

<b>BELVEDERE-TIBURON LIBRARY AGENCY</b>		<b>FY2026-2027</b>
		<b>Approved</b>
		<b>Budget</b>
<b>OPERATING REVENUES:</b>		
5010	Basic Library Tax	2,779,784
5020	Parcel Tax	277,000
5025	ERAF	620,000
5032	BTLF Grants	165,000
5033	Program Grants	5,000
5040	Book Fines & Reserves	1,000
5050	Makerspace Fees	1,000
5065	Reference Desk Income	50
5070	Commission on Copier	380
5090	Other Revenue	15,808
5099	Interest Income	63,600
	<b>Total Operating Revenue</b>	<b>3,928,622</b>
8915	CFD Bond Principal Repayment	(110,000)
8910	CFD Bond Interest Expenses	(3,300)
8920	CFD Bond Fiscal Agent Fees	(9,000)
	<b>Total Operating Debt Service</b>	<b>(122,300)</b>
	<b>Total Revenue after Debt Serv</b>	<b>3,806,322</b>
<b>OPERATING EXPENDITURES:</b>		
<b>Personnel:</b>		
7010	Salaries & Wages	1,551,112
7015	Medical Reimbursement	23,816
7020	Part-Time Wages	309,275
	<b>Subtotal Salaries &amp; Wages</b>	<b>1,884,203</b>
7100	PERS Retirement Benefits	332,732
7105	115 Trust	-
7110	PERS Health Benefits	334,287
7115	OBEP Health Obligation	10,987
7120	Worker's Comp Insurance	9,969
7125	Employment Practices Insurance	6,257
7130	Payroll Tax Expense	46,151
7135	HR Cost Sharing with Town of Tiburon	-
7140	Unemployment	5,000
7200	Professional Development	16,200
7210	Staffing Recruitment	3,600
	<b>Total Personnel</b>	<b>2,649,386</b>

<b>BELVEDERE-TIBURON LIBRARY AGENCY</b>		<b>FY2026-2027</b>
		<b>Approved</b>
		<b>Budget</b>
<b>Circulation Materials &amp; Data</b>		
7601	Books & Other Materials	100,000
7602	Processing Costs & Fees	10,000
7603	Supplies-Processing	5,000
7605	Digital Collection	34,000
7606	Databases	53,000
7607	Consortium Costs	115,000
7608	Library of Things	2,000
	<b>Total Circulation Materials &amp; Data</b>	<b>319,000</b>
<b>Technology Infrastructure:</b>		
8020	Online Services	15,000
8035	Computers & Equipment	3,000
8040	Technical Support	30,162
8070	IT Infrastructure	55,000
8071	Website maintenance	15,000
	<b>Total Technology Infrastructure</b>	<b>118,162</b>
<b>Program Services &amp; Supplies:</b>		
8210	Copier Expenses	16,600
8220	Postage & Freight	4,000
8225	Public Relations	39,000
8230	Office Supplies	12,000
8240	Adult Programs	43,700
8250	Children's Programs	29,000
8251	Young Adult Programs	10,000
8260	Telephone	17,000
8270	AV Equipment & Peripherals	8,000
8280	Maker Space Programs	10,400
8290	Technology Training Programs	-
	<b>Total Program Services &amp; Supplies</b>	<b>189,700</b>

<b>BELVEDERE-TIBURON LIBRARY AGENCY</b>		<b>FY2026-2027</b>
		<b>Approved</b>
		<b>Budget</b>
<b>Building Expenses:</b>		
8410	Insurance	148,148
8430	Building Maintenance Incidental	25,800
8440	Grounds Maintenance	18,000
8450	Janitorial Expense	65,000
8460	Custodial Supplies	9,000
8480	Trash	7,000
8490	Electricity/Gas	90,491
8491	Parking	6,240
8492	Building Maintenance Contracts	15,750
8493	EV Public Charging Stations	10,308
8500	Water	10,500
	<b>Total Building Expense</b>	<b>406,237</b>
<b>Agency Administration:</b>		
8810	Bank Charges	500
8815	Credit Card Charges	800
8820	Cash Short/(Over)	120
8825	Membership and Dues	4,500
8830	Accounting	9,200
8835	Auditing	34,500
8840	Legal & Consulting Services	64,000
8850	Staff, Volunteer & Board Recognition	8,000
8890	Contribution to Reserves	-
	<b>Total Agency Administration</b>	<b>121,620</b>
	<b>Total Operating Expenses</b>	<b>\$ 3,804,106</b>
	<b>Net Operating Revenue (Loss)</b>	<b>2,216</b>

