

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, September 21, 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.

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 Regular Meeting Minutes of August 17, 2026
2. Approval of Agency Warrants for August 2026

STAFF BOARD AND COMMITTEE REPORTS

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

DISCUSSION/ACTION

7. ***BTLA 2026 Employee Handbook***: consider adoption of the updated BTLA Employee Handbook
8. ***BTLA Long-Term Facilities Management Plan***: review and approve the Library's first comprehensive framework for long-term facilities maintenance and operations
9. ***Library Director Employment Agreement***: consider execution of an Employment Agreement for Library Director Crystal Duran

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BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, September 21, 2026 at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

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:

- October 19, 2026
- November 16, 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.

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 17, 2026**

Roll Call, Present: Chair Katherine Sutton, Vice Chair Roxanne Richards, Treasurer Pamela Goldman, Anthony Hooker, Kenneth Weil, Alice Fredericks

Members Absent: Emily Poplawski

Also Present: Crystal Duran, Brenda Bottum, Joey Della Santina, Katie Winters, Diane Gasson, Brenda Bottum – BTLF President

CALL TO ORDER: Chair Sutton called the meeting to order at 6:17 p.m.

PUBLIC COMMENT

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

No public comments.

CLOSED SESSION – Not Held

A. PUBLIC COMMENT ON CLOSED SESSION

a. There was no public comment on the Closed Session.

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

C. RETURN AND REPORT FROM CLOSED SESSION - None.

APPROVAL OF AGENDA

Motion to approve the agenda by Trustee Fredericks and seconded by Vice Chair Richards.

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

Absent: Emily Poplawski

Noes: None

Voting Results: Unanimously Approved/Motion Passed

CONSENT CALENDAR

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

Trustee Weil inquired about the warrant reports, specifically BRW Architects, paid in June, under Furniture & Fixtures. Director Duran reported those expenses were related to the Children's Area shade structures. Trustee Weil also asked about MuchMore and RWG Law. Director Duran stated that the MuchMore expense was for the Administrative Services Supervisor recruitment and other prior services. RWG Law is related to work on the employee contract and support with a California Public Records Act request. Trustees Weil and Hooker shared interest in having the Legal & Consulting expense category separate, in the future.

Motion to approve all items in the consent calendar made by Trustee Hooker and seconded by Trustee Weil.

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Pamela Goldman

Abstain: Alice Fredericks

Absent: Emily Poplawski

Noes: None

Voting Results: Approved/Motion Passed

STAFF BOARD AND COMMITTEE REPORTS

4. Chair's Report - None

5. Library Director's Report

Director Duran provided the following highlights during her report:

- 170 participants for the Summer Reading Program
- Expanded programming included Puppet Art Theater, circus comedians
- Tiburon Peninsula Foundation provided a grant to improve the teen patio and Eagle Scouts are also helping with some work
- "In the Stacks" publication will hit mailboxes in October
- Vacation buyback resulted in 7 of 13 eligible employees taking the cash-out for a total of \$16K
- Leadership is pursuing a California Proposition 4 grant opportunity, along with Town of Tiburon, for a Community Resilience Center (to note, the Town is funding a grant writer for this opportunity)
- The Library and Town of Tiburon are working on a new Memorandum of Understanding (MOU) to discuss shared costs and will have discussions about the parking lot. Currently the Town owns the lot but it was to be gifted to the Library. The Board will need to discuss options at a future meeting.

Vice Chair Richards asked whether a subcommittee should be formed to discuss the parking lot. Director Duran stated she would be asking the Executive Committee to meet, along with legal counsel.

Trustee Hendrick inquired about parking lot maintenance, etc. and Director Duran reported that would be a part of the discussion.

Trustees Weil and Hooker had questions about the shared resources with the Town and Director Duran spoke to splitting of the water and landscape expenses (including Zelinsky Park) and that she would need to look into PG&E for who pays the parking lot lighting.

6. Belvedere Tiburon Library Foundation Report

President Brenda Bottum presented the following updates on the Foundation.

- Michelyn has retired and Chris Phipps has taken her place. He will work for the Foundation MTW from 10 a.m. to 3:00 p.m. He also currently works at our circulation desk
- \$165,000 donation was given to the Library
- The Foundation is finalizing a move from Mechanics to Wells Fargo Bank
- They are finishing their annual budget and expect to have it presented at the September board meeting.
- They will have an Annual Report for “In the Stacks” to thank donors from the previous year
- Next funding request will be sent out late October
- Next art opening will be September 17th from 6 – 8 p.m. – they have been recognized by Marin Magazine as the Best Gallery of Marin
- They are looking for more volunteers for the Art Committee – more of an administrative coordination role. The group meets every 6 weeks and they put together about 5 art shows each year
- Donor appreciation event is September 24th – invitees include those who contributed \$250 or more

7. Committee Reports – None

Director Duran stated she will be reaching out to get the Strategic Planning Committee together, will engage the Executive Committee regarding the discussions with the Town of Tiburon, and put together a schedule for the Finance Committee which is to meet quarterly during the year.

TRUSTEE CONSIDERATIONS

8. Presentation & Discussion on Library of Things

Katie Winters, the Adult Services Librarian, provided the Board with an overview of the Library of Things (LOT) program they have strengthened this past year, with details on their planned expansion. Program funding was supplemented by the California State Library's 2024-25 Sustainable California Libraries grant in which we received \$1,000. This fiscal year's budget is \$2,000. The LOT concept is to let patrons try an item before they buy; effort to reduce waste and consumption. Highlights include:

- There are about 80 unique items with 160 items total (some items have multiples) which reflect community interest and use
- Co-design of the program – asking community and staff what to include. Input was intergenerational and broad-based
- Items are selected to determine practicality, number of pieces, ease of transport, safety, interest and use
- Feedback is being collected, upon return. Questions asked about usefulness, if they would recommend the service, and recommendations for other items. Current results are that 89% found item was useful and 98% would recommend LOT to friends
- Customer input included noting quality matters, which was related to binoculars in the outing backpack, as the patron wanted to use them for birding. The team took the input and added birding binoculars and descriptive bird cards
- Continue to expand with a focus on acquiring additional specific items if something is popular and adding items that support memory, aging, mobility, sustainability and resilience

Vice Chair Richards asked about lost items and Katie said there is a replacement cost associated with each, which needs to be reimbursed by the patron.

Trustee Hooker inquired whether donations were accepted and tracking the use of items. Assistant Director Della Santina said they are occasionally offered items which can be used in the MakerSpace or by staff but we do not currently accept items being dropped off unless we have a target appeal to the community. Katie said usage is tracked the same as a library book with items of most interest being kept in circulation.

9. Consideration of Resolution No. 314-2026 Adopting the 2026/2027 Gann Appropriations Limit

Motion to approve Resolution No. 314-2026 Adopting the 2026/2027 Gann Appropriations Limit made by Trustee Weil and seconded by Trustee Fredericks

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

Absent: Emily Poplawski

Noes: None

Voting Results: Unanimously Approved/Motion Passed

10. Consideration of Resolution No. 315-2026 Adopting the CFD 1995-1 2026/2027 Gann Appropriations Limit

Motion to approve Resolution No. 315-2026 Adopting the CFD 1995-1 2026/2027 Gann Appropriations Limit by Trustee Hooker and seconded by Vice Chair Richards

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

Absent: Emily Poplawski

Noes: None

Voting Results: Unanimously Approved/Motion Passed

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

Motion to Reaffirm Resolution No. 249-2018 Library's Conflict of Interest Code made by Trustee Weil and seconded by Trustee Fredericks

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

Absent: Emily Poplawski

Noes: None

Voting Results: Unanimously Approved/Motion Passed

COMMUNICATIONS & ANNOUNCEMENTS

12. Schedule of 2026/2027 Meeting Dates

Presented to the board for reference.

ADJOURNMENT

Chair Sutton adjourned the meeting at 7:09 p.m.

FUTURE BOARD MEETINGS

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- September 21, 2026
- October 19, 2026

Respectfully Submitted,

Diane Gasson, Clerk of the Belvedere-Tiburon Library Agency Board

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Aug 2026							
Check Date	Check #	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
8/1/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	\$ 8,091.16	\$ 8,091.16
	EFT	CalPERS Retire Classic	100	7110	CalPERS Retirement Benefit	\$ 10,496.06	\$ 10,496.06
	EFT	CalPERS Retire PEPR	100	7100	CalPERS Retirement Benefit	\$ 11,837.00	\$ 11,837.00
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	\$ 25,088.40	\$ 25,088.40
	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	\$ 810.00	\$ 810.00
	EFT	Delta Dental July	100	7110	CalPERS Insurance Benefits	\$ 1,433.50	\$ 1,433.50
	ACH	PG&E	100	8490	Power	\$ 8,521.15	\$ 8,521.15
	ACH	PITNEY BOWES	100	8220	Copier Expense	\$ 200.00	\$ 200.00
	EFT	Reliance LTD & LIFE, VSP July	100	7110	CalPERS Insurance Benefits	\$ 1,874.39	\$ 1,874.39
	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	\$ -	\$ -
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 65,965.31	\$ 65,965.31
	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	\$ 2,047.82	\$ 2,047.82
	ACH	ADP Payroll Fee	100	8830	Accounting	\$ 733.47	\$ 733.47
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 69,004.58	\$ 69,004.58
	ACH	Ameriflex FSA	100	Various	FSA/LSA DCA	\$ 966.04	\$ 966.04
	ACH	Analysis Charge July 2026	100	8830	Accounting	\$ -	\$ -
	ACH	EDD	100	7140	Unemployment	\$ 1,447.00	\$ 1,447.00
	ACH	INGRAM	100	7601	Books & Other Physical Material	\$ 16,538.00	\$ 16,538.00
	ACH	DG Express	100	8240	Adult Programs	\$ 695.00	\$ 695.00
				Aug	TOTAL EFT / ACH	\$ 225,829.06	\$ 225,829.06
OPERATING HAND CHECKS							
8/27/2026	888	BLACKSTONE PUBLISH(VOID)	100	7601	BOOKS	\$ -	\$ -
				Aug	TOTAL HAND CHECKS	\$ -	\$ -
OPERATING ACCOUNTS PAYABLE BATCHES							
8/15/2026	876	BRODARTCO	100	7601	Books and other Materials	476.93	\$ 476.93
8/15/2026	877	CALIFAGROUP	100	7606	Databases	2,100.00	\$ 2,100.00
8/15/2026	878	DINNADAVIS	100	7200	Professional Development	500.00	\$ 500.00
8/15/2026	ACH	INGRAMLIBRARYSERVICES(PADIWITH ACH, SEE ABOVE IN ACH	100	7601	Books and other Materials	0.00	
8/15/2026	ACH	INGRAMLIBRARYSERVICES(PADIWITH ACH, SEE ABOVE IN ACH	100	7602	Processing Costs & Fees	0.00	\$ -
8/15/2026	880	MILLVALLEYREFUSE	100	8480	Trash	311.29	\$ 311.29
8/15/2026	881	MISSIONSQUARE	100	2040	Deferred Comp Deductions	1,362.50	\$ 1,362.50
8/15/2026	882	NORTHNETLIBRARYSYSTEM	100	7607	Consortium Costs	3,936.00	\$ 3,936.00
8/15/2026	883	OCLCINC	100	8070	IT Infrastructure	2,404.68	\$ 2,404.68
8/15/2026	884	OPTIONCLICKCONSULTING	100	8240	Adult Programs	220.00	\$ 220.00
8/15/2026	885	SOFTWARESIMPLIFIED	100	7200	Professional Development	360.00	\$ 360.00
8/15/2026	886	TERREPASSERO	100	8240	Adult Programs	300.00	\$ 300.00
8/15/2026	887	TPXCOMMUNICATIONS	100	8260	Telephone	1,481.78	\$ 1,481.78
8/15/2026	879	INGRAMLIBRARYSERVICES(VOID, ACH \$16,538)	100	7601	Books and other Materials	0.00	\$ -
				8/15/2026	ACCOUNTS PAYABLE BATCH	\$ 13,453.18	\$ 13,453.18
8/30/2026	889	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	224.08	\$ 224.08
8/30/2026	890	BRIDGETBURKE	100	8240	Adult Programs	225.00	\$ 225.00
8/30/2026	891	CINTAS	100	8230	Office Supplies	59.58	\$ 59.58
8/30/2026	892	CLASSICPATIOINC	100	8251	Young Adult Programs	2,433.25	\$ 2,433.25
8/30/2026	893	EBSCOINDUSTRIES	100	7606	Databases	4,689.00	
8/30/2026	893	EBSCOINDUSTRIES	100	7606	Databases	2,809.00	\$ 7,498.00
8/30/2026	894	ELLIOTTBROWN	100	7200	Professional Development	500.00	\$ 500.00
8/30/2026	895	ENVISIONWAREINC	100	8070	IT Infrastructure	75.00	\$ 75.00
8/30/2026	896	GROUNDLLC	100	8251	Young Adult Programs	977.24	\$ 977.24
8/30/2026	897	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	520.00	\$ 520.00

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Aug 2026							
Check Date	Check #	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
8/30/2026	898	INTREPID ELECTRONIC SYSTEMS INC	100	8492	Building Maintenance Contracts	824.00	\$ 824.00
8/30/2026	899	MARCI PETIT	100	8250	Children's Program Supplies	260.00	\$ 260.00
8/30/2026	900	MARINI TINC	100	8040	Technical Support	2,513.50	
8/30/2026	900	MARINI TINC	100	8070	IT Infrastructure	85.50	
8/30/2026	900	MARINI TINC	100	8070	IT Infrastructure	712.50	
8/30/2026	900	MARINI TINC	100	8070	IT Infrastructure	112.00	
8/30/2026	900	MARINI TINC	100	8070	IT Infrastructure	400.00	
8/30/2026	900	MARINI TINC	100	8070	IT Infrastructure	220.50	
8/30/2026	900	MARINI TINC	100	8070	IT Infrastructure	88.00	\$ 4,132.00
8/30/2026	901	MUCHMORE	100	8840	Legal & Consulting Services	501.10	\$ 501.10
8/30/2026	902	PACIFIC GASELECTRIC	100	8493	EV Public Charging Stations	810.60	\$ 810.60
8/30/2026	903	PROJECT 6 DESIGN INC	100	8071	Website Maintenance	850.00	\$ 850.00
8/30/2026	904	REDWOOD BUILDING MAINT	100	8460	Custodial Supplies	967.02	\$ 967.02
8/30/2026	905	RWGLAW	100	8840	Legal & Consulting Services	2,727.83	\$ 2,727.83
8/30/2026	906	SECRETARY OF STATE	100	8810	Bank Charges	5.00	\$ 5.00
8/30/2026	907	TERREPASSERO	100	8240	Adult Programs	600.00	\$ 600.00
8/30/2026	908	WTCOX INFORMATION SERVICE	100	7601	Books and other Materials	12,738.78	\$ 12,738.78
				8/30/2026	ACCOUNTS PAYABLE BATCH	\$ 36,928.48	\$ 36,928.48
8/31/2026	909	INTREPID ELECTRONIC SYSTEMS	100	8492	Building Maintenance Contracts	\$ 3,218.00	\$ 3,218.00
8/31/2026	910	MISSION SQUARE	100	2040	Deferred Comp Deductions	\$ 1,362.50	\$ 1,362.50
				8/31/2026	ACCOUNTS PAYABLE BATCH	\$ 4,580.50	\$ 4,580.50
				Aug	TOTAL WARRANTS	\$ 280,791.22	\$ 280,791.22



DATE: September 21, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services

Fall programming is underway with several new and returning programs planned over the next two months. On September 22, the Library will partner with the Richardson Bay Audubon Center for a program exploring local birds and the adjacent marsh. Children's Services has also introduced new weekly storytimes alternating between French and Mandarin, expanding multilingual programming opportunities for young children and families. Upcoming highlights include an author talk with Pulitzer Prize-winning author Andrew Sean Greer on October 13 and the return of Trivia Café on November 5. Staff are also developing a special one-time *Murder Mystery at the Library* program for early November.

