

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, August 17, 2026 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

This meeting will be held in person in the Founders Room at the Library and via Zoom*
<https://us02web.zoom.us/j/89976186216?pwd=dQe4H4G8IWeiGxiWKC0GfQPNbxatx9.1>
Meeting ID: 899 7618 6216 Passcode: 579440

**please be advised, the BTLA meeting will not be cancelled if there are technical difficulties with remote access*

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.

CLOSED SESSION

- A. Public Comment on Closed Session
- B. CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATOR: Agency-designated representative and Unrepresented employee: Library Director, (California Government Code Section 54957.6)
- C. REPORT FROM CLOSED SESSION

APPROVAL OF AGENDA

APPROVAL OF 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.

- 1. Approval of Special Meeting Minutes of May 29, 2026
- 2. Approval of Regular Meeting Minutes of June 15, 2026
- 3. Approval of Agency Warrants for June and July 2026

STAFF BOARD AND COMMITTEE REPORTS

- 4. Chair's Report – Katherine Sutton, Chair (2 minutes)
- 5. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
- 6. Belvedere Tiburon Library Foundation Report –Brenda Bottum, Foundation Director (5 minutes)
- 7. Committee Reports (5 minutes)

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Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

TRUSTEE CONSIDERATIONS

8. Presentation & Discussion on Library of Things
9. Consideration of Resolution No. 314-2026 Adopting the 2026/2027 Gann Appropriations Limit
10. Consideration of Resolution No. 315-2026 Adopting the CFD 1995-1 2026/2027 Gann Appropriations Limit
11. Consideration of Reaffirming Resolution No. 249-2018 Library's Conflict of Interest Code

COMMUNICATIONS & ANNOUNCEMENTS

12. Schedule of 2026/2027 Meeting Dates

ADJOURNMENT

FUTURE BOARD MEETINGS

All BTLA meetings are open to the public. The public is encouraged to attend. The Board meets regularly on the third Monday of each month, at 6:15 p.m. unless otherwise noted. Upcoming board meetings:

- September 21, 2026
- October 19, 2026

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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

NOTICE: AMERICANS WITH DISABILITIES ACT

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

SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY jointly with the BELVEDERE-TIBURON
LIBRARY FOUNDATION
Belvedere-Tiburon Library, Tiburon, California
May 29, 2026

- I. **Roll Call, Present:** Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Roxanne Richards, Kenneth Weil.

Members Absent: Chair Emily Poplawski

Also Present: Crystal Duran, Joey Della Santina, Ivan Silva, Kristin Johnson, President Brenda Bottum and Members of the Belvedere-Tiburon Library Foundation.

- I. **CALL TO ORDER:** Vice Chair Sutton called the meeting to order at 12:15pm.

II. **OPEN Forum:**

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

III. **AGENCY BOARD RETREAT with LIBRARY FOUNDATION**

Vice Chair Sutton initiated general introductions, which were made by all attendees. Director Duran reminded the attendees that this is a public meeting.

a. **Library Overview**

Director Duran reminded the group of the Mission statement from the Strategic Plan Adopted in late 2023 for 2024-2026: To nurture curiosity, spark connections, and foster lifelong learning.

And the Vision: A community where every person feels included and inspired.

And the Four Corners of Connection: Each Other, Your Library, Community, and Culture.

Since the Strategic Plan expires at the end of 2026, the Agency, Foundation, and staff need to start working on a new plan.

Director Duran presented an overview of Library Operations:

The Belvedere-Tiburon Library has the highest per capita expenditure in Marin County at just under \$300 per person.

The Library Budget includes \$3.9 million in Revenues, 71% of which are Basic and Parcel property taxes. The State ERAF fund rebate (taxes withheld by the state for Education, with the excess returned to the Agency) represents another 16% of the Library's Revenues. The remaining 13% of the Library's Revenues is provided by Library Foundation Grants, Fees, and Interest on Reserves. Reserves are currently at \$2.8 million.

The bulk of Library Expenditures (68%) is for Personnel, including wages, benefits, workers comp and employment practices insurance, and staff

development totaling about \$2.6 million. This includes 12 Full Time, 3 Benefitted Part-Time, and 12 Non-Benefitted Part-Time Staff.

A little over \$500,000 is budgeted for programs, supplies, and collections. The budget in this area is based on a balance between what can reasonably be provided by staff and what the public expects.

Library resource usage by patrons in the recent year included 139,000 visits, 8,500 cardholders, 96,000 K checkouts, and 15,000 questions answered. Patrons have given positive feedback on staff and services.

Key accomplishments on the Strategic plan include:

Establishing an Energy Roadmap illustrating the potential for solar, battery, and other green building strategies, including Library provision for community shelter during power outages.

A public party for the Library 30th Anniversary in September 2025.

Sustainable Libraries Certification program progress, with a plan to finish the certification this year. Belvedere-Tiburon will be the second public library to achieve the certification in California.

Onboarded five new Part-Time staff.

Re-configured shelves and added furniture in the Library Nave.

Plans for Fiscal Year 2027 include:

Completion of Sustainable Libraries Certification Program.

Actualize community resilience center/support.

Planning for succession for key retirements.

Updating the Strategic Plan.

QUESTIONS:

Trustee Richards asked what the Strategic Planning process would involve, given that the Plan is still valid and some Plan actions have not yet been accomplished. Director Duran said that a gathering of stakeholders would be planned for Fall to effect the process. A beginning discussion today will set the framework for planning the process. She is suggesting collecting data, creating new focus groups, discussing what has worked and what hasn't, and simply refreshing the Plan.

Trustee Hooker asked about the expenditure/cost per resident at \$300 per person, with respect to out-of-area users. Director Duran said that the statistics reported are for 94920 cardholders. Library Staff are not tracking demographics for visitors/users from other areas.

b. Adult Services

Assistant Director Joey Della Santina discussed the Adult Services, Reference, and Checkout functions of the Library.

The Reference function helps patrons find book and articles, supports technology help and troubleshooting, services the Library of Things, and performs and supports research. Staff also help patrons elect resources including Libby, and Kanopy, etc. and schedule all Adult programs.

The Checkout function, supervised by Adam Sasso, helps patrons with printing, finding and checking out books, and also shelves books and organizes books on hold.

The Library's physical collection includes 55,500 items. Annually, 6-7,000 new items replace old items. Librarian Gina Vaziri oversees all metadata and cataloging of the collection.

Library Staff handle 23,000 holds per year and 95,000 checkouts.

Many hold items are transferred from other libraries in the county. Checkout Staff unbox and organize these items.

The Library's Digital collection includes 9,000 items, including Kanopy and Libby. This year, there have been 58,000 digital checkouts, including 5,000 Hoopla checkouts.

The Library website has featured 2,700 online author talks through the Library Speakers' Consortium.

The Library has sponsored and staffed 383 Adult Programs and 47 evening programs and 149 technology help, troubleshooting, and tutoring sessions.

Key Accomplishments in the Strategic Plan include:

The main Library area (nave) has been reconfigured based on post-expansion patron and staff experience. Simple straight rows of stacks have replaced the previous pattern.

Library Staff have lowered Libby wait times by 17days.

Adult services have increased marketing efforts, with four In the Stacks newsletters, a monthly printed flyer, and a semi-monthly program email.

Soft furniture has been added to the Reading Room

Several live outdoor events have been held.

A regular shredding event has been inaugurated.

A Senior Fair and several senior groups have been established.

Language, Book groups, and Mahjong groups are held regularly.

Plans for Fiscal Year 2027 include:

Connecting to professionals such as authors, doctors, in the community for Library talks.

Purchasing new tables for the nave which include up-to-date working electrical connections.

Expand the technology support drop in program.

Consolidate checkout desk with the information desk for a single point of service.

QUESTIONS:

BTLA Trustee Anthony Hooker suggested that virtual talks be included in the Library usage statistics. He asked about assistance programs for differently abled Adults. Director Duran said that magnifying readers and text to voice capabilities are being developed.

BTLA Trustee Roxanne Richards suggested advertising the virtual talks in The Ark Newspaper.

Foundation Director Anne Aylin suggested publishing all of the Library statistics in the Ark Newspaper.

Foundation Director Singh asked where retired Library materials go. Assistant Director Joey Della Santina said that some go to San Quentin Prison, some are recycled, while worn out or soiled materials are discarded.

c. Children's Services

Children's Supervising Librarian Alicia Bell discussed Children's services.

The core Children's programs and services support learning for infants through 12 years of age or 6th grade.

Children's Programs include:

- Story Times,
- Baby Bounce,
- Reading Clubs,
- Enrichment (Summer Reading, Magicians, Snake Show, Acrobats, Puppet Shows, Music).

Recently hired Librarian Kristin Shaw Hall is hosting a Family Story Tunes program, which is very popular.

The main focus of the Children's Programs is to support literacy and lifelong learning.

The recent Student Success Card collaboration with the Reed School District attracted 598 new young library card holders.

New programs include;

- Game day for early-release days after school
- Pokémon Club for reluctant readers
- Card Games
- Book giveaways
- Monthly Scavenger Hunt

Recently hired bilingual Librarian Nereida Bravo is heading up most of these programs and helping the Spanish-speaking caretakers be more informed about the Library's offerings.