BELVEDERE-TIBURON LIBRARY AGENCY		FY2026-2027
		Approved
		Budget
<b>Beginning Cash Balance - All Funds (Projected)</b>		
		\$ 2,582,206
<b>Net Operating Revenue (Loss) from above</b>		
		2,216
<b>Non-Operating Transfers &amp; Expenses:</b>		
<b>Transfer from General Fund to Building Reserve</b>		
Res	Transfer from Oper to Bldg Res	
	Transfer from OPER to Insurance Res	
<b>Uses of Reserves</b>		
9010	Bldg Res - Technology & Equipment	
9020	Bldg Res - Furniture & Fixtures	
8930/5	Oper Res -Expansion LOC Prin & Int	
8935	Expansion Funds - LOC Prin	
	<b>Total use of Reserves</b>	<b>0</b>
<b>NOTE Balance Sheet Activity (for cash)</b>		
		<b>0</b>
<b>Designated Fund Activity</b>		
	Receipts	5,821
	Expenditures	(5,821)
	<b>Net Designated Fund In(Out)Flow</b>	<b>-</b>
<b>Projected Ending Cash Balance - All Funds</b>		
		\$ 2,584,422

# 2026-2027 BUDGET

Nurture Curiosity, Spark Connections  
& Foster Lifelong Learning



Belvedere  
Tiburon  
**Library**



# THE YEAR AHEAD

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The FY 2026–2027 Budget reflects the Belvedere Tiburon Library's continued commitment to providing responsive, innovative, and high-quality services that enrich the lives of residents and advance the Library's mission to **nurture curiosity, spark connections, and foster lifelong learning**. Developed in alignment with the Library's 2024–2026 Strategic Plan, this budget balances responsible stewardship of public resources with strategic investments that strengthen community impact and organizational resilience.

## Acknowledgements

The budget was developed through the collaborative efforts of Library staff, the Finance Committee, the Board of Trustees, and the Belvedere Tiburon Library Foundation. The Library appreciates the time, expertise, and thoughtful input provided throughout the budget process. We are also grateful for the continued support of our residents, volunteers, donors, and community partners, whose investment in the Library helps advance our **vision of a community where every person feels included and inspired**.

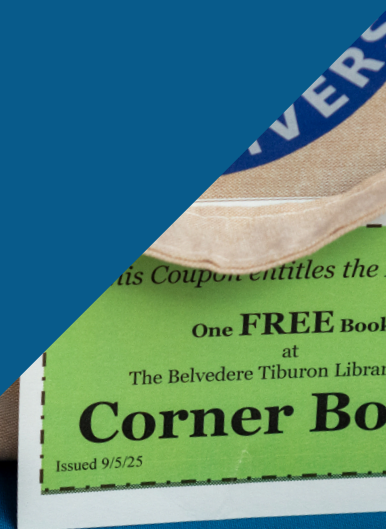
# FY 25-26

## ACCOMPLISHMENTS

During FY 25–26, the Library continued to experience strong community engagement, welcoming nearly 139,000 visitors, facilitating more than 20,000 program attendances, supporting over 3,600 room reservations, and circulating nearly 95,000 physical materials.