Makerspace Librarians Ivan and Birgitta will once again represent the Library at Maker Faire in Vallejo. New this year, they will be joined by representatives from the Marin County Free Library to co-host a library makerspace booth. The collaboration provides an opportunity to showcase the creative and technology-based resources available through Marin libraries while strengthening regional partnerships among library makerspaces.

The Library is expanding its role in community preparedness and resilience in anticipation of the Super El Niño season. The Library will host three community programs in partnership with the Town of Tiburon, City of Belvedere, and local fire services. The October issue of *In the Stacks* will also include general emergency preparedness information and resources for residents. Staff are separately working with the Town of Tiburon to develop an activation plan for potential power outages affecting residents. This work will help clarify the Library's operational role, available services, and coordination procedures during extended outages and support the Library's broader Community Resilience Center planning.

Personnel

Children's Bilingual Librarian Nereida was recently selected to participate in the Catalyst Leadership Development program and is one of only 25 library workers selected statewide. Catalyst is a 12-month, cohort-based program designed to equip and support California library workers with opportunities to develop leadership skills from any position within their organizations. The program combines live online learning, self-paced activities, mentoring, monthly cohort meetings, and two in-person gatherings. Nereida's participation represents an opportunity both for her professional growth and for bringing new leadership practices and perspectives back to the Library.

The Library will open at 1 pm on Friday, October 2, to allow all staff to participate in a half-day training on Conflict Resolution and Courageous Conversations. An outside facilitator will lead the session, with an emphasis on practical communication skills, navigating workplace conflict, and engaging effectively in difficult conversations. The training is part of the Library's ongoing quarterly staff development program.

Library staff will also have a strong presence at the California Library Association Annual Conference in Riverside in October. Children's Librarian Kristin, Technology Librarian Ivan, and Director Crystal will each present on different topics during the conference. Additionally, Crystal is currently running unopposed for President-Elect of the California Library Association, with the term beginning in November 2026, immediately following the conference.

Administration

The Ad Hoc Strategic Planning Committee, comprised of Trustees Sutton, Richards, and Hooker, recently met to discuss the timeline and approach for development of the Library's next strategic plan. The Committee supported shifting the adoption of the new plan to align with the beginning of the fiscal year. Under the revised timeline, major community engagement, stakeholder input, data collection, and analysis will occur in early 2027, with development of the 2027–2030 Strategic Plan continuing through the spring. This schedule provides additional time for meaningful community and stakeholder engagement while ensuring that the new plan and its implementation priorities align with the FY 2027–28 budget and annual work planning process.

The Library continues to make progress toward completing the Sustainable Library Certification Program by the end of 2026. As part of the certification requirements, the Director is working with the Executive Committee to develop a plan for recruiting diverse applicants for the Board of Trustees; the proposed approach will be shared with the full Board at its October meeting. Staff are working through the remaining certification requirements and anticipate completing the program by year-end. Outstanding items include updating the Library's Records Retention Policy, adopting a Facilities Management Plan, updating the Library's Disaster Preparedness and Response Plan, and completing and documenting the remaining certification activities.

New tables for the adult nave are expected to arrive by the end of September; the furniture company will remove and haul away the existing tables as part of the installation process. Staff are also working with our volunteer architect and designer to review noise mitigation panels for select meeting rooms and offices. Work on the Shared Space Agreement with the Town continues.

Upcoming meetings:

- Finance Committee on October 8



DATE: September 21, 2026

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Review and Adoption of the 2026 Employee Handbook

As part of our annual practice, I am requesting that the Board review and adopt the 2026 Employee Handbook. The 2026 Employee Handbook includes a comprehensive update to clarify existing practices, incorporate new legal and operational requirements, and better align personnel policies with the Library's current organizational structure and seven-day service model. The update was drafted with input from the Assistant Library Director, Circulation Lead, and Administrative Services Supervisor. Legal counsel reviewed the Handbook and drafted select portions.

Below is a summary of substantive changes to the 2026 Employee Handbook:

- **Expanded standards of conduct and organizational expectations.** Revised employee standards to more directly integrate the Library's customer service expectations, professional communication, workplace attentiveness, and stewardship of Library spaces and resources.
- **Clarified employment classifications and workplace expectations.** More clearly defines benefited part-time and temporary/on-call categories, and strengthens expectations for attendance, reliability and, mandatory training.
- **Updated employee leave provisions.** Adds reproductive loss leave and administrative leave and updates existing leave provisions to clarify eligibility, administration, and employee responsibilities.
- **Revised holiday benefits to reflect the Library's seven-day service model.** Establishes a consistent 7.5-hour holiday benefit for full-time employees regardless of when a holiday falls and provides benefited part-time employees with a proportional benefit based on FTE, with greater flexibility for applying holiday hours within the applicable pay period.
- **Expanded emergency closure and continuity-of-operations provisions.** Clarifies procedures for unexpected closures, reduced services, and operational disruptions and establishes the Library's ability to temporarily assign employees to essential operations, emergency response, communications, property protection, and recovery duties.
- **Reorganized and expanded separation-from-employment provisions.** Creates a more comprehensive framework that addresses resignation, retirement, termination, and, transition of responsibilities.
- **Clarified corrective and disciplinary procedures.** Retains the Library's discretion to determine appropriate corrective or disciplinary action while more clearly defining

procedures applicable to serious disciplinary actions involving regular full-time employees.

- **Updated terminology and administrative responsibilities throughout the handbook.** Aligns position titles, responsibilities, procedures, and organizational references with the Library's current administrative structure and operating practices.

Management will highlight handbook changes at a subsequent staff meeting or by written communication to all staff. As required, all employees will receive the updated handbook and sign a confirmation of receipt and understanding.

Requested Action

Adopt the 2026 Employee Handbook.



Belvedere
Tiburon
Library

Employee Handbook

Adopted March 1997

Revised July 2011

Revised March 2018

Revised January 2022

Revised & Board Adopted August 19, 2024

Revised & Board Adopted September 15, 2026

Belvedere Tiburon Library

1501 Tiburon Blvd.

Tiburon, CA 94920

Introductory Statement

Welcome! As an employee of the Belvedere Tiburon Library (the “Library”), you are an important team member. We hope that you find your position with us rewarding, challenging, and productive, and we look to collaboratively work together towards the Library’s mission and goals.

In April 1995 the Library became a Joint Powers Agency (JPA) of the City of Belvedere and the Town of Tiburon. The Belvedere Tiburon Library Agency (the “BTLA”) is the legal governing body of the Library. The BTLA’s Board (the “Board”) consists of three trustees appointed by the elected Belvedere City Council, three trustees appointed by the elected Tiburon Town Council, and one trustee appointed by the elected Reed Union School District Board. The Board is responsible for the collection of tax revenues, budget development, and the expenditure of funds for the Library’s development, operation, and maintenance. The Board hires a Library Director to oversee and administer the library and public services, including developing long-range plans and policies, overseeing personnel, budget expenditures, programming, collection development, and customer services. The Library’s mission is to nurture curiosity, spark connections, and foster lifelong learning.

This Employee Handbook (the “Handbook”) is intended to explain the terms and conditions of employment of all full and part-time employees and supervisors and summarize the policies and practices in effect at the time of publication. It supersedes all previously issued handbooks and any policy, benefit statement, or memorandum that is inconsistent with the policies described within. In addition to the policies covered in this Handbook, the Library also maintains and incorporates separate policies and procedures, including those within the Injury and Illness Prevention Program (IIPP).

Please take the time to review the policies in this Handbook and other Library policies and procedures. Your supervisor or manager will be happy to answer any questions you may have. Again, welcome!

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General Employment Policies

Standards of Conduct and Ethics

Employment with the Library requires personal integrity, professional conduct, and a commitment to earning and maintaining public confidence. Employees are expected to provide consistent, high-quality customer service that reflects the Library's mission to nurture curiosity, spark connections, and foster lifelong learning. Every interaction with patrons, volunteers, community partners, and one another contributes to the public's experience and confidence in the Library.

Our work is guided by the Library's core staff values:

- Inclusion – Intentionally making others a part of the collective group and fostering a sense of belonging.
- Creativity – Using imagination and innovation to develop and implement new ideas, possibilities, and solutions.
- Integrity – Being honest while upholding ethical and moral principles.
- Growth – Committing to continuous learning, self-discovery, and professional improvement.
- Respect – Treating every person with kindness, dignity, fairness, and consideration.

Employees are expected to demonstrate these values in their daily work, decision-making, interactions with colleagues, and service to the public.

As a condition of employment, the Library expects all employees to:

- Demonstrate initiative and make a conscientious effort to perform productive work.
- Deliver high-quality customer service by being responsive, professional, courteous, and committed to meeting the needs of patrons and the community.
- Maintain cooperative, positive, respectful, and solution-oriented relationships with colleagues, supervisors, subordinates, volunteers, and the public.
- Demonstrate the Library's core values of Inclusion, Creativity, Integrity, Growth, and Respect in all interactions and decisions.
- Strive for continual learning and improvement to maintain high performance and strengthen customer service.
- Maintain clean, organized, and professional workspaces, particularly in public service areas, and contribute to a welcoming environment for patrons and coworkers.
- Comply with all Library policies, regulations, rules of conduct, ordinances, and applicable laws.
- Exhibit responsible work habits, including dependability, promptness, reliable attendance, and competent performance of duties.
- Be flexible and adaptable to change and accept constructive feedback.

- Commit to sustainable practices that consider social equity, economic feasibility, and environmental stewardship.

Employees are expected to effectively implement the Library's policies when serving in their official capacity and when identifying themselves as representatives of the Library.

Customer Service Excellence

Delivering exceptional customer service is a core responsibility of every Library employee. Every interaction with a patron, volunteer, community partner, or colleague shapes the public's experience and trust in the Library. High-quality customer service is more than completing transactions—it is creating positive experiences through professionalism, responsiveness, empathy, and accountability.

Employees are expected to:

- Be reliable by providing accurate information, following through on commitments, and communicating consistently.
- Be responsive by acknowledging patrons promptly, proactively offering assistance, and following up on questions or requests whenever possible.
- Demonstrate empathy by listening respectfully, remaining patient, and treating every individual with dignity, professionalism, and courtesy.
- Maintain knowledge by making reasonable efforts to stay informed about Library services, programs, policies, procedures, and resources in order to effectively assist the public.
- Communicate clearly by avoiding unnecessary library jargon, explaining policies respectfully, and ensuring patrons understand available options.
- Protect privacy and intellectual freedom by respecting the confidentiality of patron records and supporting every individual's right to access information without judgment.
- Support a welcoming environment by maintaining professional conduct, contributing to clean and organized public spaces, and helping create a positive experience for all who visit the Library.
- Work collaboratively by supporting coworkers, communicating respectfully, and recognizing that excellent internal teamwork contributes directly to excellent public service.

Employees are expected to exercise sound judgment, remain flexible, and seek assistance when situations exceed their authority or expertise. While no employee is expected to know every answer, every employee is expected to make a reasonable effort to help patrons or connect them with someone who can. Exceptional customer service requires continuous learning and improvement. Employees are encouraged to reflect on their interactions, seek feedback, participate in professional development, and identify opportunities to improve the quality, consistency, and accessibility of Library services.

Gifts and Gratuities

No official or employee may accept any fee, compensation, gift, payment of expenses, or other item of monetary value if doing so could result in, or appear to result in:

- Use of public office or employment for personal gain.
- Preferential treatment of any person.
- Loss of independence or impartiality.
- Reduction of public confidence in the integrity of Library operations.

Employees must decline any gift or gratuity from a customer, vendor, supplier, or other person doing business with the Library if acceptance could appear to influence decision-making. When in doubt, employees should err on the side of caution or seek guidance from a supervisor.

There are some exceptions. Employees may accept:

- Items displayed in public areas or staff-shared areas of the Library (e.g., flowers, greeting cards)
- Handmade items from children
- Gifts shared with a team
- Edible gifts of nominal value that are shared widely with staff

This policy does not limit the Library's ability to accept donations, bequests, or other gifts for the purpose of supporting its mission and services.

Public Service Areas

Employees working in public service areas represent the Library and are expected to maintain a professional, welcoming, and attentive presence. Whether assisting patrons at a service desk, working in public spaces, or interacting with the community, employees should remain approachable, engaged, and prepared to provide assistance.

Employees are expected to:

- Acknowledge patrons in a timely manner, even when assisting another customer.
- Remain attentive to patrons, coworkers, and activities occurring in public areas.
- Conduct themselves in a courteous, respectful, and professional manner.
- Maintain clean, organized, and welcoming service areas that reflect positively on the Library.
- Refrain from eating at public service desks or in highly visible customer-facing areas. Beverages in covered containers are generally permitted unless prohibited for operational or safety reasons.
- Refrain from using personal devices such as cell phones for extended periods of time.
- Minimize conversations or activities unrelated to Library business that may distract from customer service or create an unprofessional appearance. Refrain from speaking loudly with coworkers while stationed at a public service point.

Every employee shares responsibility for creating an environment in which patrons feel welcome, respected, and confident that Library staff are available and ready to assist.

Professional Communication

Professional communication is essential to providing exceptional public service and maintaining a collaborative workplace. Employees are expected to communicate respectfully, professionally, and in a timely manner with patrons, coworkers, supervisors, volunteers, vendors, and community partners. Open, courteous, and constructive communication promotes teamwork, operational efficiency, and public confidence in the Library.

Employees are expected to:

- Communicate respectfully, professionally, and productively in all verbal, written, and electronic communications.
- Respond to work-related communications within a reasonable timeframe appropriate to their position and work schedule.
- Keep supervisors and affected coworkers informed of information that may impact Library operations, customer service, or assigned responsibilities.
- Listen actively, seek clarification when needed, and share information accurately and constructively.
- Address workplace disagreements respectfully, professionally, and in good faith by seeking to understand differing perspectives and working collaboratively toward resolution.
- Seek guidance from a supervisor when workplace concerns or conflicts cannot be resolved appropriately or begin to affect working relationships or Library operations.
- Represent the Library in a manner that reflects its mission, values, and commitment to exceptional public service.

Personal Electronic Devices and Workplace Attentiveness

The Library recognizes that employees may occasionally need to use personal electronic devices during the workday. Personal use is permitted during meal periods and rest breaks, and limited use is permitted for occasional necessary communications, provided it does not interfere with work responsibilities or Library operations. While working, employees are expected to remain attentive, engaged, and available to assist patrons and coworkers. Personal electronic devices should not distract from assigned duties or diminish the quality of customer service. Supervisors may further restrict personal device use when operational needs require.

Employees are expected to:

- Limit personal texting, social media use, gaming, streaming, and other non-work-related use of electronic devices during work time.
- Avoid prolonged personal browsing or scrolling while on duty.