Children's Librarians recently put together a Grab & Go program, where parents request materials online on specific subjects/genres. Librarians compile materials and bag them for parents to pick up at the Library. --- put together in grocery bag for pickup.

The Children's patio was rubberized for comfort and safety this year. In addition, a Shade Structure was added.

Library of Things materials in the Children's Library include:

- Rubik's cubes with instruction
- Toddler Blocks
- Puzzles
- Stem Kits are planned.

Information and instructions are provided in Spanish and English.

The recent fiscal year included:

- 361 Programs
- 32 Book Lists
- 10,500 Program Attendees,
- 131 Reading Buddies hours (read to a dog, or teen volunteers reading to children)
- 39,000 Checkouts

Key Accomplishments in the Strategic Plan include:

In line with the Strategic plan, Children's Librarians strive to provide a warm, welcoming space for neighbors to connect.

Events which foster this provision include:

the annual Teddy Bear Tea,
the addition of 2 Weekly Story times,
and the provision of Music Programs in response to public requests.

With respect to community partnerships and connection, Children's Librarians have supported:

The Student Success Card Program.
A Story walk at the Richardson Bay Audubon Center.
A Partnership with Screen Sense and the Reed School District PTA, for a presentation on limitations of and alternatives to screen time.
A Bel Air School photo contest, with winners on display at the Library.
Science is Elementary Program, distributing 300 science kits.

Plans for Fiscal Year 2027 include:

Grades 3-5 Additional programming including:
Threads Club
Parent-focused early learning with stem kits

QUESTIONS:

Director Duran noted that Children's Librarian Alicia Bell has been with the Library for 29 Years.

BTLA Trustee Roxanne Richards asked if the Student Success Card Program included St. Hilary School and how reading lists are created.

Director Duran said that, when the Reed School program has proved successful, St. Hilary's will be added. The reading lists are compiled by Library Specialist Martha Jackson, who has been with the Library for 27 years, and new Librarians Nereida Bravo and Kristin Shaw Hall.

BTLA Treasurer Jeff Slavitz asked about the planned Children's Story Times in French and Chinese. Librarian Alicia Bell said that Children's staff are seeking volunteers to lead French and Mandarin programs.

d. Teen Services

Teen Librarian Rebecca Jung has been with the Library for 15 years.

She invited Trustees and Foundation Directors to visit Teen space, which has a Library area, a main study/screen room, a Patio, and a creative Workshop.

Activities in the Teen room included a recent Middle School Class on Public Speaking. The Teen leader is going to Columbia and handing over the program to a new leader. This is a popular wait-listed program, which gives High School Students confidence to lead and mentor.

Teen Statistics for the recent fiscal year include:

- 250 Reference Questions
- 180 programs
- 1,400 program attendees
- 120 volunteers with 220 hours of community service

The Teen Room provides full services all Summer, even though the season is slower in terms of teen visits.

Teen Community Service Opportunities include:

- Reading Buddies
- Packing and Labeling for the Seed Library (633 packets were distributed this year and 2,000, last year)

New Teen Programs include:

- Around the World Middle School Book and Food Club, where food related to the setting of a book is enjoyed.
- The KQED Youth Challenge for students to use library resources on national level using a student-created app.

Teen Library Community Participation includes:

- Del Mar School Art Show
- Marin Poetry Slam
- Youth Stability and Support Alliance: Teen Mental Health peer-to-peer workshop
- Eagle Scouts working on the Teen Patio to build a Shed and Bird bath
- Followed by an Acknowledgement party.

In line with the Strategic Plan, the Teen Room is a Warm, Welcoming Space.

Goals for Fiscal 26-27 include:

- Collaboration with the Children's Room Staff
- A Homework program
- The Belvedere Homemade Film Festival: A Student Workshop
- For Older teens: College Admissions Support, expand on college planning & entrepreneurship.
- Refurbish the Teen Patio: A Teen planting club
- Technology & equipment upgrades

Challenges include:

- Marketing to Teens

Addressing a Program no-show rate of 75%. Students are over-scheduled- what can we do to get them to show up.

More collaboration with Del mar middle school.

QUESTIONS:

Foundation Secretary Michelle Thomsen asked how teen volunteers sign up for programs. Librarian Jung said that the Library offers a form on the Library Website listing shifts and projects for sign up. Many volunteer slots are wait listed. Mostly high-school students sign up. Reading Buddies are needed for Summer.

Foundation Director Sylvia Singh asked about Music programs for Teens. Librarian Jung said that a Music program hasn't been developed yet, as there doesn't seem to be a demand. One possibility would be scheduling some Teen performances at the Library. Most music instruction is in the schools, and the Library could offer support and advocacy

Foundation Director Lucy Churton asked about Funding for Teen patio projects. Librarian Jung said that the Teen Department had received prior funding from the Tiburon Peninsula Foundation. The Eagle Scouts are also providing funds. Ground garden store across the street has also donated supplies in the past.

e. Makerspace

Technology and Learning Initiatives Librarian Ivan Silva said that the Makerspace is a new place; the space is a creative lab providing tools and resources for all ages to work on any creative project. Librarians Silva and Birgitta Danielson man the Makerspace Tuesday through Sunday.

The Makerspace has 5 components for creative work:

1. Sound Booth for Audio Books, Podcasts, and Singing
2. Digi Lab for Graphic Design Project, Posters, and Video & Audio Digitization
3. Arts & Crafts: Including Cricut, Heat Press, Embroidery Machine, Sewing Machines
4. Digi Fab: Including Laser cutter, 3-D printer
5. Electronics bench

Makerspace Statistics for this Fiscal Year include:

3,500 Visits

1,500 Appointments

73 workshops (beginner 3-D, Laser, Sewing, monthly drop in)

The only Library Presence at Makerfaire, largest maker meetup in the world.

A Library-Sponsored Tiburon Maker Market – including showcase business opportunities

The Belvedere Homemade Film Festival supportive workshops start in June.

Monthly repair workshop – we are the only library offering this monthly. Teen volunteers help with this.

In Line with the Strategic Plan:

The Makerspace is Warm and Welcoming:

Community Events hosting local Makers,

Launching Maker Badge...3 activities in each maker station.

Published tutorials for each maker station in progress.

School Visits

Movie Production Equipment available for checkout.

Attendance at prof development events (appreciate support of FDN and Board). XR Marin, First Robotics (local high school team).

Partnerships with Lectrify, Beni Blocks toy designer, Playlab: AI literacy, Landmarks, Romberg, Photomyne, Marin TV.

Plans for FY26-27 include:

More Library Staff trained to help in Maker space, also looking for Volunteers.

Digital Storytelling Program: Oral Histories

AI Popup

Makerspaces in Schools

Right to Repair Workshops

Improve ventilation for laser printer.

f. THE Gallery

Diane Green, Library Art Committee Director has been with the Library Art Committee for 15 years.

The Gallery is all about community engagement. The Art Shows and openings create an ambitious conversation-incubating ground.

Statistics for the Fiscal Year include:

23 Exhibits

469 emerging and established artists have shown here, loyal and devoted

150 average attendance at Art Receptions

Standing Room only at Art talks offered with each Exhibit

Gallery Chat Tours

1,500 Volunteer Hours

8 Steering Committee Members

30 Committee Volunteers

Exhibits Since the Expansion Grand Opening include:

The First Exhibit: **Renewal 2022** with Brenda Bottum's help, set the precedent for large competitive group shows with submission fees and blind jury selections. Artists were selected from the De Young Open, and have returned to subsequent shows.

Trustee Katie Sutton organized the **Art inspired by Literature** exhibit with a Meet the Artist evening. 3 artists gave 10-minute talks.

Art Pairings & Echoes exhibit featured Artists who showed their own piece alongside an influence piece. This type of show makes art more accessible to the public.

Foundation Director Lucy Churton organized the **Abstracting Nature** exhibit. This was a beautiful, and 7 pieces were sold. The speaker for this Art Talk drew a full house.

Trustee Katie Sutton also organized the current exhibit: **Art and Mass Culture.**

Foundation President Brenda Bottom organized the upcoming exhibit: **The Meaning of Home.**

An Art talk on June 3 will feature artists from SF Art Institute Foundation.

The upcoming 2 exhibits will have a broad appeal: **Mark Making**, and **Color**.

The Belvedere Community Foundation has been a major support. The Tiburon Peninsula foundation supported marketing. The Advertising Council of Marin MOCA has been a wonderful resource, also.

The core group of the Library Art Committee is engaged in succession planning for leadership and also looking for volunteers with a fine art background.

The Library Art Committee seeks to foster and actualize the Idea of Connection: Building community through Art, asking the question “What does community mean?” and fostering groups coming together and being changed by the experience.

g. Corner Books

Heather Lobdell, Foundation Director, has been managing Corner Books as a volunteer for more than 15 years.

Corner Books sales for April are up 65% over last year. Sales for January through April are up 14% over last year.

Corner Books is managed and staffed by over 40 very active volunteers. In line with the Strategic Plan, this is a meaningful volunteer opportunity to engage with the local community. Corner Books receives thousands of donated books per month. Volunteers cull, price, and shelve books, in addition to assisting customers. Director Duran and Library Staff open the Bookstore for desiring patrons during closed (non-volunteer staffed) hours.