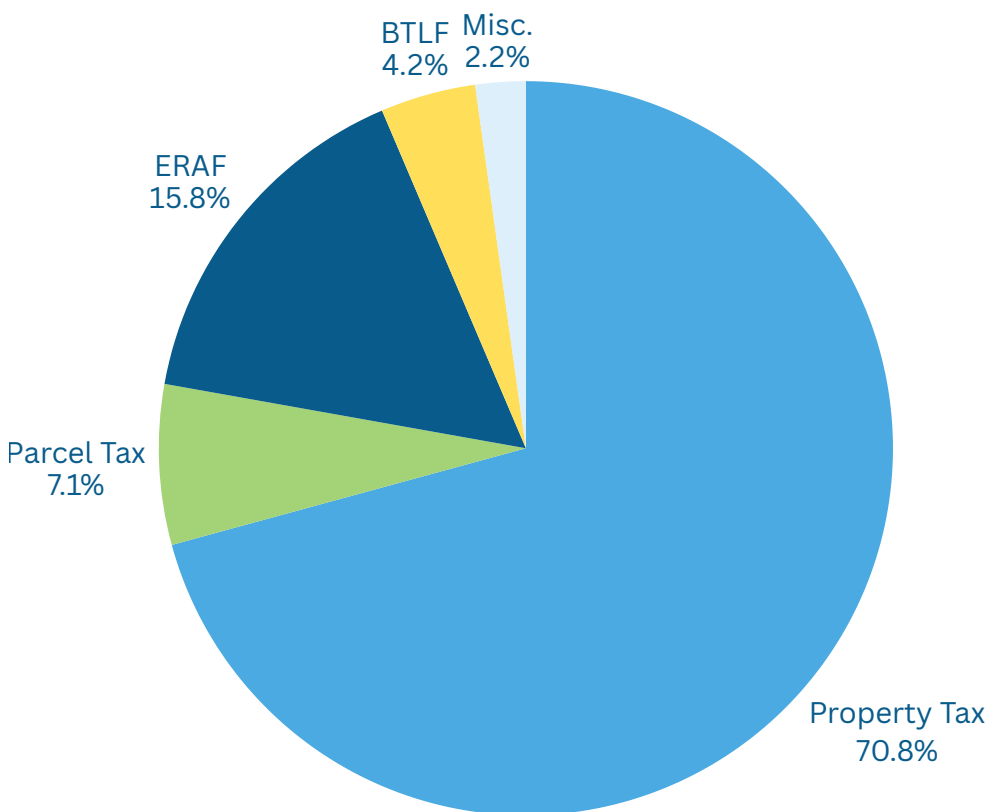
Notable FY 25–26 accomplishments include:

- Enrolled 598 new student cardholders and distributed library information to 450 existing student cardholders through a partnership with the Reed Union School District;
- Reconfigured shelving and tables in the nave for improved wayfinding and space utilization;
- Activated outdoor spaces with programming, including Shakespeare in the Park, Artisan Market, and blood drive;
- Advanced sustainability efforts to approximately 75% completion toward Sustainable Library Certification;
- Fostered growth in digital resource use, including a 16% increase in OverDrive circulation and a 43% increase in Hoopla usage; and
- Celebrated the Library's 30<sup>th</sup> Anniversary.



# FY 26-27 REVENUES

The Library enters the new fiscal year from a position of financial stability, supported by continued growth in property tax revenues, ERAF distributions, and philanthropic support from the Belvedere Tiburon Library Foundation. Strong community engagement and usage, combined with prudent fiscal management and healthy reserves, position the Library to invest in strategic priorities while maintaining long-term financial sustainability.



Revenue Source	FY25-26	FY26-27
Property Tax	\$2,662,684	\$2,779,784
Parcel Tax	\$277,000	\$277,000
ERAF	\$575,000	\$620,000
BTLF	\$150,000	\$165,000
Misc.	\$85,738	\$86,838
<b>TOTAL</b>	<b>\$3,750,422</b>	<b>\$3,928,622</b>

## Revenue Highlights

- Property tax estimates provided by the County in June 2026 represent a 4.4% projected increase from FY25-26
- ERAF estimates are aligned with actuals received in previous years
- Increased grant of \$165K from the Library Foundation
- Miscellaneous revenue includes EV charging usage fees and interest income generated from account holdings

# FY 26-27 EXPENDITURES

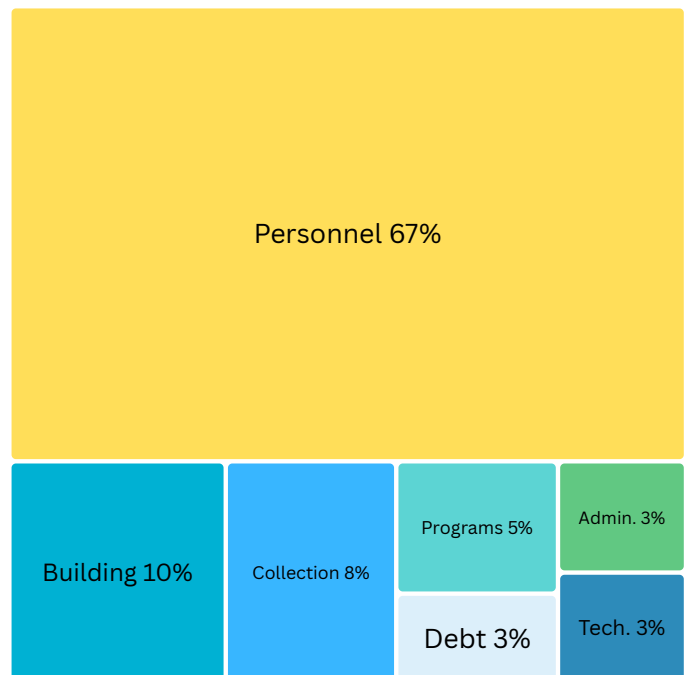
The FY 26–27 budget prioritizes investments that strengthen service delivery, organizational capacity, and community impact. Personnel expenditures support 18.6 full-time equivalent positions and reflect the Library's commitment to attracting, developing, and retaining a skilled workforce. The budget also expands funding for adult, youth, and teen programming and for digital materials. Together, these investments support the Library's ability to deliver high-quality services, adapt to evolving community needs, and advance the goals of the Strategic Plan.