- Refrain from using personal electronic devices while actively assisting patrons or when assigned to public service desks, except for emergencies or authorized Library business.
- Maintain awareness of patrons, coworkers, and their surroundings at all times.
- Avoid wearing headphones, earbuds, or other listening devices while working in public service areas unless they are required for Library business, approved as a reasonable accommodation, or specifically authorized by a supervisor.
- Ensure that personal device use does not interfere with responding promptly to patrons, telephones, coworkers, or emergency situations.

The use of wearable technology like Meta glasses or similar devices that may record other employees or members of the public are prohibited, unless with prior written approval of the Director.

Workplace Environment and Stewardship

Employees share responsibility for maintaining safe, clean, organized, and professional work environments. The appearance and condition of workspaces contribute to the public's perception of the Library and support an efficient, welcoming workplace for patrons, volunteers, and coworkers.

Employees are expected to:

- Maintain orderly and uncluttered workspaces, particularly in public service areas.
- Return shared work areas, meeting rooms, and staff spaces to a clean and organized condition after use.
- Promptly report damaged equipment, facility issues, or safety concerns to the appropriate supervisor.
- Properly store Library materials, equipment, and supplies when not in use.
- Dispose of waste appropriately and help maintain clean public and staff areas.
- Exercise care in the use of Library facilities, furnishings, technology, and equipment.

Harassment Discrimination and Retaliation Prevention

The Library is an equal opportunity employer and is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, and gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned);
- National origin;
- Ancestry;

- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and over);
- Sexual orientation;
- Reproductive health decision-making;
- Military or veteran status;
- Use of cannabis/marijuana off the job and away from the workplace; and
- Any other basis protected by federal, state or local law, ordinance or regulation.

The Library also prohibits discrimination, harassment, and disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. In addition, the Library prohibits retaliation against individuals who raise complaints of discrimination or harassment or participate in workplace investigations. All such conduct violates Library policy.

Harassment Prevention

The Library's policy prohibiting harassment applies to all persons involved in library operations and prohibits harassment and disrespectful or unprofessional conduct by any employee, including supervisors, managers, and coworkers. The Library's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons you contact while working.

Prohibited harassment and disrespectful or unprofessional conduct includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct, including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct prohibited by state and/or federal law or by library policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment; prohibited harassment is based on any protected category.

Non-Discrimination

The Library complies with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in library operations. The Library prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee, including supervisors, managers, coworkers, and third parties.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

Anti-Retaliation

The Library will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process and will not tolerate or permit retaliation by management, employees, or coworkers. Retaliation is prohibited against any person by another employee, supervisor, manager, coworker, or by the Library itself. Please report any retaliation to your supervisor or any member of Library management.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Library will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified applicant or employee unless undue hardship would result. Any job applicant or employee who requires an accommodation to perform the job's essential functions should contact the Administrative Services Supervisor and discuss the need for an accommodation. Library administration will engage in an interactive process with the employee to identify possible accommodations, if any, that will help applicant or employee perform the job.

An applicant, employee, or unpaid intern who requires accommodation for a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Administrative Services Supervisor and discuss the need for accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Library will make the accommodation. If there is more than one possible accommodation, the Library will decide which one will be provided.

The Library will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or coworkers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor, the Administrative Services Supervisor, and/or the Library Director as soon as possible after the incident. You can bring your complaint to any of these individuals.

If you need assistance with your complaint or prefer to make a complaint in person, contact the Administrative Services Supervisor. Please provide all known details of the incident or incidents, the names of individuals involved, and the names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory. The Library encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you've been harassed, discriminated against, or retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov and www.eeoc.gov. Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the Administrative Services Supervisor so the Library can attempt to resolve them.

When the Library receives allegations of misconduct, it will promptly conduct a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. Conclusions will be based on the evidence gathered. The Library will maintain confidentiality to the extent possible; however, complete confidentiality cannot be guaranteed. The Library's obligation to investigate and take appropriate corrective action may require disclosing information to individuals with a legitimate need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel or outside agencies in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

If the Library determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Library will also take appropriate action to deter future misconduct.

Any employee determined by the Library to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct. Generally, library workers are not mandated reporters; however, any employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification. This requirement does not pertain to overseeing minors as volunteers.

Employment Status

Full-time, non-probationary employees at the Library are employed with the same rights as the agencies that formed the Library. This means that the employee or the Library may terminate the employment relationship with due regard to an employee's right to a Skelly meeting and appeal. Part-time employees are employed on an at will basis.

No employee or representative of the Library has the authority to enter into an agreement for employment for any specified period or to make an agreement for employment on terms other than at will. Only the BTLA has the authority to make such an agreement, which is binding only if in writing.

Right to Revise

This Handbook contains the Library's employment policies and practices as of publication. All previously issued handbooks, and any inconsistent policy statements or memoranda, are superseded.

The Library reserves the right to revise, modify, delete, or add to any policies, procedures, work rules, or benefits stated in this Handbook at any time. Any written changes to this Handbook will be distributed to all employees so that you will be aware of any new policies or procedures. No oral statements or representations can, in any way alter the provisions of this Handbook.

This Handbook contains the entire agreement between you and the Library regarding the duration of employment and the circumstances under which employment may be terminated. Nothing in this Handbook or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Nothing in this statement is intended to interfere with your right to communicate or work with others to alter the terms and conditions of your employment, such as communications regarding wages, scheduling, or other terms or conditions of employment.

Diversity, Equity, and Inclusion

The Library is committed to fostering a workplace where every employee feels welcomed, respected, valued, and empowered to contribute. We believe that a diverse workforce, equitable

practices, and an inclusive culture strengthen our organization and enhance our ability to serve the community.

Our commitment to diversity, equity, and inclusion extends beyond compliance with employment laws. It is reflected in how we recruit, develop, support, and retain employees; how we collaborate with one another; and how we engage with the public. We strive to create a workplace where differences in backgrounds, experiences, identities, perspectives, and ideas are respected and where every employee has the opportunity to succeed.

Employees are expected to:

- Treat coworkers, volunteers, patrons, and community partners with dignity, courtesy, and respect.
- Foster an inclusive and welcoming environment where all individuals feel valued and supported.
- Communicate respectfully and work collaboratively across differing perspectives and experiences.
- Contribute to a workplace free from discrimination, harassment, retaliation, and other inappropriate conduct.
- Support equitable access to Library services, programs, collections, and opportunities whenever possible.
- Demonstrate cultural awareness, empathy, and professionalism in interactions w/others.

The Library encourages employees to listen with curiosity, learn from one another, and contribute to a workplace culture that reflects our mission, values, and commitment to serving an inclusive and inspired community. The Library's Equal Employment Opportunity, Harassment, Discrimination, and Retaliation Prevention policies (as outlined above) establish the legal rights, responsibilities, and reporting procedures that apply to all employees.

Hiring

Employment Types

Regular Full-Time Employees

Regular full-time employees are scheduled 37.5 hours per week and are eligible for most of the employee benefits described in this Handbook. Benefit eligibility may depend on the length of continuous service and plans or laws may also impose eligibility requirements.

Benefited Part-Time Employees

Benefited part-time employees are scheduled for, and work, at least 20 hours per week, but fewer than 37.5 hours per week. They are eligible for pro-rated medical and retirement benefits and state mandated sick leave.

Part-Time Employees

Part-time employees work less than 20 hours per week and are eligible only for employee benefits mandated by applicable law. Part-time employees may be scheduled to work a regularly recurring schedule or set of varied hours depending on the Library's staffing needs.

Temporary/On-Call /Limited-Term Employees

The Library may appoint employees to limited-term assignments for internships, fellowships, grant-funded positions, special projects, seasonal work, or other temporary organizational needs. These appointments are expected to conclude on a specified date, or upon completion of the assigned project, and are not intended to create an expectation of ongoing employment. Limited-term employees are employed on an at-will basis and are only eligible for benefits required by law unless otherwise authorized.

Exempt Employees

Exempt employees are those in positions that meet the applicable federal and California legal requirements for exemption from overtime pay and certain wage-and-hour provisions. Exempt employees are generally expected to fulfill the responsibilities of their position and are paid on a salary basis in accordance with applicable law.

Non-Exempt Employees

Non-exempt employees are eligible for overtime compensation and other wage and hour protections in accordance with applicable federal and California law. Overtime must be approved in advance by a supervisor except in emergency situations. Employees are expected to accurately record all hours worked.

Inactive Status

Employees on any leave of absence, work-related or non-work-related, that exceeds any protected state, federal, or local leave of absence and are not on vacation, or away on sick time, will be placed on inactive status. Unless a health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) and may elect to continue their health care coverage at the employee's expense. Contact the Administrative Services Supervisor for more information.

Employees who are not actively working for the Library, for reasons other than an approved leave of absence, may also be placed on inactive status. This includes employees serving in temporary or limited-term appointments after completion of their assignment, and part-time employees who have not been scheduled for work for an extended period. Placement on inactive status is an administrative action intended to maintain accurate employment records

and staffing rosters. Employees on inactive status are not guaranteed future work assignments. Employees who remain inactive for three (3) consecutive months may be separated from employment. Individuals who are separated under this provision may apply for future employment opportunities with the Library and, if selected, will be considered new hires unless otherwise required by law.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the expected performance standards. Please remember that your job responsibilities may change at any time. From time to time, you may be asked to work on special projects or to assist with other work necessary to the operation of your department or the Library. Your cooperation and assistance in performing such additional work is expected. The Library reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional responsibilities.

New Hires

The first year of continuous employment with the Library is considered an introductory and probationary period. During this period, employees become familiar with their job responsibilities, performance expectations, workplace policies, and the Library's operations and organizational culture. Supervisors will monitor performance and provide feedback regarding the employee's progress and suitability for continued employment. Employees begin accruing sick leave and vacation benefits on their date of hire, as provided by Library policy. During the introductory period, either the employee or the Library may terminate the employment relationship at any time, with or without cause and with or without advance notice.

Successful completion of the introductory period does not guarantee continued employment, create an employment contract, or alter an employee's at-will status. The Library Director has the discretion to extend the probationary period beyond a year for any employee.

Time Off and Leaves of Absence

Sick Leave

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act. You cannot be discriminated against or retaliated against for requesting or using accrued paid sick time. If you have any questions about paid sick leave, please get in touch with the Administrative Services Supervisor.

All employees who have worked for the Library for 30 or more days, within a year from their first day of work, will be entitled to paid sick time. However, employees are not eligible to take paid sick time until they have worked for the Library for 90 days from their hire date. Regular full-time employees earn 12 sick days per year, and benefited part-time employees are entitled to 12 sick days on a pro-rata basis. Part-time/on-call/temporary employees are eligible for 40 hours of sick leave per year, awarded at the beginning of each calendar year, which does not carry over from one year to the next. Upon hire, a part-time/on-call/temporary employee will be provided 40 hours sick leave on their 90th day of employment.

Employees who are rehired within one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time. Library employees who are members of CalPERS are eligible to receive credit for unused accumulated sick leave at the time of retirement.

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of crime or abuse.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" may also be someone you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee, spouse, or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person." A designated person is any individual you identify when you request paid sick leave. You are limited to one designated person per 12-month period for purposes of paid sick leave.

If the need for paid sick leave is foreseeable, you must provide advance oral or written notification to your supervisor. If the need for paid sick leave is not foreseeable, provide notice to your supervisor as soon as practical.

Use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave can be used in half-hour increments.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may choose to use paid sick leave to receive pay for these absences. If you do not have accrued paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work related to your illness or injury.

Vacation

Regular full-time employees are entitled to accrue:

0-4 years = Two weeks per year
5-9 years = Three weeks per year
10+ years = Four weeks per year

Regular full-time employee vacation accrual limits:

0-4 years = Up to Four weeks
5-9 years = Up to Six Weeks
10+ years = Up to Eight Weeks

Benefited part-time employees working 20 hours per week, or more, are entitled to two weeks of paid vacation each year on a pro-rata basis. Part-time/on-call/temporary employees do not earn or accrue paid vacation. Active service begins on your first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Total accumulated vacation for any employee may not exceed twice the employee's annual accrual rate. No additional vacation will be earned until accrued vacation time is used. You become eligible to take accrued vacation after six months of active service as work schedules permit. Vacation requests must be made in writing to the employee's supervisor and approved by your supervisor in advance. Vacations are scheduled to provide adequate coverage of job responsibilities and staffing requirements. Every effort will be made to permit employees to take their vacations when they wish. However, the Library's operating needs will take priority. When your employment relationship with the Library ends, you will be paid for accrued unused vacation days pro-rata.

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you take and/or federal and state leave requirements. Please contact the Administrative Services Supervisor to discuss coordination of your benefits.

Bereavement Leave

The Library grants paid time off to eligible employees for the death of a family member. To be eligible for bereavement leave, you must have been employed for at least 30 days before starting leave. If you are eligible and experience the death of a family member, you may take up to five days of paid bereavement leave.

For purposes of this policy, a family member is a:

- Spouse
- Domestic Partner
- Child
- Parent
- Parent-in-law
- Sibling
- Grandparent
- Grandchild

The days of bereavement leave do not need to be taken consecutively; however, you must complete your bereavement leave within three (3) months of your family member's death, at which any unused bereavement time remaining will expire.

The Library may require you to provide documentation to support the need for bereavement leave, which may include a death certificate, a published obituary, or a verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. The Library may, at its discretion, approve additional unpaid time off.

Reproductive Loss Leave

The Library grants time off to eligible employees who suffer a qualifying reproductive loss event as defined in this policy. To be eligible for reproductive loss leave, you must have been employed for at least 30 days before starting leave. If you are eligible and experience a reproductive loss event, you may take up to five (5) days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple-day event, of one of the following:

- Failed adoption: The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party if you would have been a parent of the adoptee if the adoption had been completed.
- Failed surrogacy: The dissolution or breach of a surrogacy agreement or a failed embryo transfer to the surrogate if you would have been a parent of a child born as a result of the surrogacy.
- Miscarriage: This may be a miscarriage by you, your current spouse, or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- Stillbirth: This may be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- Unsuccessful assisted reproduction: An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively; however, you must complete your reproductive loss leave within three months of your reproductive loss event, or if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the CFRA, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is paid per your typical scheduled workday. If you experience more than one reproductive loss event within a 12-month period, you can receive another five (5) days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a 12-month period. Any information provided related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary or as required by law. The Library may request reasonable documentation confirming the occurrence of a reproductive loss event.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a California Civil Air Patrol volunteer. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible. Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days unless the emergency is

extended by the entity in charge of the operation and the extension of leave is approved by the Library.

Crime or Abuse Victims' Leave, Accommodation, and Leave for Treatment

If you are the victim of crime or abuse, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the below-mentioned purposes. The Library will not retaliate against any employee because of the employee's status as a victim of crime or abuse if the employee provides notice to the Library of the status or the Library has actual knowledge of the status.

You are considered a victim of crime or abuse who is eligible for unpaid leave if you are:

- A victim as defined in Government Code Section 12945.8; A person whose immediate family member is deceased as a result of a crime. "Immediate family member" includes:
 - Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
 - Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child;
 - Your legal spouse or registered domestic partner;
 - Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
 - Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.
- Any person against whom any crime has been committed (only for purposes of taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding).

