio Visual Updates & Maintenance, Makerspace Computers
8280 Maker Space Programs & Supplies	10,000	15,014	10,400	4.0%	Robotics, Virtual Reality, 3D printing, presenters and program supplies
8290 Technology Training Programs	4,800	8,900	-	-100.0%	Incorporated into Adult Programs 8240
Total Program Services & Supplies	142,400	160,780	186,000	30.6%	Program Services & Supplies % of Total Revenue
	4%	4%	5%		

BELVEDERE TIBURON LIBRARY AGENCY
 DRAFT BUDGET
 FISCAL YEAR 2026-2027

	FY2025-2026 Approved Budget	FY2025-2026 Projected Results	FY2026-2027 Proposed Budget	FY27 % Change over FY26 Budget	Account Description Detail:
Building Expenses					
8410 Insurance	138,826	126,771	138,727	-0.1%	Property and Liability w/Earthquake & CSDA Membership based on SDRMA letter 4-15-2026
8430 Building Maintenance Incidental	10,000	34,746	25,800	158.0%	Incidental Maintenance and Repair (Regular Maint Contracts on Line 8492), Holiday Lighting
8440 Grounds Maintenance	18,000	18,370	18,000	0.0%	Town of Tiburon Agreement
8450 Janitorial Expense	65,000	63,411	65,000	0.0%	Contract \$4,659 monthly plus special requests
8460 Custodial Supplies	9,000	6,095	9,000	0.0%	Janitorial Supplies
8480 Trash	5,628	4,606	7,000	24.4%	Mill Valley Refuse and Composting
8490 Electricity/Gas	87,857	90,617	92,429	5.2%	PG&E - Building
8491 Parking	6,240	6,240	6,240	0.0%	Full-Time Staff Parking at Town Hall Lot, \$1,560 per Quarter
8492 Building Maintenance Contracts	15,000	15,407	15,750	5.0%	Security, HVAC maint, Pest Control, Fire Extg, Fire Alarm/Sprinklers, Backflow, Gutter
8493 EY Public Charging Stations	13,295	9,535	10,489	-21.1%	PG&E Cost for EV annually (plus EV subscription paid every 5 years)
8500 Water	13,164	9,897	10,500	-20.2%	MMWD - assuming a 5% increase from FY25 actual
Total Building Expense	382,010	385,695	398,935	4.4%	
	10%	10%	10%		Building Expense % of Total Revenue
Agency Administration					
8810 Bank Charges	500	214	500	0.0%	LAIF Wire Fees, Bank Charge for Audit Confirms
8815 Credit Card Charges	800	190	800	0.0%	Visa and AMEX and Square use and discount fees for patron fees paid by credit card
8820 Cash Short/(Over)	120	0	120	0.0%	Weekly Cash Register Count Variance
8825 Membership and Dues	4,500	2,259	4,500	0.0%	Institutional memberships for various resources (CLA, CalChamber, etc.)
8830 Accounting	8,200	13,059	9,200	12.2%	ADP Payroll \$600/Month, MIP Cloud Software
8835 Auditing	34,500	34,500	34,500	0.0%	Maze Associates Audit; Foster & Foster OPEB Actuarial, CalPERS Pension Actuarial
8840 Consulting and Legal Services	58,000	151,624	64,000	10.3%	Consultant services for legal, HR, and policy issues
8850 Staff, Volunteer & Board Recognition	5,000	6,001	8,000	60.0%	Agency, Staff, and Volunteer appreciation activities and Board Development
8890 Contribution to Reserves	-	-	-		Reserves for Insurance, Building, and Pension/OPEB (1% of Rev after Debt Service)
Total Agency Administration	111,620	207,847	121,620	9.0%	
	3%	5%	3%		Agency Administration % of Total Revenue
Total Operating Expenses	3,621,248	3,486,376	3,784,721	4.5%	
	97%	92%	96%		Total Operating Expenses % of Total Revenue
Net Operating Revenue (Loss)	0	166,614	16,001		

BELVEDERE TIBURON LIBRARY AGENCY
 DRAFT BUDGET
 FISCAL YEAR 2026-2027

	FY2025-2026 Approved Budget	FY2025-2026 Projected Results	FY2026-2027 Proposed Budget	FY27 % Change over FY26 Budget	Account Description Detail:
Beginning Cash Balance - All Funds	\$ 2,918,013	\$ 2,586,355	\$ 2,682,290		Projected & Budgeted / Actual / Projected
Net Operating Revenue (Loss) from above	-	166,614	16,001		Net Inflow (outflow): Outflow will use Operating Reserve
Non-Operating Transfers & Expenses					
Transfer from General Fund Cash/Operating Results to Reserves				Reserve Balance	
Operating Reserve					Based on Reserve Request/Board Auth
Insurance Reserve					Based on Reserve Request/Board Auth
Capital and Maintenance Reserve					Based on Reserve Request/Board Auth
Pension Liability Reserve					Based on Reserve Request/Board Auth
Strategic Initiative Reserve					Based on Reserve Request/Board Auth
					Based on Reserve Request/Board Auth
200-Uses of Reserves					
200-9010 Bldg Res - Technology & Equipment		(45,000)			Budget Capital Purchases Here
200-9020 Bldg Res - Furniture & Fixtures		(22,000)			Budget Capital Purchases Here
200-9022 Building Repairs & Improvements		(1,000)			Budget Capital Purchases Here
200-9025 Grounds Improvements		(2,000)			Budget Capital Purchases Here
Total use of Reserves	-	(70,000)	-		Net Outflow
NOTE Balance Sheet Activity (for cash)					Year End Accruals which change the timing of the effect of revenues/expenses on cash
Designated Fund Activity					
Receipts	5,821	5,821	5,821		Restricted Funds
Expenditures	(5,821)	(6,500)	(5,821)		Restricted Funds
Net Designated Fund In(Out)Flow	-	(679)	-		Special Catchup on Donor Restricted Circulation Materials Purchases in FY25
Projected Ending Cash Balance - All Funds	\$ 2,918,013	\$ 2,682,290	\$ 2,698,291		Note: These are June 30 All Funds Cash Balances. Some are restricted, and funds drop much lower in Nov.
					Low point FY26 (11/30/25) was \$1,624,160 with \$1,051,420 unrestricted.

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

June 15, 2026

July 20, 2026

August 17, 2026

September 21, 2026

October 19, 2026

November 16, 2026

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

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

February 22, 2027 (4th Monday due to Presidents' Holiday)

March 15, 2027

April 19, 2027

May 17, 2027

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