With operating expenditures of approximately \$3.8M, excluding debt service, the FY 26–27 budget represents an investment of approximately \$349 per resident. The Library's per-capita expenditure is the highest among public libraries in Marin County, reflecting the scope of services provided to the community, including extensive operating hours, diverse collections, technology access, educational programming, cultural offerings, and community gathering spaces.

Expenditure	FY25-26	FY26-27
Personnel	\$2,543,736	\$2,649,386
Collection	\$327,000	\$319,000
Technology	\$114,482	\$118,162
Programs	\$142,400	\$189,700
Building	\$382,010	\$406,237
Admin.	\$111,620	\$121,620
Debt	\$129,174	\$122,300
TOTAL	\$3,621,248	\$3,926,405

## Expenditure Highlights

- Final payment towards the 1995 Library Bond
- Program expenditures increased by 31%



See the detailed budget sheet for a breakdown of expenditures.



# STRATEGIC FOCUS

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The FY 26–27 Goals are derived from the Library's Strategic Plan, which is organized around four Cornerstones of Connection: **Each Other, Your Library, Community, and Culture.**

The goals outlined for the coming fiscal year represent the strategic priorities that continue to require attention and advancement. Some goals are recurring efforts that support ongoing operations and continuous improvement, while others are one-time initiatives designed to advance specific objectives. By aligning expenditures with the Strategic Plan, the Library remains responsive to community needs and focused on delivering services, programs, and projects that strengthen connections and reflect community priorities.

# EACH OTHER

The Library is a warm, welcoming space for neighbors to connect.

## FY26-27 Goals

Consolidate the Information Desk and Checkout Desk to a single service point to foster a more welcoming and user-friendly entry

Encourage learning through play in the Children's Room by expanding toy lending and creating a playful environment both indoors and on the patio



## FY25-26 Progress

Children's patio shade installed and additional patio furniture under consideration

Convenience items added for public use include headphones, wobble seat cushions, and phone charging cords

Activated outdoor spaces with Shakespeare in the Park, Artisan Market, blood drive, and Senior Expo

Replaced 25% of old furniture by purchasing new chairs for the nave

# YOUR LIBRARY

The Library delivers responsive services to the community.

FY26-27 Goals	FY25-26 Progress
Explore partnership opportunities for a delivery model for those unable to visit the Library	Partnered with Reed Union School District to enroll 598 students with a public library card
Pilot a customer feedback loop to continuously improve programs and services	
Support Agency and Foundation members with an onboarding process and quarterly presentations from staff	Partnered with the Richardson Bay Audubon Center for a StoryWalk at the Audubon and bird walk-and-talk at Tiburon Lagoon
Increase digital literacy opportunities by launching a Maker Badge curriculum for students and all makers	



# COMMUNITY

The Library partners with organizations to leverage resources.