You may request leave for any of the following purposes:

- To obtain or attempt to obtain any relief for the family member. Relief includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member of the victim.
- To seek, obtain, or assist a family member to seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.

- To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
- To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
- To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

You may request leave if involved in a legal action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. When advance notice is not feasible, the Library may request that you provide documentation within a reasonable time evidencing the basis for the absence in accordance with Government Code Section 12945.8.

If you need a reasonable accommodation for your safety at work, contact the Administrative Services Supervisor. If you request a reasonable accommodation, you must submit a written statement signed by you or by an individual acting on your behalf, certifying that the accommodation is for your safety at work. For reasonable accommodation requests, the Library will also require certification demonstrating that you are the victim of crime or abuse. The Library may request recertification every six months. Please notify the Library if an approved accommodation is no longer needed.

The Library will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result. To the extent allowed by law, the Library will maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Criminal Judicial Proceedings and Victims' Rights Leave

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim. If you are the family member of a crime victim, you may be eligible to take this leave if you are the crime victim's spouse, parent, child or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be to attend judicial proceedings or proceedings involving the rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid unless you use accrued and unused paid time off. For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact the Administrative Services Supervisor.

Time Off for Voting

If you do not have sufficient time outside working hours to vote in an official statewide election, you may take up to two hours without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

Jury Duty and Witness Leave

The Library encourages employees to serve on jury duty when called. Full-time employees who have completed their introductory periods will receive full pay while serving up to the amount required to complete jury duty. Benefited part-time employees will receive pay for days and times they would have typically been scheduled while serving jury duty; pay is not provided to part-time/on-call/temporary employees. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of the performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. You may retain any mileage allowance or other public transit fee paid by the court for jury services; however, you are not eligible for court compensation.

Military Leave and Spousal Leave

Employees who wish to serve in the military and take military leave should contact the Administrative Services Supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. Employees who work more than 20 hours per week and have a spouse or registered domestic partner in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment. You must request this leave in writing to the Library Director within two business days of receiving official notice that your spouse will be on leave. You must attach to the leave request written documentation certifying that your spouse will be on leave from deployment.

School and Child Care Activities Leave

Employees are encouraged to participate in their child(ren) 's school or childcare activities. The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands in *loco parentis* to one or more children of the age to attend kindergarten through grade 12 or who are with a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- You can use the time off to find, enroll, or re-enroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. You must provide reasonable advance notice to your supervisor before taking the time off;
- You can also use time off to address a "child care provider or school emergency" if you give notice to the Library. A "child care provider or school emergency" means that your child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that your child be picked up, or has an attendance policy (excluding planned holidays) that prohibits your child from attending or requires your child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- If more than one parent is employed by the Library, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by their supervisor;
- You must first exhaust paid time off in order to receive compensation for this time off; and
- If you do not have paid time off available, you will take the time off without pay.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave and up to an additional 30 business days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.

- You may take up to five (5) business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, The Library will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation.

The Library requires that employees taking leave for organ donation use two weeks of accrued unused sick leave and/or vacation. The Library requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave and/or vacation. Once a Donor has exhausted the required paid sick and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Personal Leave

A personal leave of absence without pay may be granted to full-time employees who have completed at least 12 months of continuous service and are in good standing. Requests for personal leave are at the discretion of the Library Director. They should be limited to unusual circumstances requiring an absence of longer than six weeks, such as educational opportunities or personal hardship. Requests for personal leave should be made to the Library Director at least 30 days before the need. Approval of personal leave will be based on staffing needs and operational requirements. Employees taking personal leave must use all accrued time off before being placed in an unpaid leave status. While an employee is on personal leave, the Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work as long as the employee pays their portion of the health care premium; vacation, sick leave, holidays, and other paid leave will not be earned during the leave. Reinstatement may not be available to an employee on a personal leave of absence if business needs or changed circumstances make it impossible or unreasonable to reinstate the employee.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to fourteen days unpaid leave time per calendar year to engage in required fire, law

enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Leave Donation Program

The Library has a leave donation program to assist regular employees experiencing a crisis event that requires additional time off beyond their available sick or other paid time. The program allows eligible employees to voluntarily donate time from their available sick leave to a donated leave bank on behalf of their co-workers in accordance with the policy.

This policy is strictly voluntary. It does not guarantee any employee the right to extended leave beyond what is provided for by the Library's stated policy and legal obligations. The Library Director has the final approval of receipt of any sick leave donation and of the ability to donate accrued leave. Donations made under this policy shall be deemed to be equivalent one-hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

In order for you to donate sick leave to another employee, you must:

- Be employed by the Library for one year.
- Donate sick leave in units of one-hour increments.
- Donate no more than 50% percent of your current balance.
- You must maintain a minimum of 37.5 hours in your current sick leave balance after the donation.
- Not currently on an approved leave of absence.

Employees who donate leave are not permitted to exhaust their own sick leave balance because they may experience their own need for time off.

Regular full-time and benefited part-time employees who would like to receive donated sick time from the leave bank must have a crisis event as determined by the Administrative Services Supervisor. A crisis event includes circumstances such as the following:

- A catastrophic injury or illness of an employee or immediate family member.
- Death of an immediate family member.
- A crisis of a severe nature that directly impacts the employee, such as a catastrophic casualty loss due to a natural disaster.

Donated time can only be used for time off related to the approved crisis event. Recipient employees must exhaust their own available paid leave time prior to using any donated time. Employees who receive donated sick time may receive no more than 480 hours (12 weeks) within a rolling 12-month period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the library's stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event,

or whether the employee can receive donated sick time is within the discretion of the Library. Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

If you want to donate sick time to the leave bank on behalf of your co-workers, you must make a written request to the Administrative Services Supervisor, who will confirm eligibility. The request must be approved by the Library Director. The identity of donors and donation recipients will remain confidential. Donations under the program are voluntary, and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

FMLA Leave

The federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- You have been employed with the Library for at least 12 months before the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave and
- You are employed at a worksite with 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of FMLA leave, a "family member" includes your:
 - Spouse.
 - Parent.
 - Child under the age of 18 or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin.
- The birth of your child or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, child, or parent in the Armed Forces of the United States or to care for a covered servicemember. (See *Military Family Leave Entitlements* below.)
- Incapacity due to pregnancy, prenatal medical care or childbirth

Depending on your reason for leave, you may also be eligible for California Family Rights Act (CFRA) leave, in which case both your FMLA and CFRA leave will run concurrently. (See the *CFRA Leave* policy for additional information and CFRA leave eligibility.) For further information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact the Administrative Services Supervisor.

CFRA Leave

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- You have been employed with the Library for at least 12 months before the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply), and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse;
 - Parent;
 - Child of any age;
 - Registered domestic partner;
 - Grandparent;
 - Grandchild;
 - Sibling;
 - Parent-in-law;
 - "Designated person." This is someone else with a blood or family-like relationship with you. You may identify this individual at the time you request leave. You are limited to one designated person per 12-month period for CFRA leave.
- The birth of your child or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See *Qualifying Exigencies Related to Active Duty*.)

Please note that incapacity due to pregnancy, prenatal medical care, or childbirth is not an eligible reason for CFRA leave. (See the *Pregnancy Disability Leave Policy* for more information). For additional information about eligibility for CFRA leave, contact the Administrative Services Supervisor.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA or CFRA, the Library uses the Rolling 12-month period measured backward from the date an employee uses any FMLA or CFRA Leave. Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

Military Family Leave Entitlements

Under the FMLA, eligible employees are entitled to the following Military Family Leave Entitlements: Qualifying Exigency Leave and Military Caregiver Leave. (See the *FMLA Leave Policy* for more information about eligible employees.)

- Qualifying Exigency Leave. Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status, as defined by law, may use some or all of their 12-week FMLA leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Qualifying Exigency Leave will run concurrently with FMLA/CFRA leave to care for a covered family member with a serious health condition to the extent permitted by law.

- Military Caregiver Leave. Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. Note: this leave entitlement does not increase the amount of time an employee can be off work for FMLA/CFRA reasons.

A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are different from the FMLA definition of "serious health condition."

Qualifying Exigency Leave and Military Caregiver Leave may be taken intermittently or on a reduced leave schedule basis. Intermittent or reduced leave schedules must be medically necessary, as determined by the health care provider of the covered servicemember, for Military Caregiver Leave. Employees must make a reasonable effort to schedule the leave so as not to unduly disrupt the Library's operations. The smallest increment of time for intermittent leave or leave on a reduced leave schedule is half-hour increments.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Time off because of pregnancy disability, childbirth, or related medical condition counts as FMLA leave and pregnancy disability leave (PDL), but not for CFRA leave. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their PDL. Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA for purposes of baby bonding or for their own serious medical condition, or to care for a family member or designated person with a serious medical condition.

Under the FMLA, leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless the Library grants intermittent leave. If your baby bonding leave is under both FMLA and CFRA (running concurrently), such leave does not have to be taken in one continuous period of time: CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Library will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks on any two occasions. The Library may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken (under either FMLA or CFRA) must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to all protected leaves such as PDL, FMLA and CFRA leave:

- Please contact the Administrative Services Supervisor as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Library at least 30 days before the leave is to begin. You must consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
- If you cannot provide 30 days' notice, the Library must be informed as soon as is practical.
- If the FMLA or CFRA request is made because of your own serious health condition, the Library may require, at its expense, a second opinion from a healthcare provider that the Library chooses. The healthcare provider designated to give a second opinion will not be one who is employed on a regular basis by the Library.
- If the second opinion differs from the first opinion, the Library may require you, at the Library's expense, to obtain the opinion of a third healthcare provider designated or approved jointly by you and the employer. The opinion of the third healthcare provider shall be considered final and binding on you and the Library.

Certification

The Library requires you to provide certification for FMLA and CFRA leave. You will have 15 calendar days from the Library's request for certification to provide it, unless that is not practical. The Library may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)*

If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Library may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA or CFRA leave. If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

Under the FMLA, when both parents are employed by the Library, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Library will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by the Library is entitled to 12 work weeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Library will also require a medical release to return to work form or certification from your healthcare provider that you are able to resume work. Failure to provide a release to return to work from your healthcare provider may result in denial of reinstatement until the certificate is obtained.

Leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service. *(See Military Family Leave Entitlements.)*

Health and Benefit Plans

If you are taking FMLA or CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Library will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Library may recover premiums paid to maintain health coverage if you fail to return to work following FMLA or CFRA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA and CFRA leave is unpaid. The Library requires employees to use accrued paid leave while taking FMLA and CFRA leave, except as prohibited by law.

Reinstatement

Under most circumstances, upon return from FMLA or CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA or CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA or CFRA leave will not result in the loss of any employment benefit that the employee earned before using FMLA or CFRA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Library's operations;
- The employee is notified of the Library's intent to refuse reinstatement at the time the Library determines the refusal is necessary; and

- If leave has already begun, the Library gives the employee a reasonable opportunity to return to work following the notice described previously.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take FMLA or CFRA leave intermittently (in blocks of time or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition, or that of a qualifying family member, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is half-hour increments. (See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding*.)

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave taken because an employee is disabled by pregnancy, childbirth, or a related medical condition is provided under the Library's Pregnancy Disability Leave (PDL) policy and does not count against the employee's CFRA leave entitlement. See the *Pregnancy Disability Leave* policy for additional information. After an employee is no longer disabled by pregnancy, childbirth, or a related medical condition, an eligible employee may take CFRA leave to bond with a new child following the child's birth, adoption, or foster care placement.

CFRA baby-bonding leave does not need to be taken in one continuous period. Generally, baby-bonding leave must be taken in increments of at least two weeks. However, the Library may grant an employee's request to take baby-bonding leave in increments of less than two weeks at the Library's discretion. All CFRA baby-bonding leave must be completed within one year of the child's birth, adoption, or foster care placement. The Library may require appropriate documentation confirming the birth, adoption, or foster care placement to establish the applicable 12-month period.

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise the Library as early as possible. Please make an appointment with the Administrative Services Supervisor to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave

per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro-rata basis. The four months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

- The Library will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- If you need to take PDL, you must inform the Library when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable and prior to an impact on work (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days' advance notice before the PDL or transfer is to begin. Consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of your health care provider.
- For emergencies or unforeseeable events, we need you to notify the Library, at least verbally, as soon as practical after you learn of the need for leave.
- Failure to comply with these notice requirements may delay PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by your health care provider. You must provide The Library with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Library. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the Administrative Services Supervisor for a medical certification form to give to your health care provider. Your health care provider may provide their own form.
- Leave returns will be allowed only when your health care provider sends a release.
- You are allowed to use accrued sick, vacation or personal time (if otherwise eligible to take the time) during PDL.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in half-hour increments.

If intermittent leave or leave on a reduced work schedule is medically advisable, you may sometimes be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transferring to an alternative position can include altering an existing job to accommodate your need for intermittent leave or a reduced work schedule.

When your healthcare provider releases you to return to work from PDL, you will be reinstated to the same position held when the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Library can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please get in touch with the personnel department for more information.

Paid Parental Leave

Employees who receive California Paid Family Leave (PFL) payments from the California Employment Development Department (EDD) for purposes of new child bonding during the first year after the child's birth or placement with the employee through foster care or adoption may be eligible to receive Supplemental Compensation from the Library. The Paid Parental Leave (PPL) program applies to supplemental wage replacement benefits for employees receiving PFL benefits from the state for new child bonding purposes.

The Library will provide Supplemental Compensation in an amount equal to 100 percent of your gross weekly wages, less the amount of PFL benefits, up to a cap if you are receiving the Maximum Weekly Benefit Amount under the PFL law. The total amount of Supplemental Compensation you receive from all employers, combined with PFL benefits, may not exceed 100 percent of your current normal gross weekly wages. Supplemental compensation is available for the duration that you are receiving PFL payments, which may be up to a total of eight weeks. For more information about Supplemental Compensation, please contact the Administrative Services Supervisor.

To be eligible to receive Supplemental Compensation, you must:

- Have been employed with the Library at least 180 days prior to the start of the leave period;
- Perform at least eight hours of work per week for the Library onsite;
- Perform at least 40 percent of your total work hours for the Library onsite;
- Apply for and receive paid family leave compensation from the state of California under the California PFL law for the purpose of bonding with a new child and

Before you can receive Supplemental Compensation, you must complete and submit a Paid Parental Leave Form (PPL Form) to the Administrative Services Supervisor. On the PPL Form, you must:

- Indicate how you will provide the Library with notice of the EDD PFL benefit amount you will receive from EDD (see below);
- Agree to reimburse the Library the full amount of Supplemental Compensation you received if you voluntarily separate from employment within 90 days of the end of the leave period and the Library requests reimbursement in writing; and
- Report wages from other employer(s), if any, and submit a copy of the completed PPL Form to each employer.

You can notify the Library of the amount of PFL you are receiving by selecting one or both of the following options:

- Providing the Library with a copy of the Notice of Computation as soon as you receive it from EDD, notifying the Library when you receive your first PFL payment from the EDD and providing the Library with the Notice of Payment you receive from the EDD; and/or
- Providing the EDD with written authorization to disclose the weekly PFL benefit amount to the Library upon request, and then notifying the Library on the PPL Form that you have granted such permission to EDD.

If you plan to receive PFL benefits intermittently, you must notify the Library of the intermittent leave schedule you provided to the EDD.