The target collection for Corner Books includes:

- Current Best Sellers
- Recent Fiction and Non-Fiction
- Collectibles
- Children's Books
- CD's and DVD's

Rare items donated are usually sent to auction. Fifteen books have been sent to PDA Berkeley, bringing in substantial sales.

Plans for Fiscal 26-27 include:

- Continuing to Build Sales Growth
- Targeted Online Services Visibility
- Social Media Presence
- Additional Volunteers for more Open Hours

h. Foundation

Brenda Bottom, Foundation President, has served on the Library Art Gallery Committee over the last 4 years.

The Foundation relies on many wonderful Volunteers and Volunteer Directors and Committees.

Key accomplishments for Fiscal 25-26 include:

Library 30th Anniversary Celebration

A new Annual Report, thanks to Michelle Thomsen and Lucy Churton

A 26th Annual Teddy Bear Tea, thanks to Michelle Thomsen and Mickey Hubbell. The event raised \$13,000 in cash and many new friends.

Installation of Children's Patio Shade Structure

Participation in National Library Giving Day on April 1, thanks to Sophia Ghaffary. An anonymous donor provided \$9,000 in matching gift.

The Annual Fund Drive which targeted 7,000 94920 homes with a giving envelope in the In the Stacks newsletter. Previous donors were also, recognized in the newsletter. The drive raised \$160,000 this year.

\$204,000 was received in bequests to the Foundation this year.

Plans for Fiscal 26-27 include:

Donors will be thanked with an event on Thursday, September 4th.

The Foundation will Grant \$165,000 to the Library for 26-27

A Planned Giving Campaign headed up by Aviva Boedecker who has created a pamphlet, emphasizing awareness of planned giving, and the importance of establishing trusts for financial planning.

Foundation Members will assist Library Staff with Community Engagement Events

An Annual Report will be featured in the August In the Stacks Newsletter.

A target increase in the October Annual Fund Drive of 15%

New Chairs for the Teddy Bear Tea to be held in February 2027

National Library Giving Day April 1 with Matching gift opportunities

Planned Giving, Estate, and Will education

Explore new Fundraising opportunities with new Volunteer Committee Chairs

i. Agency Board

Katherine Sutton, Vice Chair of the Agency Board discussed the Agency

The Agency is the Governing Body of the Belvedere-Tiburon Library Agency, a Joint Powers Agency (between the Town of Tiburon and the City of Belvedere) of the state of California. Seven Trustees are appointed to the Agency: Three from the City of Belvedere, three from the Town of Tiburon, and one from the Reed Union School District. The Agency provides oversight for the Library in Personnel, Budgeting, Operations, and Growth.

Accomplishments in Fiscal year Y25-26 include:

- 14 meetings
- Resolution of 1 legal matter
- 5 resolutions
- 8 policies
- Approval of use of reserves to replace staff and public computers
- Support of staff development and benefits
- Partnership with Reed Union School in the Student Library Card Success program

The Standing Agency Finance Committee deeply reviewed the Annual Audit before presentation at Agency meetings for approval.

The ad hoc Onboarding Committee has drafted an Onboarding Guide for Agency Trustees.

Plans for Fiscal Year 26-27 include:

A New Trustee from Tiburon to replace Treasurer Jeff Slavitz, who is terming off the Agency Board.

Facility Improvements including new tables and electrical adjustments for the nave

Refreshing the Strategic Plan

Working toward creating a Community Resilience Center with the Town of Tiburon

Closing Reflections

Foundation President Brenda Bottum led the closing discussion:

Foundation Director Lucy Churton said that leadership needs to recognize the Library Staff more. She commented on the good quality of the Staff, and said that the new name tags are helpful in getting to know and remember Staff.

Foundation Director Ann Aylwin said that she was impressed by the longevity of the Library Staff and emphasized the whole community picture of how to we get the information out to more people and engage the community. Opportunities for public relations include Ark Articles, brochures, events, and a major public relations campaign with the goal of engaging everyone in the community to participate in programs and enjoy the library. She added that teen engagement was one of the main goals of the Library Expansion. Teen Movie Night and the Film Committed are attractions for teens. She added that the Community Resilience Center Program, including Solar and Backup Battery capacity, making the Library a safe place for people to come during an emergency should be a focal point for fundraising.

Foundation Director Courtney agreed that promoting the Library in the Ark Newspaper should be a top priority.

Agency Trustee Pamela Goldman agreed that “getting the word out,” and not just about books, should be a major goal. She added that teen engagement is always enhanced by food offerings.

Director Young added that teen engagement, can help get teens away from phones and more into personal engagement. She suggested having more teen volunteers, and possibly a local celebrity event of teen interest.

Aviva Boedecker spoke to the difficulty for teens to engage in Marin, since there is nowhere for them to congregate in the evening. She suggested the Foundation sponsor a late night for teens at the Library.

Sylvia Singh suggested that the Library engage a Program Manager who has a wide range of interests to plan more Library programs. Director Duran said that a Program manager, Katie Winters, has been in the position for one year, and that the number and quality of programs have increased. Director Duran, Librarian Winters, and Library Staff are acting with more intention regarding the quality and quantity of programs, and the workload is better distributed among several staff. Staff are constantly working on outreach and engagement with programs. The Library is currently the top Library producer of Adult programs in Marin County.

Sophia Ghaffary asked Director Duran to let Foundation members know how she would like them to prepare for the fall Strategic Planning meeting.

Agency Trustee Roxanne Richards asked that a survey/format for capturing feedback on the community’s satisfaction with the Library be developed.

Director Duran agreed that it will be valuable to see how the community feels after the last several years of program development, and whether Library Staff have built up community awareness of offered programs. Resources and services are currently robust. The task remains to better inform the public about them.

Vice Chair Sutton asked for Public Comment on Closed Session. There was none.

Vice Chair Sutton Adjourned the meeting to Closed Session at 2:20 pm

CLOSED SESSION

- IV. PUBLIC COMMENT ON CLOSED SESSION**
- V. CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATOR: Agency-designated representative and Unrepresented employee: Library Director, (California Government Code Section 54957.6)**
- VI. RETURN AND REPORT FROM CLOSED SESSION at 3:25 pm – No action taken.**
- VII. Vice Chair Sutton ADJOURNED the meeting at 3:25 pm**

Meeting Dates

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

Respectfully Submitted,

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

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 15, 2026**

Roll Call, Present: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Anthony Hooker
Pamela Goldman, Kenneth Weil.

Members Absent: Chair Emily Poplawski, Roxanne Richards

Also Present: Crystal Duran, Brenda Bottum, Joey Della Santina, Kristin Johnson

CALL TO ORDER: Vice Chair Sutton called the meeting to order at 6:19pm

OPEN Forum:

Vice Chair Sutton opened the floor to comments or questions from the public.

Adrianna Costa of 39 Cove Road said that she feels she has been treated differently at the Library because she is not white. Incidents have occurred for her both in Circulation and the Maker Space, where she felt she was not being acknowledged while observing others being helped. She spoke with Director Duran about the incidents.

Vice Chair Sutton apologized to Ms. Costa on behalf of the Agency.

Vice Chair Sutton adjourned the meeting to closed session at 6:23pm

CLOSED SESSION

1. PUBLIC COMMENT ON CLOSED SESSION

There was no public comment on the Closed Session.

2. CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATOR: Agency-designated representative and Unrepresented employee: Library Director, (California Government Code Section 54957.6)

3. RETURN AND REPORT FROM CLOSED SESSION The Agency returned from closed session at 6:47pm. Vice Chair Sutton reported that no action was taken.

PUBLIC HEARING

1. **PUBLIC HEARING FOR ASSEMBLY BILL 2561 (AB 2561) (Gov. Code § 3502.3.)** Director Duran explained that the purpose of AB 2561 is to make transparent the status of government agency job position vacancies and recruitment and retention efforts. If the vacancy rate is over 20%, agencies are required to present mitigation efforts. The Agency does not have vacancies at this time, so is not required to present mitigation efforts. As required for all

agencies, the Belvedere Tiburon Library Agency posted its vacancy status in the Marin IJ 10 days prior to the hearing. Agency not required to report.

Vice Chair Sutton opened the public hearing to public comment. There was none.

Vice Chair Sutton closed the public hearing asked the board for an action approving the findings of the hearing.

Motion to approve the findings of the Public Hearing made by Treasurer Slavitz, seconded by Trustee Weil.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Vice Chair Sutton reported that this is Treasurer Jeff Slavitz' last meeting, as he is terming off the Agency Board on June 30. It is also Clerk Kristin Johnson's last meeting, as she is retiring on July 31.

2. Library Director's Report

Director Duran reported that, in the last month, 598 new Library Cards have been issued to local students in the Student Success Program. She expressed thanks to Librarians Adam Sasso, Joey Della Santina, Kristin Hall and Rebecca Jung for their help with materials, data preparation, and distribution. Library Staff reported that many kids with new cards visited the Library over the weekend. Staff will continue to support the Student Success program on an annual basis going forward, and estimate that their efforts will result in the issuance of about 100 cards each school year.