## FY26-27 Goals

Attain Sustainable Library Certification

Make the Library building available for emergency and disaster relief services by entering MoU with key stakeholders



## FY25-26 Progress

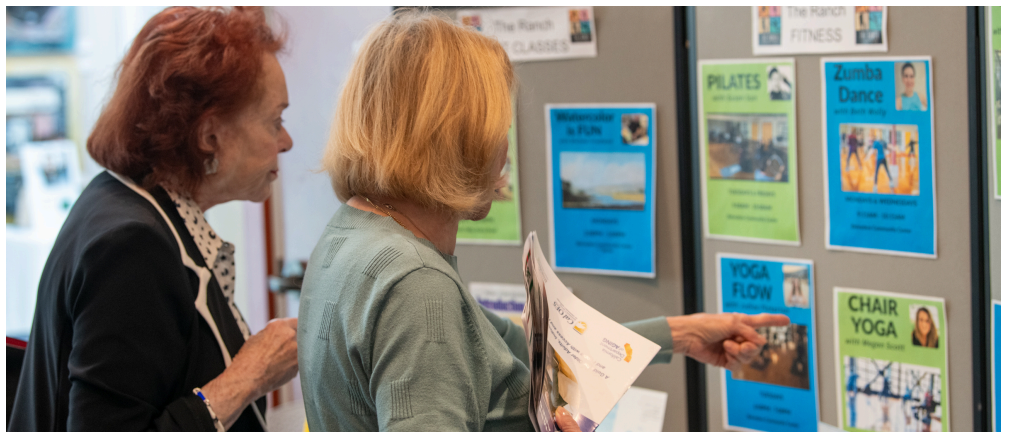
Worked with partners to develop over 45 age-friendly programs that addressed social isolation, physical activity, and preventative health, including mindfulness meditation, qigong, Aging Well with AI tools, Preventing Falls, and Reversing Diabetes, and the hootenanny

Partnered with BayREN to conduct an energy audit and recommend infrastructure for solar panels and backup battery energy storage system

# CULTURE

The Library connects community members to resources, expertise, and opportunities.

FY26-27 Goals	FY25-26 Progress
<p>Capitalize on intergenerational storytelling in the Makerspace by encouraging digilab users to contribute to a digital community archive</p>	<p>Implemented experimental opportunities in the gallery with an educational exhibit on new citizens, featuring an interactive US citizenship test</p>
<p>Improve discoverability of the collection through themed lists, displays, personalized recommendations, and training on the online catalog interface, and increase circulation by 20%</p>	<p>Worked to increase the Library's world language holdings by adding Spanish materials to the Children's collection</p> <hr/> <p>Met the demand for high-circulating digital titles by increasing OverDrive checkouts by 16% for BelTib cardholders. Consortium-wide wait times decreased from 42.3 days to new low of 23.63 days</p>




# MAJOR INITIATIVES

In addition to ongoing services and strategic goals, the Library will focus on four major initiatives in the coming year:



## Project Refresh

Continuing phased improvements to furniture, lighting and public-use outlets, enhancements to the Children's Patio and Teen Patio, and consolidation to a single point of service in the main entry to support a better user experience.



## Internal Systems Improvement

Consolidate the internal technology stack and digital systems utilized by staff to improve workflows, efficiency, and cost savings.



## Staff Development

Implement a robust staff development program to support consistent, high-quality public service and organizational effectiveness.



## Strategic Plan Assessment

Evaluate progress toward the 2024-2026 Strategic Plan and develop recommendations for future strategic direction.

A photograph of a woman with short blonde hair and glasses, wearing a dark blue jacket over a striped shirt. She is looking down at a document on a table. The background is slightly blurred, showing other people and tables in what appears to be a public space like a library or community center. The image is partially obscured by a large blue diagonal graphic element.

# RESERVES

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In June 2025, the Board adopted a Financial Reserve Policy to strengthen long-term financial sustainability, improve fiscal resilience, and establish clear guidelines for the use and management of reserves. As a result, reserves are organized into several designated categories, each serving a distinct purpose:

**Operating Reserve, Insurance Reserve, Pension Liability Reserve, Capital and Maintenance Reserve, Strategic Initiative Reserve, and Restricted Funds.**

Together, these reserves provide financial stability, reduce risk exposure, and ensure the Library is well-positioned to address current needs and future opportunities while maintaining responsible stewardship of public resources. As of June 2026, the Library maintains approximately \$2.8 million in reserves. Based on the available balances, each reserve category is fully funded at or above its established target. The remaining reserve balance provides the Board with flexibility to further strengthen the Operating Reserve, Pension Liability Reserve, and Capital and Maintenance Reserve, helping to address future economic uncertainty, pension cost volatility, facility needs, and other long-term organizational priorities.