Extended Medical Leave

Occasionally, an employee may need a medical leave of absence that extends beyond limits under state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy. In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written disability certificate. Extended disability leaves will also be considered case-by-case, consistent with the Library's obligations under federal and state disability laws. Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. The Administrative Services Supervisor will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you can return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work. Upon return from medical leave, you will be offered the same position you held when your leave began, if available. A comparable position will be offered if your former position is unavailable. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. The Library makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. The Library will comply with any reinstatement obligations under state or federal law. California workers' compensation laws govern work-related injuries and illnesses. California pregnancy

disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee who needs reasonable accommodations should contact the Administrative Services Supervisor and discuss the need for an accommodation.

Administrative Leave

The Library Director may place an employee on paid administrative leave when determined to be appropriate based on the circumstances and the operational needs of the Library.

Administrative leave may be used while the Library reviews or investigates a workplace matter, evaluates an employee's fitness for duty, addresses workplace safety or operational concerns, or for other legitimate business reasons.

Employees placed on paid administrative leave will be relieved of their regular duties for the duration of the leave, but will continue to receive their regular compensation and benefits. Unless otherwise directed by the Library, employees must remain reasonably available by telephone or email during their normally scheduled work hours and must comply with reasonable requests to provide information, participate in meetings, or otherwise cooperate with the Library.

Placement on paid administrative leave is not, by itself, disciplinary action and does not constitute a finding of wrongdoing. Paid administrative leave may be continued, modified, or ended by the Library Director as circumstances warrant. Because paid administrative leave is a non-disciplinary action, placement on such leave does not independently create a right of appeal or grievance except as otherwise provided by applicable law, an employment agreement, or Library policy.

Time Accrual

No vacation or sick time will accrue during any unpaid leave of absence.

Benefits

Holidays

The Library observes paid holidays as designated by the Board. The Library generally closes on the actual calendar date of a recognized holiday. When operational or business needs warrant, the Library may remain open on a holiday or designate another day for holiday observance. Holiday closures and observances will be announced in advance.

Benefited employees are entitled to the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day

- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday immediately after
- Christmas Day

Full-time employees receive 7.5 hours of paid holiday time for each recognized holiday, regardless of the day of the week on which the holiday falls or whether the employee is regularly scheduled to work on that day. In coordination with and subject to approval by the employee's supervisor, holiday hours may be applied on the observed holiday or on another day within the same pay period.

Benefited part-time employees receive holiday pay on a pro-rata basis according to their regularly scheduled FTE, regardless of the day of the week on which the holiday falls or whether the employee is regularly scheduled to work on that day. The holiday benefit is calculated by applying the employee's FTE percentage to the Library's standard 7.5-hour holiday benefit. In coordination with and subject to approval by the employee's supervisor, holiday hours may be applied on the observed holiday or on another day within the same pay period.

Holiday hours are credited toward the employee's regular work hours for the applicable pay period and must be used within that pay period. Holiday hours may not be banked or carried forward. If an employee is regularly scheduled to work more hours on the observed holiday than the holiday benefit received, the employee remains responsible for the difference in hours. Any adjustment to the employee's work schedule to account for those hours is subject to supervisor approval.

In addition to recognized holidays, the Board may approve additional paid holidays designated by the President of the United States or the Governor of California upon which federal or state government offices will be closed. Unless otherwise specified by the Board, the same holiday pay provisions described above apply to any additional holiday approved by the Board.

Floating Holidays

Benefited employees are eligible to earn four prorated floating holidays per year, granted on July 1. Floating holidays may be taken at any time or times during the fiscal year in which they are accrued, provided the request is made in advance and the department approves such request. For new employees, floating holidays will be prorated on a quarterly basis. Floating holidays must be taken in the fiscal year accrued and will not carry over from one fiscal year to the next. Upon separation of employment from the Library, unused, accrued floating holidays will not be paid.

Public Employees' Retirement System Eligibility

As a JPA, the Library is able to provide retirement benefits under the California Public Employee's Retirement System (CalPERS) for all regular full-time employees and part-time benefitted employees who work a minimum of 20 (twenty) hours per week or 1,000 hours per year, as stipulated under the retirement program provisions, are eligible. An employee must be at least 50 and have at least five years of CalPERS-credited service to be eligible for service retirement.

In a defined benefit retirement plan, a retiree will receive a benefit determined by a set formula. More information regarding retirement benefits can be found at the CalPERS website located at www.calpers.ca.gov. All regular full-time and benefitted part-time employees, who meet the minimum requirements for inclusion in PERS, will receive information regarding these benefits at the time of eligibility.

Insurance Benefits

As a JPA, the Library is able to provide health benefits for all regular full-time employees and benefitted part-time employees who work a minimum of 20 (twenty) hours per week. Certain insurance and other benefits are available to specified employees with costs shared by the Library and/or the employee as defined and specified in compensation resolutions, adopted policies, or individual employment agreements, which the Library may amend from time to time.

All regular benefitted employees can participate in the Library's health plan. Benefitted part-time employees, working 20 hours or more per week, are eligible for prorated benefit contributions. Eligible employees may elect to utilize the Library's health and dental insurance or opt out and receive a direct stipend in lieu of participating. Insurance premiums not paid in whole or in part by the Library will be the employee's responsibility. The Library's benefit plans are guided by Section 125 of the IRS Tax Code and thus abide by certain rules established for pre-tax plans. All premiums paid by employees for their benefits are on a pre-tax basis. Employees eligible for cashback on their fringe benefit package are subject to IRS Section 125 regulations, as unused fringe is considered taxable income to the recipient. Section 125 requires that benefits that are selected at the time of employment may not be changed during the benefit year unless there is a change in employment status or life circumstances.

Participation in Long Term Disability and State Disability Insurance (SDI) is mandatory for all employees. Health, life insurance, disability insurance, and other benefit details are provided separately to employees at the time of eligibility. Please see the Administrative Services Supervisor for plan details.

Tuition Reimbursement

All employees are encouraged to obtain additional training or education to enhance their performance and promotion eligibility. All employees in good standing, with over one year of

satisfactory employment at the Library, are eligible for tuition reimbursement. Eligible courses must be directly related to an employee's current position or to a promotional opportunity that may be reasonably anticipated within the near future. Courses must be from an accredited educational, technical, vocational, trade or business school or institution, whether public or private, including correspondence school. An employee may be reimbursed for up to \$1,000 annually for the cost of tuition or registration, books, and materials upon evidence of satisfactory completion of an approved course, provided funds are available in the budget.

Before enrollment, an employee must complete the Request for Tuition Reimbursement Form to be approved by the employee's immediate supervisor and Library Director. If approved and after completion of the course, the employee must furnish the Library with:

- Evidence of successful course completion, i.e. copy of grade notification slip; and
- Evidence of payment of tuition, books, etc. and complete a Reimbursement Form.

Tuition reimbursement may not be claimed if another agency or program, whether public or private, is defraying 50% or more of the education expenses.

Lactation Accommodation

It is the policy of the Library to accommodate lactating employees with a suitable lactation location who desire to express breast milk for their infant child and provide a reasonable amount of break time to express breast milk. Lactation accommodations will be provided to employees for as long as they desire to express breast milk or nurse their infant. The break time should run concurrently with your normally scheduled break time if possible. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private, shielded from view, and free from co-workers and public intrusion. The area will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The Library will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the lactation space requirements. Multi-purpose rooms may be used as lactation space if they satisfy the criteria for space; however, the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who wish to request lactation accommodations should contact the Administrative Services Supervisor. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

The Library will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

The Library, by state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the Administrative Services Supervisor; and
- Provide the Library with a certification from your health care provider regarding the need for workers' compensation disability leave and your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held when the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Library's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act. The law requires The Library to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

If you test positive for COVID-19, please notify the Library immediately so we may ensure proper protocols are implemented for your safety and safety of your coworkers.

Workers' Compensation and CFRA/FMLA

Employees who are ill or injured as a result of a work-related incident and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA) and/or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if necessary. You will be paid your regular wages for the time you seek initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

Management

Business Hours and Closures

Generally, the Library is open to the public seven days a week, but will close on the following holidays:

- January 1 (New Year's Day)
- The third Monday in January (Martin Luther King, Jr. Day);
- The third Monday in February (President's Day);
- The last Monday in May (Memorial Day);
- July 4th (Independence Day);
- The first Monday in September (Labor Day);
- November 11th (Veteran's Day);
- Last Thursday in November (Thanksgiving Day) and the day following;
- Christmas Day

Additionally, the Library may close or operate with reduced hours and/or services on the following days:

- Christmas Eve
- New Year's Eve
- Staff Development Days

Business hours are subject to change, but are typically Monday through Thursday, 9 am to 8 pm, and Friday through Sunday, 10 am to 5 pm. The Library may unexpectedly close due to unforeseen circumstances such as natural disasters (e.g., earthquakes, floods), safety concerns like structural damage or hazardous materials, or utility failures, including power outages and water supply issues.

Training and Professional Development

The Library values continuous learning, professional growth, and innovation. Training and professional development opportunities help employees strengthen job-related knowledge and skills, adapt to evolving community needs, enhance customer service, and support the Library's mission, strategic goals, and organizational values. Employees are encouraged to embrace learning, contribute ideas for improving library services and operations, and apply new knowledge and best practices to their work.

Some training programs are mandatory, either by law, Library policy, or operational need. Attendance at mandatory training sessions, staff meetings, and other required events is considered part of an employee's regular job duties and will be compensated as work time. Employees are expected to make reasonable efforts to attend all required training and events.

and to actively participate in the learning process. Attendance at required training and events is subject to the Library's Punctuality and Attendance policy (below). Failure to meet attendance or participation expectations may result in corrective or disciplinary action, up to and including termination of employment.

The Library may also offer optional training programs, conferences, professional association activities, certifications, or other professional development opportunities to support employee growth and organizational excellence. Participation in optional opportunities must be approved in advance by the employee's supervisor and is subject to operational needs and budget availability. Employees are encouraged to share knowledge and best practices gained through professional development with coworkers when appropriate.

Employee Property

An employee's personal property, including but not limited to lockers, packages, briefcases, purses, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Library property, possession of dangerous weapons or firearms, or abuse of the Library's Drug and Alcohol Abuse policy (below).

Employment of Relatives

Relatives of employees may be eligible for employment with the Library only if the individuals involved do not work in a direct supervisory relationship or in positions that create a conflict of interest. The Library defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in their current position only if they do not work in a direct supervisory relationship with one another or in positions involving a conflict of interest.

Personnel Records

The Library maintains personnel records necessary to administer employment, compensation, benefits, performance management, and other employment-related matters. Personnel records will be maintained and accessed in accordance with applicable law and Library policies. Employees are responsible for promptly notifying the Administrative Services Supervisor of changes to information relevant to their employment, including their name, mailing address, telephone number, emergency contact information, and other information necessary for payroll or benefits administration. Access to personnel information is limited to individuals with a legitimate business or legal need for the information. Medical information and other records required by law to be maintained separately or confidentially will be handled accordingly.

Current and former employees may request to inspect or receive copies of personnel records to the extent provided by applicable law. Requests should be submitted to the Administrative Services Supervisor. The Library may establish reasonable procedures regarding the time,

place, manner, and frequency of inspection or copying consistent with applicable law. You have a right to inspect or receive a copy of the Library's personnel records relating to your performance or any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records must be made in writing to the Administrative Services Supervisor. You may designate a representative to inspect the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The Library may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The records will be made available no later than 30 calendar days from the date the Library receives your written request to inspect or copy your personnel records (unless you/your representative and the Library mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

Personnel information will be limitedly disclosed to outside sources other than your designated representative. However, the Library will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees who have access to personnel, payroll, medical, or other confidential employee information as part of their job duties must safeguard that information and may access, use, or disclose it only for legitimate Library business or as otherwise authorized or required by law. Requests from outside parties for employment verification, references, or other personnel information must be referred to the Administrative Services Supervisor in accordance with the Library's Employee References policy (below).

Open-Door Policy

Suggestions for improving the Library are always welcome. At some point, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us. If you have a complaint, suggestion, or question, speak with your supervisor immediately. If you are uncomfortable speaking with your supervisor, please bring the issue to the Administrative Services Supervisor or another member of management. Also, if you have raised the issue and the problem persists, you may present it to the Administrative Services Supervisor, who will investigate and provide a solution or explanation. If the problem is not resolved, you may also present the problem to the Library Director, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, you are not required to submit one. If you need assistance with your complaint or prefer to make a complaint in person, contact your supervisor. This procedure, which we believe is important for both you and the Library, cannot guarantee that every problem will be resolved to your satisfaction. However, the

Library values your observations, and you should feel free to raise concerns without fearing retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by their supervisor. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties, or recurring performance problems. Typically, performance reviews will be conducted annually within 12-15 months of the employment anniversary date. Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, attendance, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to inform you of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Library and depend upon many factors besides performance. After the review, you must sign the evaluation report to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

When a merit increase is granted, employees will be placed on the next step above their current step within their current classification. Employees promoted to a higher classification will be placed in the step on the new classification that warrants at least a 5% increase from their current step. The Library Director may approve a merit increase, above the next step in their position, based on merit for outstanding performance. Promotions to higher classifications are at the Library Director's discretion and based on multiple factors, including business need, budget, and workplace parity.

Telecommuting

Working remotely, also called "telecommuting," allows employees to work from an alternative environment rather than the library's physical location. One goal of teleworking is to reduce traffic congestion and related air emissions. The Library Director may occasionally approve telecommuting for limited time or special projects. Requests to telecommute must be made in writing at least one week in advance of the requested day; requests to telecommute must be approved by the employee's supervisor and the Library Director. Working remotely is a privilege and may not be appropriate for all employees.

As a telecommuting employee, you must:

- Remain accessible during your telecommute schedule by phone, email, and direct message;
- Regularly communicate with your supervisor/manager to stay current on assigned/relevant tasks, projects, and any other work-related issues;
- Be available for and attend any video/teleconferences scheduled on an as-needed basis;

- Be available to physically attend scheduled work meetings as requested or required by the Library;
- Properly record all hours worked each day in compliance with the Library policies and practices;
- Take rest and meal breaks in full compliance with all applicable policies of the Library and
- Request supervisor approval to use vacation, sick or other leave in the same manner as when working at a physical work location.

Telecommuting employees must comply with all Library rules, policies, practices, and instructions that would apply if they were working at the Library's physical work location(s), including but not limited to policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their workspace is safe and free from hazards, providing adequate protection and security of Library property. Telecommuting employees must maintain a safe, secure, and ergonomic work environment, comply with all applicable workplace safety rules, policies, and instructions, and report work-related injuries to the Library immediately. Telecommuting employees needing assistance maintaining a safe workspace should contact the Administrative Services Supervisor. Telecommuting employees are protected by the Library's workers' compensation insurance. As such, telecommuting employees are required to report any injuries that occur while working immediately. A telecommuting employee is liable for any injuries to third parties at or around the telecommuting employee's alternative work environment.

Library Property

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, and vehicles are the Library property and must be maintained according to Library rules and regulations. They must be kept clean and used only for work-related purposes. The Library reserves the right to inspect all Library property, including computer or phone data or messages, to ensure compliance with its rules and regulations without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Library property may be removed from the premises.