Librarians Ivan Silva and Jennifer Bloom have been hosting activities at Cecelia Place, a Tiburon senior center. This activity fulfills the Strategic Plan goal of hosting activities outside the library. For the senior center, Librarians are creating a delivery model for those who are not able to visit the Library, and helping to create a more age-friendly community.

Staff and local agency panelists interviewed six candidates on Friday, June 12 for the Administrative Supervisor position. Three of those candidates will return on Thursday, June 18, for additional interviews. Director Duran hopes to fill the position soon.

A new Part-Time Librarian Anne Wilson-Siembieda, has joined the Library Staff. Anne comes to the Library with College of Marin Library experience.

A Library Staff training in Customer Service is scheduled for July 10th. Library Staff intends to continually and consistently provide high-quality service to the community. Staff training will be held monthly going forward. On August 14th, Staff will review the Strategic Plan, the Financial Budget, and receive training in Team Development and Interdepartmental Collaboration.

The Trustee Development ad-hoc Committee has prepared a Trustee Onboarding Guide, which will be presented at a later date. Trustees on this Committee are Vice Chair Sutton, Trustee Weil, and Trustee Richards.

Children's Library Staff recently executed an informal survey to glean feedback from patrons on how to best continue enhancing the Children's space. Sixty responses were received. Patrons consistently favored more opportunities for play in the space. The survey information will inform staff going forward and support a "learning through play" atmosphere and the Strategic Plan goal of being more responsive to childcare providers. Bilingual Children's Librarian Nereida Bravo has helped more Spanish-speaking care providers to participate in the survey.

The annual update of the Library's Employee Handbook will be added to the August Agency Regular Meeting Agenda.

Much positive feedback was received after the Joint Agency-Foundation. Library Staff provided much appreciated in-depth overviews of the Library's various departmental operations. The information provided was enlightening and inspiring for Agency and Foundation members. Director Duran plans for 2 joint meetings annually, one for an overview of Library operations and one for collaborative planning.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Brenda Bottum reported that Michelyn Good, Director of Operations for the Foundation, will be leaving her position in mid-August. Foundation leaders are looking for a candidate to fill a new position for 16 hours per week.

The Gallery's Meaning of Home exhibit will be showing through July 9th. Three pieces have been sold from this show. The next Art Committee scheduled show, Mark Making will begin on September 17th.

Corner Books is doing well, with sales up 10% from last year. Foundation leaders are planning to recruit more volunteers to increase hours for the coming year.

The Shade Structure has been fully installed on the Children's Patio. Plants and furniture will be added to the Patio this summer. The local firm Hadley General Contractors, Inc., underwrote part of the work. A ceremony to inaugurate the Patio will be planned for late summer.

4. Financial Statements, May, 2026

Clerk Johnson reported that, with 92% of the Budget year passed, Revenues are at 97% of budget, on par with expectations and prior year experience. Tax Revenues are at 97% (as of June 15) of Budget, as expected.

Total Expenditures are at 89% of Budget, on par.

Salaries are at 85% of Budget, Benefits at 89% of Budget (due to CalPERS UAL payment early in the year), and overall Personnel Costs are at 85% of Budget.

Circulation Materials are at 85%, Technology at 90%, and Program Services at 115% of Budget due to successful expansion of Adult and Children's Programs this year.

Building costs are at 90% 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 177% 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 \$3.24 million, or 90% of annual Operating Budget, with Operating Reserve at \$2.56 million, or 71% of annual Operating Budget.

5. Committee Reports

There were no Committee Reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of May18, 2026 and the Warrants for the Month of May, 2026, made by Trustee Hooker, seconded by Treasurer Slavitz

Ayes: All in favor.

Absent: Chair Emily Poplawski, Roxanne Richards

Noes: None

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:**8. Consideration and Approval of Updated Accounting Policy and Procedures**

A chart of accounts should be included for final publication of the Accounting Policy.

Trustee Weil asked for a report indicating Positions and Step levels for each Library Staff.

Trustees agreed that Page 8-10, paragraph 10 should align with the Library Procurement Policy, and state that “The Belvedere-Tiburon Library updates its engagement every 3 years with an audit firm which will perform an independent audit.”

Motion to approve the Accounting Policy with changes to Page 8-10 made by Trustee Hooker, seconded by Trustee Goldman.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

9. Consideration and Approval of FY25-26 Reauthorization of Vacation Buy-Back Program

Director Duran said that Policy regarding Vacation Buy-Back had been established in June, 2023. Vacation Buy-Back offerings are approved on an annual basis, and have been approved the last 2 fiscal years. Staff have been surveyed for interest this year, indicating an interest level which would total about \$14,000 in payouts. If all eligible employees participated, payout would be about \$44,000. Previous payouts have been at or under \$20,000. Director Duran said that the projected surplus for the current year would indicate favorability for offering the Vacation Buy-Back. Best practice supports an annual offering to offer employees a benefit while reducing a liability at current year pay-rate levels, before COLA for the new year comes into effect.

Motion to approve a FY25-26 Vacation Buyback offer at FY25-26 pay rates made by Treasurer Slavitz, seconded by Trustee Weil .

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

10. Consideration and Approval of Agency Budget for FY26-27

Director Duran said that minor changes to the Budget have been made since the Agency review at the May Regular meeting:

Revenues of \$3.9 Million and near-equal Expenditures have been budgeted for a bottom-line surplus of about \$2,000.

Basic Tax Revenue has been budgeted with a 4.4% increase, and represents 94% of Library Revenue.

Interest Income has been increased based on projections of cash balances and interest rates.

Program grants have been increased by \$2,000.

Account 7606 has been split into 2 categories: 7605: Digital Collection and 7606: Databases. This will allow better tracking and transparency for spending on eBooks and other electronic check-out resources.

Property and Liability Insurance has been updated for Property Replacement Value increases and requisite estimates from SDRMA.

The highest Budget increase is for Library Programs, a 30% increase.

Accomplishments for the past fiscal year are delineated on Packet Page 10-3.

Strategic Plan goals & progress have been delineated in the packet report, Pages 10-7 through 10-11.

Director Duran will work with Librarian Ivan Silva (based on his work with Makerspace manuals) to create an online tool/data access center for the Agency to research minutes for policy content, past actions, etc.

Vice Chair Sutton asked for public comment on the Agency Budget. There was none.

Motion to approve the Agency Budget for FY26-27 made by Trustee Weil, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

11. Consideration and Approval of Use of Reserve Funds to Purchase Tables

Assistant Director Joey Della Santina said that the table purchase would be part of Project Refresh, an effort to update the post-expansion building, with user friendly and aesthetically pleasing updates based on community feedback. As part of the project, Library Staff would like to replace the old wooden tables in the Nave. Eight tables would be purchased, and would include updated power and USB access and wire management features. Electrical boxes will also need to be moved in the Nave.

Director Duran said that the Finance Committee had discussed spending \$106,000 on capital improvements. The tables will cost about \$30,000.

Vice Chair Sutton asked for Public Comment on the Table purchase. There was none.

Motion to approve the Use of Reserve Funds to Purchase Tables made by Treasurer Slavitz, seconded by Trustee Goldman.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

12. Consideration and Approval of Transition to Action Minutes Beginning FY26-27

Director Duran said that the current Library practice is to offer detailed minutes. This is not required by law, neither the Brown Act or the Public Records Act requires it. Current best practices lean toward action only minutes. Using action only minutes would align with the recent Agency Resolution to utilize video or hybrid format. Meetings will be video recorded and made available on the Library's website in compliance with the Records Retention Schedule. Written minutes would include only motions, votes, and actions, with no context. This would save staff time in producing minutes for approval, and is current Standard Practice.

The only drawback to action only minutes would be the need for previously absent trustees to review the meeting video and read the meeting packet.

Trustee Weil said that the minutes should support Board to do their job with more information. He was concerned about how Board members would be able to access past meeting detail. Director Duran said that Trustees could watch the recording and do an AI query.

Trustees agreed that technology and methods for recording should be fully in place before moving to action only minutes.

Vice Chair Sutton asked for public comment on the Action Only Minutes. There was none.

Motion postponed until technology to support action only minutes is in place.

No action taken.

13. Election of Officers and Committee Appointments for FY26-27

Trustees nominated the following for Agency office:

Chair: Katherine Sutton

Vice Chair: Roxanne Richards

Treasurer: Pamela Goldman

Motion to approve the election of Katherine Sutton as Agency Chair, Roxanne Richards as Agency Vice Chair, and Pamela Goldman as Agency Treasurer made by Treasurer Slavitz, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

Trustees nominated the following for standing Finance Committee:

Treasurer Pamela Goldman

Chair Katherine Sutton

Motion to approve the appointment of Agency Chair Katherine Sutton Agency Treasurer Pamela Goldman to the Standing Finance Committee made by Chair Sutton, seconded by Trustee Weil.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

Nominations for additional Finance Committee members will be considered at a subsequent meeting.