# DETAILED BUDGET

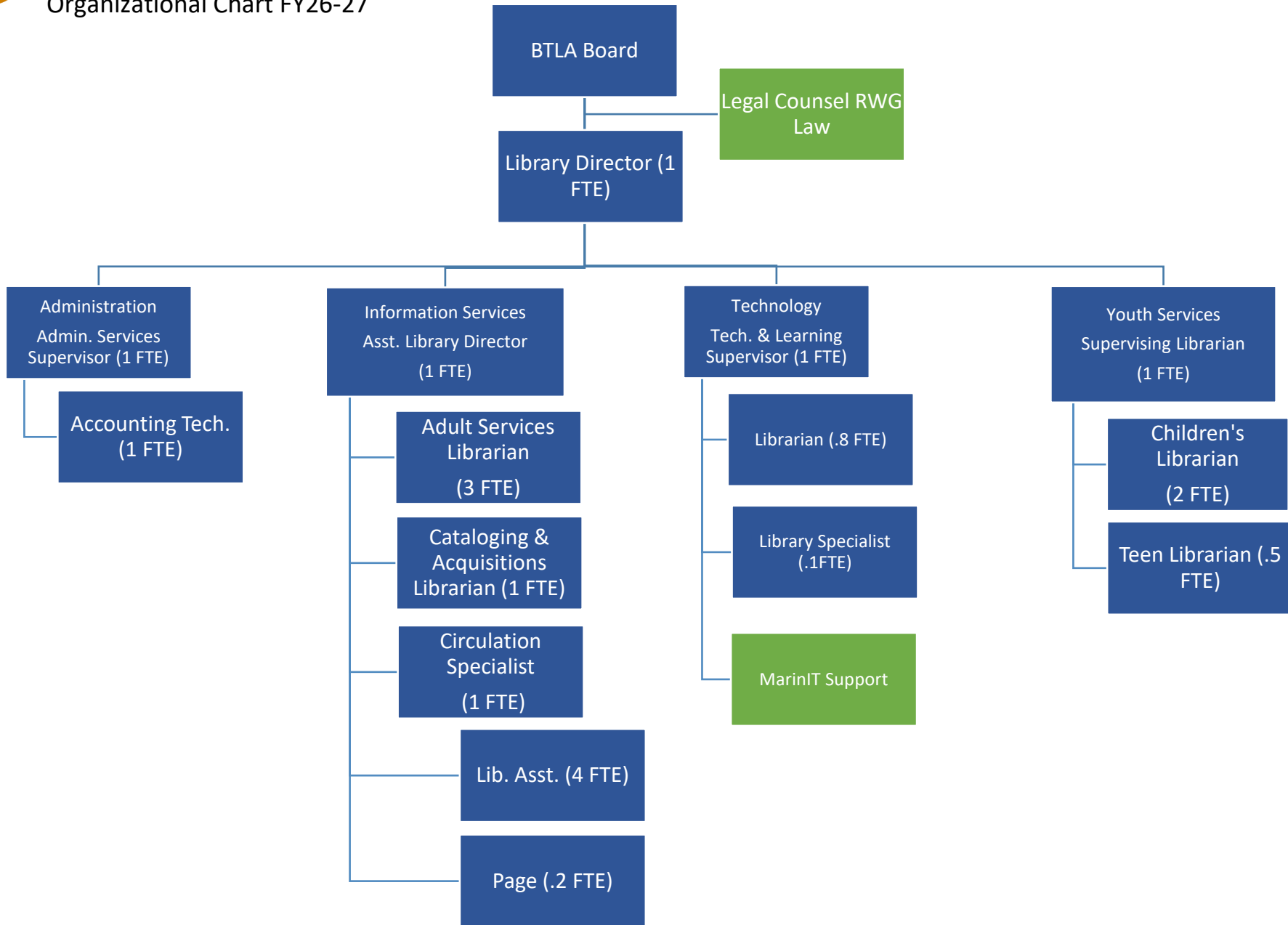
On Following Pages

# FY26-27 SALARY SCHEDULE

CLASSIFICATIONS	SALARY STEPS					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>ADMINISTRATION CLASSIFICATIONS</b>						
Library Director	\$84.67	\$88.92	\$93.36	\$98.03	\$102.93	\$108.08
Library Director (monthly)	\$13,758.82	\$14,448.70	\$15,170.63	\$15,930.30	\$16,726.38	\$17,562.63
Library Director (annual)	\$165,105.84	\$173,384.41	\$182,047.55	\$191,163.59	\$200,716.54	\$210,751.53
Library Services Manager	\$59.28	\$62.25	\$65.36	\$68.63	\$72.06	\$75.65
Library Services Manager (monthly)	\$9,633.25	\$10,115.09	\$10,621.36	\$11,152.08	\$11,708.99	\$12,293.83
Library Services Manager (annual)	\$115,598.98	\$121,381.03	\$127,456.36	\$133,824.99	\$140,507.86	\$147,525.92
Administrative Services Supv	\$51.44	\$54.01	\$56.71	\$59.54	\$62.51	\$65.64
Administrative Services Supv (monthly)	\$8,359.00	\$8,776.63	\$9,215.38	\$9,675.25	\$10,157.88	\$10,666.50
Administrative Services Supv (annual)	\$100,308.00	\$105,319.50	\$110,584.50	\$116,103.00	\$121,894.50	\$127,998.00
Accounting Technician	\$40.74	\$42.78	\$44.92	\$47.16	\$49.53	\$52.01
Accounting Technician (monthly)	\$6,620.02	\$6,951.72	\$7,299.13	\$7,664.00	\$8,048.07	\$8,451.35
Accounting Technician (annual)	\$79,440.26	\$83,420.65	\$87,589.59	\$91,968.02	\$96,576.90	\$101,416.21
Administrative Assistant	\$34.64	\$36.37	\$38.18	\$40.09	\$42.10	\$44.21
Administrative Assistant (monthly)	\$5,628.41	\$5,909.49	\$6,204.52	\$6,515.27	\$6,841.74	\$7,183.91
Administrative Assistant (annual)	\$67,540.98	\$70,913.84	\$74,454.29	\$78,183.29	\$82,100.84	\$86,206.93