Library voice mail and/or electronic mail (e-mail), including texting, pagers, and mobile email, are to be used for business purposes. The Library reserves the right to monitor voicemail messages, e-mail messages, and texts to ensure compliance with this rule without notice to the

employee and at any time, not necessarily in the employee's presence. The Library may periodically need to assign and/or change "passwords" and personal codes for:

- Email
- Voice mail
- Cell phone
- Computer and laptop
- Internet router
- Shared Drive
- Library ILS

These communication technologies and related storage media and databases are to be used only for Library business and remain the Library's property.

The Library reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Library voicemail and email systems are subject to the same policies against discrimination and harassment as any workplace communications. Offensive, harassing, discriminatory content, or content providing or creating the perception of personal gain in such messages will not be tolerated.

No personal locks may be used on library-provided lockers or filing cabinets unless the employee furnishes a copy of the key or the lock combination. Unauthorized use of a personal lock by an employee may result in losing the right to use a locker or filing cabinet. For security reasons, employees should not leave valuable personal belongings in the workplace. Terminated employees should remove any personal items when they leave the Library and immediately return any Library property in their possession. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Monitoring of Library Property

The Library reserves the right to inspect all Library property to ensure compliance with its legal obligations under federal, state, and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting the defense of litigation, and others, as well as ensuring compliance with the company's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's presence. The Library computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The Library reserves the right to access, review, and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems, and other digital archives. The Library also reserves the right to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Library policy or any law occurs. The Library may monitor email, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read, or heard by someone other than the

intended recipient, even if marked as "private." Employee passwords may be used to secure devices and data from unauthorized access by other employees or third parties, but using a password does not affect the Library's ownership of the electronic information or ability to access and monitor the information at any time. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Library management.

Records Management and Public Records

As a public agency, the Library creates and maintains records that may be subject to records retention requirements, disclosure under the California Public Records Act, or other legal requirements. Employees are responsible for properly creating, maintaining, protecting, and disposing of Library records in accordance with applicable law, Library policies, established records retention schedules, and administrative procedures.

Library records may exist in any format, including paper documents, email, text messages, electronic files, photographs, recordings, databases, cloud-based applications, and other forms of electronic communication. Communications or documents relating to Library business may constitute Library records regardless of the device, account, or platform used to create or transmit them. Employees should use Library-approved accounts, systems, and applications for Library business whenever practicable. Employees who conduct Library business using a personal device, account, or other communication method remain responsible for complying with applicable Library policies concerning records management, confidentiality, cybersecurity, and public records. Employees may not knowingly alter, conceal, destroy, delete, or dispose of Library records contrary to an applicable records retention requirement, litigation hold, public records request, audit requirement, investigation, or other direction from the Library.

Any employee who receives a request for Library records from a member of the public, attorney, media organization, governmental entity, or other outside party should promptly forward the request to the Library Director or Administrative Services Supervisor and should not independently determine whether records are subject to disclosure unless authorized to do so. Nothing in this policy requires disclosure of records that are confidential, privileged, exempt from disclosure, or otherwise protected by applicable law. Questions regarding records retention, public records, or the appropriate handling of Library records should be directed to the Administrative Services Supervisor or Library Director.

Electronics and Social Media

The Library provides a wide variety of electronic devices, communications tools, and resources to employees to facilitate business operations and activities. The Library has substantial business interests related to using its electronic devices, including, for example, workplace productivity and performance; the privacy of employees, customers, clients, and other third parties; and protecting the Library's confidential information. Additionally, the Library has significant legal obligations concerning the use of its electronic devices and communications,

including data and record retention requirements, workplace safety, preventing workplace harassment, supporting the defense of litigation, and others. This policy governing the use of Library computer systems and electronic information is intended to ensure compliance with the Library's legal obligations under federal, state, and local law and to facilitate a safe, efficient, and productive workplace.

For purposes of this policy, the following definitions apply: "computers" are defined as company-owned desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware, and servers provided by the company. The Library also uses various forms of "electronic communication." "Electronic communication" includes, but is not limited to, email; text messages; telephones; cell phones and other handheld devices (such as mobile phones, smartphones, tablets or iPads); fax machines; use of Internet- and cloud-based platforms, programs and services such as Microsoft Teams, Slack, Asana, Dropbox, etc.; and use of social media platforms such as LinkedIn, Instagram, Facebook, X (Twitter), etc.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data and files. The following general policies apply:

- Computers and all data transmitted through The Library servers are subject to review, inspection, and retention to conduct Library business and comply with the Library's legal obligations under federal, state, and local law.
- Company computers must be maintained according to The Library rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any company property may be removed from the premises.
- All electronic communications are also subject to review, inspection, and retention for Library business and compliance with federal, state, and local law. For example, email messages created, sent, and/or received through library-provided email accounts, computers, or servers may be monitored and retained for both business purposes and to comply with legal obligations.
- Electronic information created by an employee using any computer or any means of electronic communication is also subject to the Library's review, inspection and retention to conduct Library business and comply with legal obligations.
- Information stored in The Library computers and file servers, including, without limitation, Library patrons' personal and confidential information
Library patrons' library usage data is the property of the Library and may not be distributed outside the Library in any form whatsoever without the written permission of the Library Director.
- Violating any of this policy's provisions, whether intentional or not, will subject The Library employees to disciplinary action, up to and including termination.

Prohibited Use

All existing Library policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with the misuse of company assets or resources. It is a violation of the Library policy to use computers, electronic communications, electronic information, or the Internet in a discriminatory, harassing, or obscene manner; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Library policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential information such as trade secrets, other confidential information described in the Library's Confidential Information policy, or information restricted from disclosure by law.

The display of any sexually explicit multimedia content, message, or document on any Library computer is a violation of the Library's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is at the discretion of the Library to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Technology and Computer Use

The Library provides technology resources to support Library operations, collaboration, communication, innovation, and service to the community. Employees are expected to use these resources responsibly, securely, and in accordance with Library policies, administrative procedures, and applicable laws. Employees who access Library systems, email, files, applications, or other technology resources using personal devices remain responsible for complying with all applicable Library policies governing confidentiality, cybersecurity, records management, and acceptable use.

Passwords to these resources should not be shared except with the written approval of the Library Director or Administrative Services Supervisor. Generally, these Library resources should be used for business-related purposes. However, the Library recognizes that occasional personal use of these resources and property may occur during working time. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any

Library policy, including policies regarding cybersecurity and against harassment, discrimination, and disclosure of confidential or trade secret information.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to use Library email systems to:

- Communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

All policies relating to monitoring Library property usage apply. The Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Cybersecurity

Employees share responsibility for protecting the Library's information systems, technology resources, and data. Employees are expected to exercise reasonable care when using Library technology and promptly report suspected security incidents or vulnerabilities.

Employees are expected to:

- Protect passwords, authentication credentials, and access devices from unauthorized use.
- Use Library-approved software, applications, and cloud-based services for Library business unless otherwise authorized.
- Exercise caution when opening email attachments, clicking links, responding to unsolicited messages, or sharing sensitive information electronically.
- Promptly report suspected phishing attempts, malware, data breaches, lost or stolen devices, or other cybersecurity concerns.
- Comply with all Library cybersecurity procedures, including password, multi-factor authentication, software update, and device security requirements.

AI and Emerging Technology

The Library recognizes that artificial intelligence (AI) and other emerging technologies can enhance productivity, improve service delivery, and support innovation when used responsibly and ethically. Employees may use approved AI tools only in accordance with Library policy, administrative procedures, and applicable laws.

Employees are expected to exercise professional judgment when using AI-assisted technologies and remain responsible for the accuracy, quality, confidentiality, and appropriateness of all work produced. The use of AI does not replace employee accountability or professional decision-making.

The Library's Artificial Intelligence Use Policy establishes the standards and requirements governing the use of AI and other emerging technologies in the workplace. All employees are expected to understand and comply with that policy.

Social Media

Social media is an Internet platform that facilitates interaction between people online, such as Facebook, LinkedIn, Instagram, X (Twitter), TikTok, and other related platforms. Employees may not represent or speak on behalf of the Library on their personal social media accounts. Management of the Library's official social media platforms is limited to designated staff under the direction of the Library Director. If you have specific questions about which programs the Library deems to be social media, consult the Library Director. The Library recognizes that occasional personal use of social media using Library resources may occur during working hours. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any Library policy, including policies against harassment, discrimination, and disclosure of confidential or trade secret information. All policies relating to monitoring usage of company property apply. The Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Employees can also use their own personal devices to engage in social media during breaks and meal periods; however, all other Library policies against inappropriate usage apply, including the Library's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information. Nothing in the Library's social media policy is intended, nor should it be interpreted, to in any way interfere with, restrain, or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as the lunchroom, kitchens, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Parking

Employees may park their vehicles in designated areas with a parking permit. If a parking permit is not provided, employees must park in permissible public areas or park in the Library's lot with permission from the Library Director. The Library is not responsible for any loss or damage to employee vehicles or contents while parked on private or public property.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are Library property. Data (including web browsing), messages (including voice mail, mobile email and text messaging) and other stored electronic information is subject to monitoring, and employees do not have an expectation of privacy in the use of this company property.

The Library will assign a password to your company cell phone to prevent unauthorized access. This password does not affect the Library's cell phone ownership or ability to monitor the information. Company cell phones must not be used in any manner that violates any other Library policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment. Employees are prohibited from using Library-issued cell phones and any other The Library property to conduct personal business. Employees who are provided a company cell phone may use the phone for personal reasons only in case of an emergency, or if they are engaged in a protected concerted activity related to improving the terms and conditions of their employment, such as communicating a workplace safety issue. Other personal use is prohibited. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Smoking

Smoking is strictly prohibited within the workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, traditional cigarettes, cigars, electronic smoking devices, such as electronic cigarettes (e-cigarettes), pipes, hookahs, vaping devices, and any other device used for smoking or inhaling vapor.

Solicitation and Distribution of Literature

To ensure the efficient operation of the Library's business and prevent disruption to employees, we have established control of solicitations and distribution of written and/or electronic materials and content on Library property. The Library has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor.

No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, during their working time, or during the working time of the employee or employees at

whom such activity is directed. For purposes of this policy, work areas are areas controlled by the Library where employees are performing work, excluding areas where work is typically not performed, such as parking lots, break rooms, lunch areas, etc. Working time does not include rest and meal break periods. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on Library property. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Employee Conduct

Conducting Personal Business

Employees are expected to devote scheduled work time to Library business and the performance of their assigned duties. Personal business or work for another employer may not be conducted during paid work time. Limited and incidental personal use of cell phones, personal devices, email, or other communication methods is permitted when brief, occasional, and not disruptive to job duties, Library operations, or service to the public. Employees are also permitted to conduct personal business during scheduled meal and rest breaks, consistent with other Library policies. Reasonable personal communication in response to an emergency is permitted.

Employees who engage in personal business for extended periods during paid work time, or whose personal activities are frequent, excessive, or interfere with the performance of their duties or Library operations, may be subject to disciplinary action, up to and including termination of employment.

For purposes of this policy, personal business does not include engaging in communications in response to an emergency or:

- Communicating with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engaging in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Confidential Information

In the course of their employment, employees may have access to confidential, sensitive, or non-public information relating to library patrons, employees, operations, finances, or other matters. Employees are expected to protect such information and use it only for legitimate business purposes in accordance with applicable laws, Library policies, and their assigned job responsibilities.

Confidential information may include, but is not limited to:

- Patron records and borrowing information.
- Personnel, medical, and payroll records.
- Financial and budgetary information that is not publicly available.
- Information related to investigations, personnel matters, or other confidential administrative processes.
- Security procedures, facility access information, passwords, and system credentials.
- Information discussed in closed session or otherwise designated as confidential by law or Library policy.

Employees shall not access, use, discuss, or disclose confidential information except as necessary to perform their assigned duties or as authorized by law. Employees are responsible for exercising sound judgment when handling confidential information in all forms, including verbal conversations, printed materials, electronic records, email, and other digital communications. The obligation to protect confidential information continues after an employee's separation from employment.

Any breach of this policy will not be tolerated and may result in disciplinary action, up to and including termination of employment, and the Library reserves the right to pursue any other remedies available under applicable law.

This policy does not prohibit employees from confidentially disclosing trade secrets or proprietary or confidential information to federal, state, or local government officials, or to an attorney, when done to report or investigate a suspected violation of law. Employees may also disclose such information in certain court proceedings if the procedures required by law to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. § 1833(b) or create liability for disclosures expressly protected by that statute. Nothing in this policy prohibits or restricts employees from reporting, discussing, or disclosing information regarding unlawful conduct in the workplace, including harassment, discrimination, retaliation, or any other conduct the employee reasonably believes violates the law. Nothing in this policy is intended to limit any rights protected by applicable federal, state, or local law.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of the Library that impairs an employee's ability to exercise sound judgment on the Library's behalf can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships can also lead to supervisory problems, possible claims of sexual harassment, and morale problems. Employees involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor or any other appropriate supervisor to determine whether an actual conflict exists. If an actual conflict is determined, the Library may take appropriate corrective action according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Whistleblower Protection

The Library is committed to conducting its operations ethically, lawfully, and in a manner that maintains public trust. Employees are encouraged to promptly report suspected unlawful, fraudulent, dishonest, or improper governmental activity involving the Library, its employees, officers, contractors, or operations. Improper governmental activity may include, but is not limited to, fraud; misuse or misappropriation of public funds or Library property; falsification of records; conflicts of interest; abuse or misuse of authority; gross misconduct; substantial violations of Library policy; or violations of federal, state, or local law.

Employees may report concerns to their supervisor, the Administrative Services Supervisor, or the Library Director. If the concern involves one of these individuals or an employee is otherwise uncomfortable reporting through the normal chain of command, the employee may report the concern to another appropriate Library official or the Chair of the Library Board of Trustees. Nothing in this policy prevents an employee from making a lawful report to an appropriate governmental, regulatory, or law enforcement agency. Employees are expected to cooperate honestly in Library investigations or reviews of reported concerns. Reports will be handled as confidentially as reasonably practicable, consistent with the Library's obligation to investigate and respond appropriately.

The Library prohibits retaliation against an employee who, in good faith, reports suspected improper governmental activity, participates in an investigation, provides information to an authorized governmental or law enforcement agency, or otherwise engages in activity protected by applicable whistleblower laws. Any employee who believes they have experienced retaliation should promptly report the concern to the Administrative Services Supervisor, Library Director,

or another appropriate Library official. Knowingly making a false allegation or intentionally providing materially false information may result in disciplinary action. A report that is made in good faith will not result in discipline merely because the concern is not substantiated.

Dress Codes and Other Personal Standards

Employees must maintain a professional appearance consistent with the Library's public-facing role and workplace safety standards. Our dress code is gender-neutral and based on the nature of the work performed. Because each employee represents the Library in the eyes of the public, each employee must report to work appropriately groomed and wearing appropriate clothing. Employees are expected to dress neatly. The following are examples of acceptable office attire:

- Button-down shirts, blouses, sweaters, or polo shirts
- Sport coats, blazers, cardigans
- Slacks, khakis, jeans without holes or rips
- Knee-length skirts and dresses
- T-shirts with Library logos or text
- Closed-toed shoes (for those regularly moving books, large carts, boxes, etc.)