Trustees nominated the following for the Ad Hoc Strategic Planning Committee:

Chair Katherine Sutton

Trustee Roxanne Richards

Trustee Anthony Hooker

Motion to approve the appointment of Agency Chair Katherine Sutton Agency Vice Chair Roxanne Richards and Agency Trustee Anthony Hooker to the Ad Hoc Strategic Planning Committee made by Trustee Hooker, seconded by Chair Sutton.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

14. Consideration and Approval of an Employment Agreement with Director Crystal Duran

Chair Sutton stated that Trustees are not ready to discuss this item.

Chair Sutton called for Public Comment on the Employment Agreement. There was none.

Motion to postpone consideration of Approval of an Employment Agreement with Director Crystal Duran made by Treasurer Slavitz, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

15. Consideration of Approval of Resolution No. 313-2026 Honoring Trustee Jeff Slavitz

Motion to Approve Resolution No. 313-2026 Honoring Trustee Jeff Slavitz made by Trustee Hooker, seconded by Treasurer Goldman.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

16. Meeting Dates

The Next Regular meeting is scheduled for August 17, 2026.

Vice Chair Sutton adjourned the meeting at 8:30 pm

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Jun 2026							
Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
6/1/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ 17,731.81	\$ 17,731.81
	EFT	CalPERS Retire CLASSIC	100	7100	CalPERS Retirement Benefit	\$ 10,327.39	\$ 10,327.39
	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit	\$ 10,914.07	\$ 10,914.07
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 25,086.77	\$ 25,086.77
	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	\$ 811.63	\$ 811.63
	EFT	Delta Dental APRIL	100	7110	CalPERS Insurance Benefits	\$ 1,433.50	\$ 1,433.50
	ACH	PG&E	100	8490	Power	\$ 5,742.80	\$ 5,742.80
	ACH	PITNEY BOWES	100	8220	Copier Expense	\$ 200.00	\$ 200.00
	EFT	Reliance LTD & LIFE APRIL	100	7110	CalPERS Insurance Benefits	\$ 1,884.03	\$ 1,884.03
	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	\$ -	\$ -
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 67,033.85	\$ 67,033.85
	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	MARIN WATER	100	8500	Water (BI-MONTHLY)	\$ 963.26	\$ 963.26
	VOID	CSDA CK # 102930	100	8210	Insurance	\$ -	\$ -
	EFT	Amazon	100	Various	Amazon Account Charges	\$ 5,982.50	\$ 5,982.50
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 678.30	\$ 678.30
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 79,929.91	\$ 79,929.91
	ACH	Ameriflex FSA	100	Various	FSA/LSA DCA	\$ 4,441.88	\$ 4,441.88
				MARCH	TOTAL EFT / ACH	\$ 233,241.88	\$ 233,241.88
OPERATING HAND CHECKS							
6/10/2026	783	BRIDGET BURKE	100	8290	Technology Training Program	\$ 675.00	\$ 675.00
6/16/2026	805	MISSION SQUARE	100	2040	Deferred Comp Deductions(For 5/31/2026)	\$ 2,212.50	\$ 2,212.50
6/30/2026	806	VACATION BUY BACK-Adam	100	2080	Payroll Clearing	\$ 579.68	\$ 579.68
6/30/2026	807	VACATION BUY BACK-Alicia	100	2080	Payroll Clearing	\$ 3,314.57	\$ 3,314.57
6/30/2026	808	VACATION BUY BACK-Crystal	100	2080	Payroll Clearing	\$ 5,077.42	\$ 5,077.42
6/30/2026	809	VACATION BUY BACK-Ivan	100	2080	Payroll Clearing	\$ 2,815.70	\$ 2,815.70
6/30/2026	810	VACATION BUY BACK-Joey	100	2080	Payroll Clearing	\$ 947.74	\$ 947.74
6/30/2026	811	VACATION BUY BACK-Rebecca	100	2080	Payroll Clearing	\$ 2,933.70	\$ 2,933.70
6/30/2026	812	Void VACATION BUY BACK-Tiffany	100	2080	Payroll Clearing	\$ -	\$ -
6/30/2026	813	VACATION BUY BACK-Tiffany	100	2080	Payroll Clearing	\$ 649.13	\$ 649.13
				MARCH	TOTAL HAND CHECKS	\$ 19,205.44	\$ 19,205.44
OPERATING ACCOUNTS PAYABLE BATCHES							
6/12/2026	784	A&PMOVINGCOMPANY	100	8430	Building Maintence Incidental	\$ 105.00	\$ 105.00
6/12/2026	785	ACVARGOTIBURON	100	8491	Parking	\$ 1,560.00	\$ 1,560.00
6/12/2026	786	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	\$ 66.29	\$ 66.29
6/12/2026	787	BRIDGETBURKE	100	8290	Technology Training Program	\$ 225.00	
6/12/2026	787	BRIDGETBURKE	100	8290	Technology Training Program	\$ 225.00	\$ 450.00
6/12/2026	788	CINTAS	100	8230	Office Supplies	\$ 350.43	\$ 350.43
6/12/2026	789	COMMUNICO	100	1300	Prepaid Expenses(Prepaid for Code: 8070)	\$ 6,250.00	\$ 6,250.00
6/12/2026	790	CRAIGMILLER	100	8250	Children's Program Supplies	\$ 600.00	\$ 600.00
6/12/2026	791	DEMCOINC	100	7603	Supplies for Processing	\$ 109.28	\$ 109.28
6/12/2026	792	EBSCOINDUSTRIES	100	1300	Prepaid Expenses(Prepaid for Code: 8020)	\$ 2,037.00	\$ 2,037.00
6/12/2026	793	ENVISIONWAREINC	100	1300	Prepaid Expenses(Prepaid for Code: 8070)	\$ 922.30	\$ 922.30
6/12/2026	794	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	\$ 520.00	\$ 520.00
6/12/2026	795	KYOCERA	100	8210	Copier Expense	\$ 501.64	\$ 501.64
6/12/2026	796	MILLVALLEYREFUSE	100	8480	Trash	\$ 304.87	\$ 304.87
6/12/2026	797	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,212.50	\$ 2,212.50
6/12/2026	798	NICHOLEACCETTOLA	100	8240	Adult Programs	\$ 400.00	\$ 400.00
6/12/2026	799	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 220.00	\$ 220.00
6/12/2026	800	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	\$ 2,213.09	\$ 2,213.09
6/12/2026	801	REBBECAJNILE	100	8250	Children's Program Supplies	\$ 400.00	\$ 400.00
6/12/2026	802	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,659.00	
6/12/2026	802	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,659.00	\$ 9,318.00
6/12/2026	803	REDWOODSECURITYSYSTEMS	100	8492	Building Maintenance Contracts	\$ 318.00	\$ 318.00
6/12/2026	804	8430	100	8840	Legal & Consulting Services	\$ 780.00	\$ 780.00
				6/14/2026	ACCOUNTS PAYABLE BATCH	\$ 29,638.40	\$ 29,638.40
6/30/2026	814	BELLPRODUCTS	100	8430	Building Maintenance Incidental	\$ 1,516.50	\$ 1,516.50

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Jun 2026							
Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
6/30/2026	815	BRIDGETBURKE	100	1300	Prepaid Expenses(for 8290)	\$ 225.00	\$ 225.00
6/30/2026	816	BRWARECHITECTS	200	9020	Furniture & Fixtures	\$ 4,600.00	
6/30/2026	816	BRWARECHITECTS	200	9020	Furniture & Fixtures	\$ 1,391.00	
6/30/2026	816	BRWARECHITECTS	200	9020	Furniture & Fixtures	\$ 3,370.00	
6/30/2026	816	BRWARECHITECTS	200	9020	Furniture & Fixtures	\$ 569.00	
6/30/2026	816	BRWARECHITECTS	200	9020	Furniture & Fixtures	\$ 1,190.00	\$ 11,120.00
6/30/2026	817	CALIFORNIACHAMBEROF COM	100	1300	Prepaid Expenses(for 8825)	\$ 499.00	\$ 499.00
6/30/2026	818	CINTAS	100	8230	Office Supplies	\$ 54.24	\$ 54.24
6/30/2026	819	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	\$ 15,071.18	
6/30/2026	819	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	\$ 1,071.98	\$ 16,143.16
6/30/2026	820	MARINITINC	100	8040	Technical Support	\$ 2,513.50	
6/30/2026	820	MARINITINC	100	8070	IT Infrastructure	\$ 85.50	
6/30/2026	820	MARINITINC	100	8070	IT Infrastructure	\$ 1,311.00	
6/30/2026	820	MARINITINC	100	8070	IT Infrastructure	\$ 196.00	
6/30/2026	820	MARINITINC	100	8070	IT Infrastructure	\$ 400.00	
6/30/2026	820	MARINITINC	100	8070	IT Infrastructure	\$ 220.50	
6/30/2026	820	MARINITINC	100	8070	IT Infrastructure	\$ 88.00	\$ 4,814.50
6/30/2026	821	MAZEASSOCIATES	100	8835	Auditing	\$ 10,000.00	\$ 10,000.00
6/30/2026	822	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,212.50	\$ 2,212.50
6/30/2026	823	NBS	310	1300	Prepaid Expenses(for 8920)	\$ 2,814.35	\$ 2,814.35
6/30/2026	824	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 220.00	\$ 220.00
6/30/2026	825	OVERDRIVEINC	100	7606	Digital Collection	\$ 863.23	
6/30/2026	825	OVERDRIVEINC	100	7606	Digital Collection	\$ 748.47	
6/30/2026	825	OVERDRIVEINC	100	7606	Digital Collection	\$ 168.40	
6/30/2026	825	OVERDRIVEINC	100	7606	Digital Collection	\$ 205.99	\$ 1,986.09
6/30/2026	826	RACHELANNEPALACIOS	100	8250	Children's Program Supplies	\$ 400.00	\$ 400.00
6/30/2026	827	READINGGROUPCHOICES	100	7601	Books and other Materials	\$ 24.90	\$ 24.90
6/30/2026	828	RWGLAW	100	8840	Legal & Consulting Services	\$ 1,380.00	\$ 1,380.00
6/30/2026	829	SDRMA	100	1300	Prepaid Expenses(for 7120)	\$ 9,222.38	\$ 9,222.38
6/30/2026	830	USBANKEQUIPFIN	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
				6/30/2026	ACCOUNTS PAYABLE BATCH	\$ 64,038.53	\$ 64,038.53
				MARCH	TOTAL WARRANTS	\$ 346,124.25	\$ 346,124.25