<b>LIBRARY CLASSIFICATIONS</b>						
Supervising Librarian	\$53.35	\$56.02	\$58.82	\$61.76	\$64.85	\$68.09
Supervising Librarian	\$8,669.57	\$9,102.53	\$9,558.18	\$10,036.53	\$10,537.57	\$11,064.79
Supervising Librarian	\$104,034.89	\$109,230.35	\$114,698.16	\$120,438.30	\$126,450.79	\$132,777.52
Experienced Librarian	\$42.67	\$44.81	\$47.06	\$49.41	\$51.88	\$54.47
Experienced Librarian (monthly)	\$6,934.26	\$7,281.67	\$7,646.54	\$8,028.87	\$8,430.40	\$8,851.14
Experienced Librarian (annual)	\$83,211.16	\$87,380.09	\$91,758.53	\$96,346.45	\$101,164.82	\$106,213.64
Librarian	\$38.41	\$40.33	\$42.35	\$44.47	\$46.69	\$49.02
Librarian (monthly)	\$6,241.19	\$6,553.68	\$6,881.89	\$7,225.81	\$7,587.19	\$7,966.02
Librarian (annual)	\$74,894.23	\$78,644.18	\$82,582.67	\$86,709.71	\$91,046.24	\$95,592.27
Library Specialist	\$32.64	\$34.27	\$35.99	\$37.79	\$39.69	\$41.67
Library Specialist (monthly)	\$5,303.70	\$5,569.06	\$5,848.38	\$6,141.68	\$6,448.93	\$6,771.90
Library Specialist (annual)	\$63,644.38	\$66,828.70	\$70,180.61	\$73,700.11	\$77,387.21	\$81,262.86
Library Assistant II	\$29.38	\$30.85	\$32.40	\$34.02	\$35.72	\$37.50
Library Assistant II (monthly)	\$4,774.73	\$5,013.90	\$5,265.29	\$5,528.91	\$5,804.74	\$6,094.54
Library Assistant II (annual)	\$57,296.70	\$60,166.78	\$63,183.50	\$66,346.86	\$69,656.87	\$73,134.48
Library Assistant I	\$26.45	\$27.77	\$29.16	\$30.62	\$32.15	\$33.76
Library Assistant I (monthly)	\$4,298.13	\$4,512.86	\$4,738.06	\$4,975.49	\$5,225.14	\$5,485.26
Library Assistant I (annual)	\$51,577.51	\$54,154.29	\$56,856.77	\$59,705.89	\$62,701.66	\$65,823.12
Library Page	\$18.65	\$19.58	\$20.55	\$21.58	\$22.66	\$24.51