The following are examples of unacceptable office attire:

- Tanks, halter or crop tops, low-cut, backless tops or tops showing midriff area
- Flip-flops
- Clothing with holes, such as distressed jeans
- Clothing that is too tight or short
- Clothing with offensive logos or text

All clothing should be clean and without rips or holes. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire. All employees required to wear uniforms provided by the Library must take care of them and report any wear or damage to their supervisors. Your supervisor must approve any deviations from these guidelines. This policy will be enforced equitably and without regard to any protected class, including but not limited to race, sex, gender identity or expression, religion, national origin, disability, or any other class protected by federal, state, or local law. Cultural attire is permitted unless it presents a legitimate safety issue. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy (above). Employees who need reasonable accommodation because of religious beliefs, observances or practices should contact the Administrative Services Supervisor to discuss the need for accommodation.

Drug and Alcohol Abuse

The Library is concerned about the use of alcohol, cannabis/marijuana, illegal drugs, or controlled substances as it affects the workplace. These substances can detract from an employee's work performance, efficiency, safety, and health and seriously impair Library operations. In addition, the use or possession of these substances on the job constitutes a

potential danger to the welfare and safety of other employees and exposes the Library to the risks of property loss, damage or injury to other persons. The following rules and standards of conduct apply to all employees while on Library property, at work, or working on library business. The following are strictly prohibited by Library policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana (including the unlawful use of prescription drugs and possessing drug paraphernalia) during work hours, on breaks, or at any time on paid status, except for alcohol served after working hours or at an authorized function such as a retirement party.
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol, or marijuana while on the job.

Violating these rules and standards of conduct will not be tolerated and will result in disciplinary action, up to and including termination. The Library may also bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, the Library reserves the right to conduct searches of Library property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

The Library will not discriminate against employees for the use of marijuana off the job and away from the worksite, nor will the Library take disciplinary action against employees for such use so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Library property will not be tolerated because such conduct, even though off duty, reflects adversely on the Library. In addition, the Library must keep people who sell or possess controlled substances off the Library premises in order to keep the controlled substances themselves off the premises.

The Library will encourage and reasonably accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request medical leave for treatment or rehabilitation. The Library is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use. Employees who are given the opportunity to seek treatment and/or rehabilitation will not be reinstated if doing so would result in undue hardship to the Library. This policy on treatment and rehabilitation is not intended to affect the Library's treatment of employees who violate the regulations described previously. Instead, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Other Employment

The Library recognizes that employees may engage in outside employment, self-employment, consulting, or other compensated activities outside of their work with the Library. Outside employment must not interfere with an employee's ability to perform the essential duties of their Library position, create a conflict of interest, or negatively impact attendance, scheduling, performance, or availability for assigned shifts. While working for the Library, including scheduled work hours, remote work, meetings, trainings, and any compensated work time, employees are expected to devote their full attention to Library responsibilities. Employees may not perform work for another employer or personal business while on Library work time or while using Library equipment, technology, or resources unless expressly authorized. Employees are responsible for notifying the Library Director if outside employment may present an actual or perceived conflict of interest. The Library shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional outside employment.

Political Activity

Many employees participate in political activities on their own time. Library time, facilities, property, or equipment (including all computers, networks, and electronic equipment) must not be used for your outside political activities. The Library will not reimburse any employee for political contributions, and you should not attempt to receive or facilitate such reimbursements. Absent a formal statement by the Library announcing any political endorsements, you must not, through your actions, speech, contributions, or written communication, mislead others to believe that the Library officially endorses or opposes any candidates for political office that the Library itself has not publicly announced. Library employees are entitled to their position. The Library will not discriminate against employees based on their lawful political activity outside of work.

Prohibited Conduct

To provide a safe, cooperative, efficient, and productive work environment for all of its employees, the Library requires order and discipline in the workplace. For this reason, certain types of conduct are impermissible and may lead to disciplinary action, up to and including termination. While it's not possible to provide employees with a complete list of every possible type of disciplinary offense, the following are **some** examples of the types of conduct that are considered impermissible:

- Falsifying employment records, employment information, or other Library records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time to falsify any timekeeping, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Library property or the property of any employee or customer;
- Removing or borrowing Library property without prior authorization;

- Unauthorized use or misuse of Library equipment, time, materials, facilities, proprietary information, coworker property, service, time, or wages;
- Provoking a fight or fighting during working hours or on Library property;
- Rudeness, disrespect, demeaning speech or behavior, bullying, or any conduct that is unbecoming a Library representative or discredits the Library or its programs and services;
- Participating in horseplay or practical jokes on Library time or premises;
- Carrying firearms or any other dangerous weapons on Library premises at any time;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Using abusive or threatening language at any time on Library premises;
- Violating Library punctuality and attendance policies. (Neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy);
- Failing to obtain permission to leave work for any reason during regular working hours, not including rest and meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than five minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work the assigned schedule and overtime;
- Violating dress standards;
- Violating any safety, health, security, or Library policy, rule, or procedure;
- Violating the Library's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the company's anti-harassment or equal employment opportunity policies; and
- Failing to report work-related injury or illness promptly.
- Breach of trust and conduct unbecoming a public employee, such as any act of dishonesty, misuse of authority, misappropriation of Library resources, or violation of confidentiality that undermines the public's confidence in the integrity of the The Library, its employees, or its operations.

This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and/or Library operations may also be prohibited and will result in disciplinary action up to and including termination.

This statement of prohibited conduct does not alter the Library's at-will employment policy. You or the Library remain free to terminate the employment relationship at any time, with or without reason or advance notice. The Library will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in concerted activity protected under federal, state, or local law.

Punctuality and Attendance

Regular and punctual attendance is an essential employment expectation. Employees are expected to report to work on time, prepared to begin work at the start of their scheduled shift, and to remain at work for their entire scheduled work period, except for authorized meal and rest periods, approved leave, or authorized Library business. Because employee attendance affects Library operations, public service, and coworkers, employees are expected to make reasonable efforts to maintain regular and reliable attendance and avoid unnecessary tardiness, absences, and early departures. Late arrivals, early departures, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

Attendance expectations also apply to mandatory training sessions, staff meetings, and other required events. These activities are considered part of an employee's regular job duties and are compensated as work time. Employees are expected to make reasonable efforts to attend required events and to plan their schedules accordingly. Excessive or repeated absences from required training, meetings, or events may be addressed as an attendance or performance issue, consistent with this policy.

If an employee is unable to report to work as scheduled, the employee must provide reasonable advance notice to their supervisor whenever practicable and provide the anticipated duration of the absence when known. When circumstances are unforeseen, the employee must notify their supervisor as soon as reasonably practicable. Employees are responsible for following established Library procedures for reporting absences, tardiness, and requests for leave. Excessive or repeated absenteeism, tardiness, early departures, failure to follow required notification procedures, or other patterns of unreliable attendance may result in corrective or disciplinary action, up to and including termination of employment. Providing false or misleading information regarding an absence or leave request may also result in disciplinary action.

Unauthorized leaves or absences without notification shall be considered without pay, and the employee's pay reductions shall be made accordingly. Absence without authorization for more than three consecutive working days shall be deemed an abandonment of the job and result in employment termination. Examples of unauthorized leave include taking breaks, including lunch or dinner, beyond the time specified above. Nothing in this policy is intended to restrict or interfere with an employee's rights under applicable local, state, or federal law. Absences, leave, or paid sick time that are protected by applicable law will not be counted as violations of this policy or used as a basis for discipline.

Wages

Salary Schedule

The Library utilizes a six-step salary schedule for all classifications. Typically, new hires will be placed on the first step of the salary schedule of their classification unless background and experience warrant a higher step placement. The Library Director will determine placement on the salary schedule upon hire. Advances through the steps are based on performance and are not automatic, nor are they on a set schedule. With BTLA approval, the Library may occasionally update the salary schedule to account for Cost of Living Adjustments (COLA).

Advances

The Library does not permit advances against paychecks or against unaccrued vacation. Advances may only be provided for approved work-related travel to cover anticipated Meal and Incidental costs; the Library Director must approve these advances.

Expense Reimbursements

The Library reimburses employees for business expenses made with personal funds and pre-approved by their supervisor. Employees who have incurred business expenses must submit the required receipts and the Personal Reimbursement Form to Administration no later than 30 days after the purchase. Personal and/or vacation travel may be combined with business travel provided there is no additional cost to the Library and it meets with the approval of the Library Director. The Library credit cards are not to be used for personal expenses. If you have any questions about the Library's expense reimbursement policy, contact the Administrative Services Supervisor.

Makeup Time

The Library allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate and must not result in incurred overtime. Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Makeup time requests must be submitted in writing to your supervisor. Requests will be considered for approval based on the legitimate business needs of the Library at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time. If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 48 hours before working the makeup time before working the makeup time. Your makeup time request must be approved in writing

before you take the requested time off or work makeup time, whichever is first. All makeup time must be worked in the same workweek as the time taken off. The Library's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason. An employee's use of makeup time is completely voluntary. The Library does not encourage, discourage, or solicit the use of makeup time.

Meal and Rest Periods

All non-exempt employees are entitled to uninterrupted rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods, and you will not be required to clock out. You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or a major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break. If you work a shift from three and one-half (3.5) to six (6) hours in length, you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. You are authorized and permitted to take a rest break in the middle of each four-hour work period. Your rest break will be scheduled by your direct supervisor.

All non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period. If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing. Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by your Direct Supervisor.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record. If, for any reason, you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Administrative

Services Supervisor. Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your direct supervisor and document the reason for the missed meal period or time worked. Please also refer to the Library Timekeeping Policy (below).

Overtime for Nonexempt Employees

Overtime work is not a regular or typical requirement of Library employment, but may be necessary on limited occasions due to operational needs, staffing requirements, special events, emergencies, or other circumstances. Employees may be required to work overtime when necessary. The Library will attempt to distribute overtime equitably and accommodate individual schedules when practicable. All overtime work must be authorized in advance by the Library Director. The Library will compensate nonexempt employees for all overtime hours worked in accordance with applicable state and federal law. Only actual hours worked are counted when determining overtime eligibility. For purposes of calculating overtime, the Library's workweek begins Sunday at 12:01 a.m. and ends the following Sunday at 12:00 a.m. Hours worked in excess of 40 hours in a workweek will be compensated at one and one-half times the employee's regular rate of pay.

Exempt employees may be required to work beyond their regular schedules as work demands require, and are not eligible for overtime compensation.

Pay for Mandatory Meetings/Training

The Library will pay employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;

Payment for mandatory meetings or training may be paid in actual wages or with compensatory time off, as requested by the employee.

Payment of Wages

Paydays are scheduled semi-monthly, ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, you will be paid on the preceding business day. If you observe an error on your check, please report it immediately to the Administrative Services Supervisor.

The Library offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from

Administration) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins. To stop automatic payroll deposit, complete the form available from Administration and return it at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the form is received, provided it is received no later than 10 days before the end of the pay period.

Timekeeping Requirements

All employees are required to use ADP Software to record time worked for payroll purposes. All time worked must be accurately reported on your time record. You must record your own time at the start and at the end of each work period. You are not allowed to work "off the clock." Working off the clock violates Library policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. You also must record your time whenever you leave the building for any reason other than Library business. You will be required to certify that your time record is accurate. Altering another employee's timecard and allowing another employee to alter your timecard is not permissible and is subject to disciplinary action. Any errors on your timecard should be reported immediately to your supervisor. Please also refer to the Library's Meal and Rest Break Policy (above).

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Library vehicle or their own vehicles for Library business must provide proof of a valid driver's license and insurability under the Library's policy or current effective insurance coverage before the first day of employment. The Library participates in a system that regularly checks the state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job. If an employee is required to drive as part of their job, the Library retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Library's policy.

Ergonomics

The Library is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Library will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Library encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. The Library believes that the reduction of ergonomic risk is

instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Administrative Services Supervisor.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to Administration. The Library maintains an Injury and Illness Prevention Program (IIPP) to comply with California law and promote the concept of a safe workplace. The IIPP is available for review by employees and/or employee representatives online with a hard copy in the Administrative Services Supervisor's office. In compliance with Proposition 65, the Library will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Fitness for Duty

Employees are expected to safely and effectively perform the essential functions of their positions, with or without reasonable accommodation. When the Library has a reasonable, job-related basis to question an employee's ability to safely or effectively perform the essential functions of their position, the Library Director or Administrative Services Supervisor may require the employee to participate in a fitness-for-duty evaluation. The evaluation may include a medical and/or psychological examination, as appropriate, and will be conducted at the Library's expense and in accordance with applicable law. The Library may place an employee on paid administrative leave while a fitness-for-duty evaluation is completed and a determination is made regarding the employee's ability to return to or continue working. The Library may also require appropriate documentation or certification regarding the employee's ability to perform the essential functions of the position and any applicable work restrictions or limitations. Information obtained through a fitness-for-duty evaluation will be maintained as confidential medical information and kept separate from the employee's personnel file, as required by law. The Library will engage in the interactive process and provide reasonable accommodation when required by applicable law.

Inclement Weather/Natural Disasters

The Library may modify operations, close the Library or portions of its facilities, adjust operating hours, or direct employees not to report to the workplace when conditions make normal operations unsafe, impracticable, or contrary to the public interest. Such circumstances may include severe weather, wildfire or smoke conditions, earthquakes, power or utility failures, public safety emergencies, facility emergencies, public health emergencies, natural disasters, or other unforeseen events. The Library Director or designee will determine whether to close or modify Library operations and will communicate instructions to employees as soon as reasonably practicable. Employees should not assume that the Library is closed because of an

emergency or adverse conditions unless they have been notified by the Library or otherwise directed by an authorized supervisor. The Library will make reasonable efforts to consider employee safety when making decisions concerning emergency operations and reporting requirements.

When the Library closes or modifies operations, employees may be directed, depending on their position and the circumstances, not to work, to work remotely, to report at a different time or location, or to perform alternate duties. Employees are expected to follow reasonable instructions regarding emergency operations and remain reasonably available for work-related communications when directed. Compensation and use of accrued leave during an emergency closure or modified operation will be determined in accordance with applicable law, an employee's exempt or nonexempt status, Library policy, and the circumstances of the closure. The Library Director may authorize paid administrative leave when appropriate.

If the Library remains open but an employee is unable to report to work because of emergency conditions, the employee must notify their supervisor as soon as reasonably practicable. Available accrued leave may be used as permitted by Library policy. Absences protected by applicable federal, state, or local law will be administered in accordance with those requirements.

Certain employees may be designated or directed to perform duties necessary to maintain essential Library operations, protect Library property and systems, communicate with the public, support emergency response or recovery, or assist with other operational needs. Employees may be temporarily assigned duties outside their normal responsibilities when reasonably necessary during an emergency.

Recreational Activities and Programs

The Library or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Workplace Violence Prevention Policy

The Library is committed to providing a safe and secure work environment for all employees, volunteers, and patrons. The Library has zero tolerance for any form of workplace violence, including threats, intimidation, harassment, or physical acts of aggression. All acts or threats of violence, including those made in jest, will be taken seriously and may lead to disciplinary action, up to and including termination. Prohibited conduct includes, but is not limited to:

- Direct or indirect threats of harm
- Verbal or written intimidation
- Harassment or stalking
- Physical assault or attempted assault

- Display or possession of weapons of any kind on Library property, in Library vehicles, or at Library-sponsored events, unless specifically authorized by law

Employees are expected to report any violent behavior, threats, or safety concerns immediately to a supervisor, the Administrative Services Supervisor, or Library Director. Reports may be made anonymously and will be investigated promptly. Retaliation against individuals who report concerns in good faith is strictly prohibited. This policy is part of the Library's broader Workplace Violence Prevention Plan (WVPP), in accordance with California Labor Code Section 6401.9 and Cal/OSHA requirements. The WVPP includes procedures for:

- Identifying and evaluating workplace violence risks
- Training all employees annually on how to recognize and report potential threats
- Responding to and investigating incidents of workplace violence
- Documenting and maintaining records of violent incidents for at least five years

For further details, please refer to the full WVPP which is maintained as part of the Library's IIPP and is available from the Administrative Services Supervisor upon request.