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
July 2026							
Check Date	Chec k #	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
7/1/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ -	\$ -
	EFT	CalPERS Retire UAL	100	7100	CalPERS Retirement Benefit	\$ 183,092.00	\$ 183,092.00
	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit	\$ 11,104.78	\$ 11,104.78
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 36,274.71	\$ 36,274.71
	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	\$ 547.34	\$ 547.34
	EFT	Delta Dental July	100	7110	CalPERS Insurance Benefits	\$ 1,433.50	\$ 1,433.50
	ACH	PG&E	100	8490	Power	\$ 7,980.56	\$ 7,980.56
	ACH	PITNEY BOWES	100	8220	Copier Expense	\$ 200.00	\$ 200.00
	EFT	Reliance LTD & LIFE, VSP July	100	7110	CalPERS Insurance Benefits	\$ 1,884.03	\$ 1,884.03
	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	\$ 1,405.91	\$ 1,405.91
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 68,077.59	\$ 68,077.59
	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	MARIN WATER	100	8500	Water (BI-MONTHLY)		\$ -
	EFT	Amazon	100	Various	Amazon Account Charges	\$ 5,181.82	\$ 5,181.82
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 746.51	\$ 746.51
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 79,850.94	\$ 79,850.94
	ACH	Ameriflex FSA	100	Various	FSA/LSA DCA	\$ 3,153.21	\$ 3,153.21
	ACH	Analysis Charge July 2026	100	8830	Accounting	\$ 5.64	\$ 5.64
				MARCH	TOTAL EFT / ACH	\$ 401,018.72	\$ 401,018.72
OPERATING HAND CHECKS							
7/1/2026	831	EV CONNECT INC	100	8493	EV CHARGING STATION COST	\$ 720.00	\$ 720.00
7/16/2026	832	NATASHA DAGNY GAIN KALUZA	100	8250	CHILDREN PROGRAMS	\$ 700.00	\$ 700.00
7/16/2026	833	PUPPET ART THEATER	100	8250	CHILDREN PROGRAMS	\$ 525.00	\$ 525.00
7/29/2026	866	KRISTIN JOHNSON	100	2080	PAYROLL CLEARING	\$ 10,372.80	\$ 10,372.80
7/28/2026	867	DIANE M GASSON	100	2080	PAYROLL CLEARING	\$ 1,339.73	\$ 1,339.73
				MARCH	TOTAL HAND CHECKS	\$ 13,657.53	\$ 13,657.53
OPERATING ACCOUNTS PAYABLE BATCHES							
7/22/2026	834	A&PMOVINGCOMPANY	100	8430	Building Maintenance Incidental	\$ 105.00	\$ 105.00
7/22/2026	835	ANTHONYHOOKER	100	8810	Bank Charges	\$ 102.99	\$ 102.99
7/22/2026	836	ATOZDATABASES	100	7606	Databases	\$ 660.00	\$ 660.00
7/22/2026	837	BELLPRODUCTS	100	8430	Building Maintenance Incidental	\$ 393.75	
7/22/2026	838	CALIFAGROUP	100	7606	Databases	\$ 630.00	\$ 1,023.75
7/22/2026	839	CALIFORNIALIBRARYASSOCIATION	100	8825	Memberships and Dues	\$ 1,500.00	\$ 1,500.00
7/22/2026	840	CINTAS	100	8230	Office Supplies	\$ 167.68	\$ 167.68
7/22/2026	841	DEMCOINC	100	7603	Supplies for Processing	\$ 327.47	\$ 327.47
7/22/2026	842	DGEXPRESS	100	8240	Adult Programs	\$ 695.00	\$ 695.00
7/22/2026	843	ELLENKRUTTER	100	8240	Adult Programs	\$ 250.00	\$ 250.00
7/22/2026	844	FARONICSTECHNOLOGIESUSA	100	8070	IT Infrastructure	\$ 4,355.96	\$ 4,355.96
7/22/2026	845	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	\$ 650.00	
7/22/2026	845	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	\$ 520.00	\$ 1,170.00
7/22/2026	846	MARINET	100	7607	Consortium Costs	\$ 109,878.46	\$ 109,878.46
7/22/2026	847	MARINITINC	100	8040	Technical Support	\$ 2,513.50	
7/22/2026	847	MARINITINC	100	8070	IT Infrastructure	\$ 85.50	
7/22/2026	847	MARINITINC	100	8070	IT Infrastructure	\$ 712.50	
7/22/2026	847	MARINITINC	100	8070	IT Infrastructure	\$ 116.00	
7/22/2026	847	MARINITINC	100	8070	IT Infrastructure	\$ 400.00	
7/22/2026	847	MARINITINC	100	8070	IT Infrastructure	\$ 220.50	
7/22/2026	847	MARINITINC	100	8070	IT Infrastructure	\$ 88.00	\$ 4,136.00
7/22/2026	848	MICHAELDELLAPENNA	100	8250	Children's Program Supplies	\$ 500.00	\$ 500.00
7/22/2026	849	MIKEBROWNELECTRICCO	100	8430	Building Maintenance Incidental	\$ 2,469.34	\$ 2,469.34
7/22/2026	850	MILLVALLEYREFUSE	100	8480	Trash	\$ 311.29	\$ 311.29
7/22/2026	851	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,212.50	
7/22/2026	851	MISSIONSQUARE	100	2040	Deferred Comp Deductions	\$ 2,212.50	\$ 4,425.00
7/22/2026	852	MUCHMORE	100	7210	Staffing Recruitment	\$ 4,621.40	
7/22/2026	852	MUCHMORE	100	7210	Staffing Recruitment	\$ 3,092.50	\$ 7,713.90
7/22/2026	853	NORTHNETLIBRARYSYSTEM	100	7607	Consortium Costs	\$ 174.00	\$ 174.00
7/22/2026	854	OCLCINC	100	8070	IT Infrastructure	\$ 1,535.72	\$ 1,535.72
7/22/2026	855	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 220.00	
7/22/2026	855	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	\$ 220.00	\$ 440.00
7/22/2026	856	PACIFICGASELECTRIC	100	8490	Electricity & Gas	\$ 915.56	\$ 915.56
7/22/2026	857	PEOPLESPLACE	100	9020	Furniture & Fixtures	\$ 12,496.76	\$ 12,496.76

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
July 2026							
Check Date	Check #	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
7/22/2026	858	REDWOODBUILDINGMAINT	100	8450	Janitorial Expense	\$ 4,659.00	
7/22/2026	858	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	\$ 985.18	\$ 5,644.18
7/22/2026	859	ROXANNERICHARDS	100	8810	Bank Charges	\$ 102.99	\$ 102.99
7/22/2026	860	RWGLAW	100	8840	Legal & Consulting Services	\$ 12,462.00	\$ 12,462.00
7/22/2026	861	SAVENATURE	100	8250	Children's Program Supplies	\$ 500.00	\$ 500.00
7/22/2026	862	SDRMA	100	7125	Employment Practice Insurance	\$ 6,257.00	
7/22/2026	862	SDRMA	100	8410	Property & Liability Insurance	\$ 121,712.47	\$ 127,969.47
7/22/2026	863	THEARKNEWSPAPER	100	8225	Public Relations	\$ 2,500.00	\$ 2,500.00
7/22/2026	864	TOWNOFTIBURON	100	8440	Grounds Maintenance	\$ 4,660.50	\$ 4,660.50
7/22/2026	865	TPXCOMMUNICATIONS	100	8260	Telephone	\$ 2,919.19	\$ 2,919.19
				7/22/2026	ACCOUNTS PAYABLE BATCH	\$ 312,112.21	\$ 312,112.21
7/29/2026	868	ADOBE, INC	100	8020	Staff Digital Supscriptions	\$ 1,199.50	
7/29/2026	868	ADOBE, INC	100	8020	Staff Digital Supscriptions	\$ 1,999.80	
7/29/2026	868	ADOBE, INC	200	8020	Staff Digital Supscriptions	\$ 239.90	\$ 3,439.20
7/29/2026	869	ASKARTCOM	200	7605	Digital Collection	\$ 450.00	\$ 450.00
7/29/2026	870	BRIDGET BURKE	200	8240	Adult Programs	\$ 225.00	
7/29/2026	870	BRIDGET BURKE	200	8240	Adult Programs	\$ 225.00	\$ 450.00
7/29/2026	871	CLASSIC PATIO	200	9020	Furnitures & Fixtures	\$ 2,433.26	\$ 2,433.26
7/29/2026	872	COMPUTYPE	100	7603	Supplies for Processing	\$ 261.48	\$ 261.48
7/29/2026	873	HARRIS & LEE ENVIORNMENTAL SCIENCES	100	8430	Building Maintenance Incidental	\$ 945.00	\$ 945.00
7/29/2026	874	NATIONAL ECONOMIC EDUCATION-DELEGATI	100	8240	Adult Programs	\$ 250.00	\$ 250.00
7/29/2026	875	WT.COX INFORMATION SERVICE	100	7601	Books and other Materials	\$ 174.30	\$ 174.30
				7/30/2026	ACCOUNTS PAYABLE BATCH	\$ 8,403.24	\$ 8,403.24
				July	TOTAL WARRANTS	\$ 735,191.70	\$ 735,191.70