<b>Y-RATED SALARIES</b>	<b>Y-RATE</b>
Finance HR and Administrative Manager	\$70.26
Finance HR and Administrative Mgr. (monthly)	\$11,417.00
Finance HR and Administrative Mgr. (annual)	\$137,007.00
Experienced Librarian (1)	\$60.16
Experienced Librarian (monthly)	\$9,776.00
Experienced Librarian (annual)	\$117,312.00
Experienced Librarian (1)	\$57.74
Experienced Librarian (monthly)	\$9,383.00
Experienced Librarian (annual)	\$112,593.00
Library Specialist - part time	\$52.00
Library Specialist (monthly) part time	\$4,507.00
Library Specialist (annual) part time	\$54,080.00
Supervising Librarian - Youth Srvs	\$67.97
Supervising Librarian - YS (monthly)	\$11,045.13
Supervising Librarian - YS (annual)	\$132,541.50
Experienced Librarian (1) - Part-Time	\$55.85
Experienced Librarian (monthly)	\$4,244.60
Experienced Librarian (annual)	\$55,179.80



Green = Vendor

## General Tasks

**BTLA Board** – Sets policy, develops and oversees budget and expenditures, oversees Library Director. Appointed by and reports to Town and City Councils.

**Legal Counsel** – Represents BTLA and provides legal counsel to BTLA and Library Director on issues of governance, HR and personnel issues, contracts, etc. Retained by BTLA.

**Library Director** – Oversight and administration of the library and public services, including developing long-range plans and policies, overseeing personnel, budget expenditures, programming, collection development, and customer services. Reports to BTLA Board.

**Administrative Services Supervisor** – Formerly Finance, HR, and Administrative Manager – Oversees and coordinates the work of admin. staff, including fiscal and accounting functions, human resources, and complex administrative functions. Serves as Board clerk and assists the Library Director. Reports to the Library Director.

**Accounting Technician** – Responsible for accounting and fiscal activities and systems including payroll, accounts payable, and contract administration. Reports to the Admin. Services Supervisor.

**Asst. Library Director** – Assists in the daily management of the library, including staffing for service points, adult programming, digital resources, and facility operations. Oversees collection development and maintenance. Assists with special projects and grants. Provides oversight to volunteer operations of the Art Gallery and Corner Books. Reports to the Library Director.

**Adult Services Librarian** — Plan educational and recreational activities and programs for adults. Support the functions of the Information Desk, including providing one-on-one patron assistance, readers' advisory, and technical support. Assist with developing reading lists, topic guides, displays, and collection development as assigned. Acts as Librarian-in-Charge during weekend and evening hours. Reports to Asst. Library Director.

**Circulation Specialist** – Responsible for daily operation and personnel management of circulation staff. Assigns tasks in support of access services, troubleshoots problems, and manages meeting room usage. Reports to the Asst. Library Director.

**Cataloging and Acquisitions Librarian** — Selects, orders, catalogs, and processes library materials. Liaises with other departments to ensure the collection is current and relevant. Supports the functions of the Information Desk and plans and implements programs as assigned. Reports to the Library Services Manager.

**Library Assistant**– Supports the operation and activities of a service point, including staffing the Circulation Desk, preparing materials for circulation, and providing customer support. Reports to the Circulation Specialist.

**Page** – Sorts, shelves, and retrieves library materials. Assists with materials processing and functions of the Circulation Desk, as assigned. Supports special programs and activities as assigned. Reports to the Circulation Specialist.

**Supervising Librarian for Youth Services** – Oversees the daily operations and personnel for the children's and teens' service areas, including materials selection, programming, and outreach. Reports to the Library Director.

**Children's Librarian** – Provides reference, readers' advisory, programming, and materials selection for children ages 0-12. Staffs the Children's Library and supervises volunteers and interns, as assigned. Reports to the Supervising Librarian for Youth Services.

**Teen Librarian** – Provides reference, readers' advisory, programming, and materials selection for children 12-18. Staffs the Teen Library and supervises volunteers and interns as assigned. Reports to the Supervising Librarian for Youth Services.

**Technology and Learning Supervisor** – Oversees the Makerspace and related resources and programming. Leads the development and deployment of library-wide technologies, including external IT support. Reports to the Library Director.

**Librarian (Makerspace)** - Supports the operations of the Makerspace, including preparing program materials, sorting and organizing materials, and instructing patrons in equipment use. Reports to the Technology and Learning Librarian.