DATE: August 17, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

The Library's summer reading program, *Unearth a Story*, ran from June 15 through July 31, inviting children to "dig up some adventure" through reading and library programs. Featured programs included Puppet Art Theater's *Tommy's Space Adventure*, award-winning circus comedians Coventry & Kaluza, and Mike the Magician. The Library also partnered with Richardson Bay Audubon Center to offer a two-week StoryWalk in July featuring *In the Tall, Tall Grass* by Denise Fleming, giving families an opportunity to enjoy a story while exploring nature, wildlife, and Bay views. Children's librarians distributed approximately 170 summer reading bags.

The teen patio is undergoing renovations thanks to generous support from the Tiburon Peninsula Foundation, Ground nursery, and Eagle Scouts Troop 48. Native coastal plants have been added with guidance from Erin M. Kidwell of Ground and the help of teen volunteers, and new patio umbrellas will provide additional shade. Local Eagle Scouts will also refurbish and build patio furniture and install a custom bird bath to support local birds and pollinators. The project is expected to be completed by the end of the year, and the Library is grateful to all the community partners and volunteers who are helping create a more welcoming and vibrant outdoor space for teens.

The Library's quarterly *In the Stacks* newsletter will be distributed at the end of August. This issue will highlight recent Library activities, programs, services, and community updates. The newsletter will also include the Foundation's Annual Report, providing an opportunity to recognize the Foundation's support and share its impact with the Library community. The next issue of *In the Stacks* is planned for October.

Personnel

The Library offered employees the opportunity to participate in the annual vacation buyback program before the end of FY25-26. Seven of 13 eligible employees participated, totaling 377 hours and \$16K in vacation cash-out. The maximum vacation cash-out available for all eligible employees was \$44K. This program provides employees with flexibility in managing accrued leave while also supporting the Library's ongoing efforts to manage vacation balances and maintain appropriate staffing levels.

A half-day training was held on July 10th for all staff on Customer Service Foundations. The training was developed internally by Adam and Joey and included pre-reading, a discussion on the RATER customer service framework, and small break-out discussions on real library scenarios. Staff feedback from the training was positive and highlighted the value of shared expectations and opportunities for staff collaboration. As one staff member noted, the training “provided practical tools we can use in our daily interactions with patrons and helped us build a more consistent approach to customer service.” Staff will participate in a de-escalation training on October 2nd.

The Employee Handbook will be presented to the Board in September for its annual review and approval. Staff are finalizing the current round of updates to ensure the handbook remains consistent with applicable law, organizational practices, and Library policies. The annual review also provides an opportunity to ensure that policies continue to reflect the Library's operational needs and values.

Administration

The Library and Town of Tiburon are pursuing a California Proposition 4 grant opportunity to support planning for a Community Resilience Center (CRC). The Town has hired a consultant to assist the Library and Town in developing and writing the state grant application. In addition, the Town has identified another potential funding source to support solar improvements at the Library building. Discussions are underway to assess the feasibility and potential scope of these opportunities, and additional information will be presented to the Board at a subsequent meeting.

The Library and the Town of Tiburon are working toward a new Memorandum of Understanding (MOU) to formalize the parties' longstanding agreement regarding shared costs and responsibilities, including utilities and water. While most of the terms of the previous agreement are expected to remain, the status of the parking lot parcel will require further discussion. The Board will need to consider whether the Library wishes to pursue ownership of the parking lot parcel or have the Town retain ownership. Regardless of ownership, the proposed MOU would state that neither the Town nor the Library may make changes to the parcel without the other party's consent. The Town is currently conducting preliminary architectural and cost studies for a potential parking lot expansion, with the Town covering the costs and managing the project. No work will proceed until an MOU is executed.



DATE: August 17, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Adoption of FY 2026–27 Gann Appropriations Limits

Recommendation

Staff recommends that the Board adopt Resolution No. 314-2026, establishing the FY 2026–27 Gann Appropriations Limit for the Belvedere-Tiburon Library Agency, and Resolution No. 315-2026, establishing the FY 2026–27 Gann Appropriations Limit for the Belvedere-Tiburon Library Agency Community Facilities District No. 1995-1.

Background

Article XIII B of the California Constitution, commonly referred to as the Gann Limit, requires applicable local government agencies to establish an annual appropriations limit. The limit restricts the amount of tax proceeds that an agency may appropriate each fiscal year. The annual limit is adjusted based on changes in the cost of living and population.

For FY 2026–27, the State Department of Finance reported a 4.95% increase in California per capita personal income. The calculation also incorporates the applicable population factor. The Agency's calculation uses Marin County's population change of -0.74%, resulting in a combined adjustment factor of approximately 1.0417.

Based on these factors, the FY 2026–27 appropriations limit for the Library Agency is \$2,189,691, with \$1,967,461 in proceeds of taxes subject to the limit. This leaves approximately \$222,230 in available capacity. The FY 2026–27 appropriations limit for Community Facilities District No. 1995-1 is \$1,268,363, with \$1,155,493 in proceeds of taxes subject to the limit, leaving approximately \$112,870 in available capacity. Combined, the Agency and CFD have \$335,100 in available capacity under their respective limits. The calculations demonstrate that anticipated appropriations subject to the Gann Limit remain below the allowable limits for FY 2026–27.

There is no direct fiscal impact associated with adoption. The calculations confirm that the Agency's anticipated proceeds of taxes subject to the limit are within the allowable appropriations limits.

Action Requested

Staff recommends that the Board of Trustees Adopt Resolution No. 314-2026 and Resolution No. 315-2026 as attached.



RESOLUTION NO. 314-2026

**RESOLUTION OF THE BELVEDERE TIBURON LIBRARY AGENCY
ADOPTING THE 2026/2027
GANN APPROPRIATIONS LIMIT**

WHEREAS, Article XIII B of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere Tiburon Library Agency has calculated that limit for the **2026/2027** fiscal year to be **\$2,189,691** and

WHEREAS, said Agency also calculates the amount of the proceeds of taxes that are subject to the appropriation limit to be **\$1,967,461** for the **2026/2027** fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere Tiburon Library Agency that the sum of **\$2,189,691** is hereby established as the appropriations limit for the Belvedere Tiburon Library Agency for the **2026/2027** fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the **17th day of August, 2026**.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Katherine Sutton, Library Agency Chair

ATTEST:

Clerk of the Agency Board



RESOLUTION NO. 315-2026

**RESOLUTION OF THE BELVEDERE-TIBURON LIBRARY AGENCY
ADOPTING THE 2026/2027 GANN APPROPRIATIONS LIMIT
FOR THE BELVEDERE-TIBURON LIBRARY AGENCY
COMMUNITY FACILITIES DISTRICT NO. 1995-1**

WHEREAS, Article XIII B of the Constitution of the State of California requires governmental jurisdictions to establish appropriations limits each fiscal year; and

WHEREAS, the Belvedere-Tiburon Library Agency has calculated the said Community Facilities District No. 1995-1 limit for the **2026/2027** fiscal year as **\$1,268,363** and

WHEREAS, said Agency also calculates the amount of the proceeds of taxes that are subject to the appropriation limit to be **\$1,155,493** for the **2026/2027** fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Belvedere-Tiburon Library Agency that the sum of **\$1,268,363** is hereby established as the appropriations limit for the Belvedere-Tiburon Library Agency Community Facilities District No. 1995-1 for the **2026/2027** fiscal year.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere-Tiburon Library Agency on the **17th day of August, 2026**.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Katherine Sutton, Library Agency Chair

ATTEST:

Clerk of the Agency Board

FY 2027 GANN BUDGET DRAFT FOR AGENCY APPROVAL					
RESOLUTIONS 314-2026 AND 315-2026					
7/1/2026	Compliance With Gann Limits FY 2025	Agency & CFD	Agency 63%	CFD 37%	
	Total Proposed Expenditures	3,804,106			
	Less: BTLF & other Grants	(170,000)			
	Debt Service	(122,300)			
	PERS - Retirement Benefits	(332,732)			
	Workers Comp. Insurance	(9,969)			
	Payroll Tax	(46,151)			
	Spending Subject to Limits	3,122,954	1,967,461	1,155,493	
	Fiscal 2027 Appropriation Limits***	3,458,054	2,189,691	1,268,363	
	Available Room in Limits	335,100	222,230	112,870	
	Calculation of Gann Appropriation Limits	Total Limit	Agency	CFD	
***	Fiscal 2026 Gann Limits	3,319,518	2,101,968	1,217,550	
"A"	California Per Capita Cost of Living Change		1.0495	1.0495	4.95%
"B"	Greater of Co. or District population growth		0.9926	0.9926	-0.74%
	Annual Combined Escalator - A x B		1.0417	1.0417	
	Fiscal 2027 Appropriation Limits	3,458,054	2,189,691	1,268,363	
		1/1/2025	1/1/2026	Change	
	Marin County Population	249,700	247,861	-0.74%	
	Belvedere Population	2,073	2,058	-0.72%	
	Tiburon Population	8,912	8,841	-0.80%	
	Total District Population	10,985	10,899	-0.78%	
	Source: Dept. of Finance Letter and Attachment, St. of Calif., May, 2026				
***	Resolutions 314-2026 and 315-2026				
Population					
Source:	https://www.dof.ca.gov/reports/demographic-reports/				
Cost of					
Living					
Source	https://dof.ca.gov/forecasting/demographics/price-and-population-factors/				

May 1, 2026

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2026, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2026–27. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2026–27 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2026.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Erika Li
Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2026–27 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2026-27	4.95

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2026–27 appropriation limit.

2026–27:

Per Capita Cost of Living Change = 4.95 percent
Population Change = -0.14 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.95 + 100}{100} = 1.0495$

Population converted to a ratio: $\frac{-0.14 + 100}{100} = 0.9986$

Calculation of factor for FY 2026–27: $1.0495 \times 0.9986 = 1.0480$

BELVEDERE-TIBURON LIBRARY AGENCY		FY2026-2027
		Approved
		Budget
OPERATING REVENUES:		
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
	Total Operating Revenue	3,928,622
8915	CFD Bond Principal Repayment	(110,000)
8910	CFD Bond Interest Expenses	(3,300)
8920	CFD Bond Fiscal Agent Fees	(9,000)
	Total Operating Debt Service	(122,300)
	Total Revenue after Debt Serv	3,806,322
OPERATING EXPENDITURES:		
Personnel:		
7010	Salaries & Wages	1,551,112
7015	Medical Reimbursement	23,816
7020	Part-Time Wages	309,275
	Subtotal Salaries & Wages	1,884,203
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
	Total Personnel	2,649,386

BELVEDERE-TIBURON LIBRARY AGENCY		FY2026-2027
		Approved
		Budget
Circulation Materials & Data		
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
	Total Circulation Materials & Data	319,000
Technology Infrastructure:		
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
	Total Technology Infrastructure	118,162
Program Services & Supplies:		
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	-
	Total Program Services & Supplies	189,700

BELVEDERE-TIBURON LIBRARY AGENCY		FY2026-2027
		Approved
		Budget
Building Expenses:		
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
	Total Building Expense	406,237
Agency Administration:		
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	-
	Total Agency Administration	121,620
	Total Operating Expenses	\$ 3,804,106
	Net Operating Revenue (Loss)	2,216

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



DATE: August 17, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Consideration of Reaffirming Resolution No. 249-2018 Library's Conflict of Interest Code

Recommendation

Staff recommends that the Board reaffirm Resolution No. 249-2018, establishing the Belvedere-Tiburon Library Agency's Conflict of Interest Code.

Background

The California Political Reform Act requires every state and local government agency to adopt and periodically review a Conflict of Interest Code. Agencies are required to review their codes biennially to determine whether changes are necessary. The Conflict of Interest code must be adopted or reaffirmed by October 1, 2026.

Staff has completed the Library's biennial review of its Conflict of Interest Code and determined that no significant changes are warranted at this time. Accordingly, staff recommends that the Board reaffirm Resolution No. 249-2018 and the Conflict of Interest Code incorporated therein.

The resolution incorporates the California Fair Political Practices Commission (FPPC) Model Conflict of Interest Code and establishes the Library's designated positions and applicable disclosure categories through Appendix A.

Under the current Appendix, the following Library positions are designated to file Statements of Economic Interests (Form 700):

- Library Trustees
- Library Director
- Treasurer

Individuals serving in these designated positions are required to file Form 700 in accordance with applicable state law and filing requirements. The resolution also establishes the Library's filing and public inspection procedures for Statements of Economic Interests.

Action Requested

Staff requests that the Board consider reaffirming Resolution No. 249-2018, the Belvedere-Tiburon Library Agency's Conflict of Interest Code, with no substantive changes to the existing code or Appendix A. The resolution is attached for the Board's consideration..



RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BELVEDERE-TIBURON LIBRARY AGENCY
REPEALING RESOLUTION NO. 207-2014
AND AMENDING THE LIBRARY'S CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code Sections 81000, et seq., requires every state or local government agency to adopt and promulgate a conflict of interest code; and

WHEREAS, in 2006 the Belvedere-Tiburon Library Agency adopted Resolution No. 167-2006 which incorporated by reference the Fair Political Practices Commission's ("FPPC") model Conflict of Interest Code ("Code") under Title 2, Division 6, Section 18730 of the California Code of Regulations, and approved a list of designated employees and disclosure categories; and

WHEREAS, Section 87302 of the California Government Code requires the Belvedere-Tiburon Library Agency to designate other positions within its Agency that are required to file disclosure statements; and

WHEREAS, pursuant to the 2018 Biennial Review of the Belvedere-Tiburon Library Agency's Conflict of interest Code it is appropriate to amend the Conflict of Interest Code to update its designated positions.

NOW, THEREFORE, the Belvedere-Tiburon Library Agency RESOLVES as follows:

1. Resolution No. 207-2014 is hereby repealed;
2. The FPPC's Model Conflict of Interest Code as set forth in Section 18730 and any amendments thereto duly adopted by the FPPC, shall be incorporated by reference as the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
3. Appendix A attached to this resolution, in which officers and employees are designated and disclosure categories are set forth, is hereby incorporated into the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
4. Pursuant to Section 18753(d) of the Code all individuals in positions identified as managing public investments on behalf of the Belvedere - Tiburon Library Agency shall file their statements with the Clerk of the Board of Directors of the Belvedere-Tiburon Library Agency, who shall make and retain a copy and forward the original to the FPPC, which shall be the filing officer.

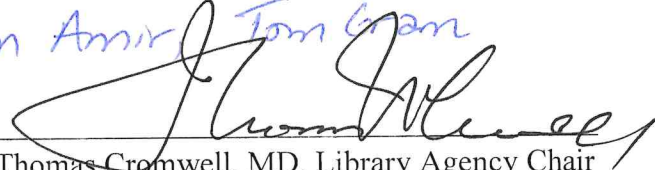
5. Individuals holding designated positions shall file their statement of economic interests with the Clerk of the Board of Directors of the Belvedere-Tiburon Library Agency, who will make the statements available for public inspection and reproduction pursuant to Government Code Section 81008. The Belvedere-Tiburon Library Agency's jurisdiction is wholly within the County of Marin.

I CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere-Tiburon Library Agency, Marin County, California, at a regular meeting thereof, held on the 15th day of October, 2018.

AYES: TRUSTEES: *Thomas Cronwell, MD, William Smith,*
Avery Chope, Jeff Foran, Jeff Slavitz

NOES: TRUSTEES: *None*

ABSENT: TRUSTEES: *Niran Amir, Tom Grant*


Thomas Cronwell, MD, Library Agency Chair

ATTEST:


Kristin Johnson, Clerk of the Agency Board

APPENDIX A

<u>Designated Positions</u>	<u>Disclosure Category</u>
Legal Counsel	1 and 2
Consultants*	1 and 2

DISCLOSURE CATEGORIES

Category 1: All investments and business positions in, and sources of income from, business entities (a) located within the jurisdiction of the agency, and (b) of the type which, within the past two years, have contracted with the agency to provide services, supplies, materials, machinery, or equipment.

Category 2: All interests in real property located within the jurisdiction of the agency.

* Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Board may determine in writing that a particular consultant, although a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements as set forth above. Such written determination shall include a description of consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The Board’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the position(s) listed below manage public investments and will file a Statement of Economic Interest pursuant to Government Code Section 87200. An individual holding one of the positions listed below may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Library Director
Trustee
Board Member
Treasurer



Belvedere-Tiburon Library Agency Regular Meeting Dates

*(the third **Monday** of the month; if a normally scheduled date is a holiday, meeting is moved to the following week. No meetings in July or December)*

June 15, 2026

August 17, 2026

September 21, 2026

October 19, 2026

November 16, 2026

January 25, 2027

February 22, 2027

March 15, 2027

April 19, 2027

May 17, 2027

**All meetings are held at 6:15 pm in the Library Founder's Room
and via Zoom**

<https://us02web.zoom.us/j/89976186216?pwd=dQe4H4G8IWGxiWKC0GfQPNbxatx9.1>

Meeting ID: 899 7618 6216 Passcode: 579440