Separation from Employment

Employment with the Library may end through resignation, retirement, termination, reduction in force, completion of a temporary or limited-term assignment, job abandonment, or other circumstances.

Voluntary Resignation

Employees who choose to resign are requested to provide reasonable written notice to their supervisor or the Library Director to allow for an orderly transition of responsibilities. Whenever practicable, the Library requests the following advance notice:

- Employees: At least two weeks
- Management employees: At least three weeks
- Employees retiring from Library service: Preferably two months to allow sufficient time for administrative processing, transition planning, and transfer of responsibilities

Employees should provide notice in writing and identify their anticipated last day of employment. The Library may determine that an employee's resignation will become effective on a date earlier than the date identified by the employee, consistent with applicable law. Providing advance notice is requested as a professional courtesy and to support continuity of Library operations. These notice periods are not mandatory and do not alter the at-will employment relationship.

An employee who fails to report to work for three (3) consecutive scheduled workdays without notifying or receiving approval from their supervisor may be considered to have abandoned their position and voluntarily resigned, unless the absence or failure to provide notice is protected by applicable law or circumstances reasonably prevented the employee from providing notice.

Final wages and payment of eligible accrued leave will be provided in accordance with applicable law and Library policy.

Involuntary Termination and Discipline

Violation of Library policies, rules, performance standards, or other employment expectations may result in corrective or disciplinary action. Depending on the circumstances, such action may include, but is not limited to, informal counseling, verbal warning, written warning, suspension without pay, demotion, or termination of employment. The Library does not follow a rigid or mandatory system of progressive discipline. The type and level of corrective or disciplinary action imposed will be determined based on the circumstances, including the nature and severity of the conduct or performance issue, the employee's employment and disciplinary history, and other relevant factors. Depending on the circumstances, the Library may determine that more serious disciplinary action is appropriate without first imposing less severe corrective or disciplinary measures.

Prior to issuance of serious disciplinary action, for regular full-time employees, such as demotion, suspension, reduction in pay or termination, the Library shall submit a notice of intent to the employee with the reasons for the proposed discipline. An employee may be placed on paid administrative leave pending the Skelly meeting and final disposition of the disciplinary action. Within 15 days of issuance of the proposed discipline, the Library shall schedule a Skelly meeting where a Skelly officer will be appointed to hear the perspective of the employee on the proposed discipline. The employee shall either attend the Skelly meeting or provide a written response by the date of the Skelly meeting. After the Skelly meeting, the Skelly officer shall provide a written recommendation on the proposed disciplinary action within 15 days of the meeting. The Library shall provide its final disciplinary action within five days of receiving the Skelly officer's recommendation. The employee shall have the right of appeal as described below.

- Disciplinary Actions Subject to Appeal
 - A regular full-time employee may, within 10 calendar days after the effective date of a suspension, demotion, reduction in pay, or termination, file a written appeal with the Library Director.
- Failure to Request Disciplinary Appeal Hearing
 - If the employee fails to request a disciplinary appeal hearing within the prescribed time and manner, the employee shall have waived the right to a hearing and all rights to further appeal of the disciplinary action.
- Hearing Officer

- For any appeal of discipline, the Agency and employee shall obtain a strike list of seven names from the Public Employee Relations Board (PERB). The Agency and the employee shall then mutually select the Hearing Officer by striking names from the list in alternating turns. Fees for the hearing officer will be borne by the Agency. After the Agency has issued the Final Notice of Discipline, any delay by the employee in selecting a hearing officer or setting a hearing date, in excess of thirty (30) days, shall result in the employee forfeiting his or her right to an appeal, and the discipline shall become final.
- Representation at Disciplinary Appeal Hearing
 - At the disciplinary appeal hearing, the employee may be represented by counsel or other representative. The employee may not be represented by a person who will be called as a witness.
- Production of Witnesses and Documents
 - The Hearing Officer shall have the authority to compel the attendance of witnesses, and to require the production of documents. The Hearing Officer shall also have the authority to require the identification of witnesses, documents, and other evidence in advance of the disciplinary appeal hearing.
- Conduct of Disciplinary Appeal Hearing
 - The proceedings before the Hearing Officer shall be conducted as follows:
 - The Agency shall have the burden of proof, and the burden shall be by the preponderance of the evidence.
 - The hearing need not be conducted in accordance with the technical rules relating to evidence and witnesses, but shall be conducted in a manner most conducive to the determination of the truth. Any relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper admission of such evidence over objection in a court of law. Decisions made by the Hearing Officer shall not be invalidated by any informality in the proceedings.
 - The Hearing Officer shall determine the relevancy, weight, and credibility of testimony and evidence.
 - Irrelevant evidence and unduly repetitious evidence shall be excluded.
 - The Hearing Officer shall have the authority to exclude any witnesses and other persons not necessary to the proceedings.
 - The Hearing Officer shall not engage in ex parte communications with the parties.
- Hearing Officer's Decision
 - The Hearing Officer shall issue an advisory, written decision containing findings of fact and conclusions of law. The Hearing Officer shall recommend that the Agency affirm, revoke, or reduce the disciplinary action imposed against the employee. The Hearing Officer may not recommend discipline more stringent than that imposed by the Library Director. The Hearing Officer shall not have the

authority to render a binding decision that requires the Agency to expend additional funds, to hire additional personnel, to buy additional equipment or supplies, or to pay wages or benefits not specifically provided for in the Personnel Rules or any resolutions, ordinances, or policies adopted by the Agency. The Hearing Officer shall not have the authority to require the Agency to perform any other action that would violate state or federal laws.

- The Hearing Officer's decision shall be advisory to the Agency Board of Trustees. The Board shall, within 30 working days from the date of receipt of the Hearing Officer's decision, issue a final written decision that shall affirm, revoke, or revise the Hearing Officer's recommendation. The Agency Board's decision constitutes a final resolution of any disciplinary action and no further appeal shall be permitted within the Agency's administrative process. A copy of the Agency Board's decision shall be provided to the charged employee and may be placed in the employee's personnel file.
- Extension of Time. Any time limits specified in this procedure may be altered by mutual, written agreement.

When disciplinary action is subject to procedural requirements under applicable law, Library policy, or an employment agreement, the Library will provide the required notice, opportunity to respond, and any applicable appeal or grievance rights.

Reductions in Force

Under some circumstances, the Library may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, the Library will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and its foreseeable duration, whether short-term or indefinite. In determining which employees will be subject to layoff, the Library will consider, among other things, operational requirements, the skill, productivity, ability, and past performance of those involved.

Return of Library Property and Records

Upon separation from employment, or earlier upon request, employees must promptly return all Library property in their possession or control, including keys, identification or access credentials, credit cards, technology and electronic devices, equipment, documents, files, records, and other Library materials.

Employees may not retain copies of confidential Library information or Library records following separation unless expressly authorized by the Library or permitted by law. Employees must provide information reasonably necessary to transfer Library records, accounts, files, projects, and other work responsibilities to the Library. The employee's obligations concerning confidential information, Library records, and other duties that by their nature continue after employment remain applicable following separation.

Failure to return Library property may result in the Library pursuing recovery of the property or other remedies available under applicable law.

Employee References

All requests for references must be directed to the Administrative Services Supervisor. No other manager, supervisor, or employee is authorized to release references for current or former employees without prior authorization from the Administrative Services Supervisor. For all former employees, the Library discloses the dates of employment, title of the last position held, and salary upon departure. The Administrative Services Supervisor may release current salary range information when verifying employment for a loan or other benefits. If an employee agrees and signs the Consent to Release Form, additional reference information may be provided for prospective hiring agencies, including job-related duties, performance, and character. Information that is incomplete or constitutes an unwarranted invasion of personal privacy will not be provided.

Reappointments

Reappointment after separation from employment will generally be treated as new employment unless otherwise required by applicable law or expressly authorized by the Library.

Confirmation of Receipt

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the Library's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Library is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Confirmation of Confidential Information Policy

I have received my copy of the Library's Confidential Information Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Library is committed to safeguarding the confidential information of library clients. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Confirmation of Employee Handbook

I have received my copy of the Library's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the Library is employment at will; employment may be terminated at the will of either the Library or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the Library and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the Library.

I understand that except for at-will employment status, any and all policies or practices can be changed at any time by the Library. The Library reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Library Director of the Library, no manager, supervisor, or representative of the Library has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Library Director has the authority to make any such agreement and then only in writing, signed by the Chair.

Employee's Signature _____

Employee's Printed Name _____

Date _____



DATE: September 21, 2026

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Review and Approval of Long-Term Facilities Management Plan

Background

The proposed Long-Term Facilities Management Plan is the Library's first comprehensive framework for the long-term stewardship, maintenance, and improvement of its building, grounds, furnishings, and major facility systems. Development of the Plan was initiated in connection with the Library's participation in the Sustainable Libraries Initiative certification process. The certification process has provided an opportunity to conduct a comprehensive review of Library operations through the lens of environmental stewardship, social equity, and economic feasibility, with facilities representing a significant component of that work.

The Plan was developed through review of the Library's facility records and operational documentation, including major building system operations and maintenance manuals, maintenance agreements, warranties, inspection and repair history, the BayREN Energy Roadmap, Sustainable Site Management Plan, contractor recommendations, and staff observations. Staff also reviewed facilities planning practices and examples from other public agencies to help establish an appropriate framework for long-term facility stewardship.

The Long-Term Facilities Management Plan is intended to function alongside more detailed operational plans. Staff has already developed a Sustainable Site Management Plan, which establishes practices for sustainable landscaping and habitat, irrigation and water conservation, integrated pest management, stormwater and pollution prevention, and sustainable site design. Staff will also develop a comprehensive internal Preventive Maintenance Plan that identifies recurring inspections, maintenance activities and schedules, responsible parties, and documentation requirements for major building systems and facility assets. Together, these documents will establish a more comprehensive approach to facility stewardship. Operational records and asset-management tools, including technology and furniture/FF&E asset inventories, warranties, maintenance records, and major building-system documentation further support these plans.

Plan Overview

The Library's original building opened in 1997 and underwent a substantial renovation and expansion completed in 2022, adding approximately 9,000 square feet and renewing many of the facility's major systems, furnishings, and outdoor spaces. The timing provides an opportunity to establish a more systematic approach to preserving that investment as the renovated facility begins to age.

The Plan establishes four interconnected facility-management practices: preventive maintenance, condition monitoring, planned renewal and replacement, and strategic improvement. It includes a Major Facility Asset Inventory and a rolling Five-Year Facilities Action and Capital Plan to help identify, prioritize, and financially plan for significant facility needs. The Plan also formalizes the Library's commitment to accessibility and universal design, sustainability, climate resilience, and responsible lifecycle stewardship. It incorporates the Library's Community Resilience Center objectives and identifies infrastructure and facility improvements necessary to strengthen the Library's ability to serve the community during emergencies.

The Plan is intentionally focused on stewardship and strategic improvement of the Library's existing facility and grounds. It is not a traditional facilities master plan and does not include comprehensive population growth projections, long-range space needs analysis, or facility expansion planning. Those issues may be addressed through separate assessments or future master planning efforts as warranted.

Fiscal Impact

Approval of the Plan does not authorize expenditures for individual projects. Projects identified in the Five-Year Facilities Action and Capital Plan will continue to be evaluated and brought forward through the annual budget, procurement, and Board authorization processes as applicable. The Plan strengthens the connection between facility planning and the Library's Financial Reserve Policy by using the Major Facility Asset Inventory and Five-Year Facilities Action and Capital Plan to inform long-term capital and reserve needs. Projects may be supported through the Capital and Maintenance Reserve, annual budget appropriations, Belvedere Tiburon Library Foundation support, grants and incentives, partner contributions, or other available funding sources.

Administration and Staffing

The Library Director will remain responsible for overall administration of the Long-Term Facilities Management Plan, including oversight of preventive maintenance, facility assessments, contractors, capital planning, budget recommendations, and significant facility projects. Implementation will continue to require coordination among Library staff, contractors, the Town of Tiburon, and other partners with shared facility responsibilities. The development of this Plan also highlights the increasing complexity of managing and maintaining the Library's approximately 20,000-square-foot facility and its building systems and grounds. While adoption of the Plan establishes a stronger framework for long-term facility stewardship, dedicated staff capacity for its ongoing implementation and oversight remains an organizational consideration. As staffing needs and opportunities are evaluated in the future, consideration should be given to whether facility responsibilities would be better supported through a revised staffing structure or a dedicated facilities position. Any future recommendation affecting staffing or organizational structure would be evaluated separately and brought forward through the appropriate budget and Board processes.

Requested Action

Staff requests that the Board of Trustees approve the Belvedere Tiburon Library Agency Long-Term Facilities Management Plan.



Belvedere
Tiburon
Library

Long-Term Facilities Management Plan

Belvedere Tiburon Library

1501 Tiburon Blvd.

Tiburon, CA 94920

Board Adopted September 21, 2026

Executive Summary

This Long-Term Facilities Management Plan establishes the Belvedere Tiburon Library Agency's framework for the responsible stewardship, maintenance, renewal, and improvement of the Library's existing building, grounds, furnishings, and major systems at 1501 Tiburon Boulevard. It is a policy-level document intended for Board adoption and focuses on the management and lifecycle stewardship of the existing facility rather than on broader population growth, comprehensive space needs, and expansion planning, which are typically addressed through a facilities master plan. Day-to-day maintenance schedules, recurring tasks, and responsible parties are addressed separately through the Library's Preventive Maintenance Plan.

The Library's original building opened in 1997 and underwent a substantial renovation and expansion completed in 2022, adding approximately 9,000 square feet and significantly upgrading major building systems, finishes, furnishings, and outdoor spaces. As a result, most major systems are relatively new, and the Library is currently in an important period of asset preservation and preventive maintenance. Over time, greater emphasis will shift toward condition monitoring, lifecycle renewal, and replacement of original and aging components.

The Plan manages the facility through four interconnected practices: preventive maintenance, condition monitoring, planned renewal and replacement, and strategic improvement. It also establishes criteria for prioritizing facility investments based on life safety, regulatory and accessibility requirements, protection of major assets, continuity of operations, asset condition, lifecycle value, sustainability, resilience, functionality, and available funding opportunities.

The Plan's Five-Year Facilities Action and Capital Plan identifies Near-Term, Mid-Term, and Longer-Term facility assessments, improvements, and capital projects. Current priorities include accessibility and operational improvements, space and facility assessments, evaluation of the original roof, advancement of solar photovoltaic and battery energy storage systems, and longer-term projects supporting facility flexibility, sustainability, resilience, and evolving service needs. Where individual projects identify a need for more detailed analysis of space, capacity, or expansion, those needs may be addressed through separate assessments or future master planning efforts. Project timing, scope, and costs will be refined as conditions, assessments, operational priorities, and funding opportunities change.

The Plan also reflects the Library's ongoing commitment to accessibility, universal design, and inclusive facility planning. Future facility improvements, furnishings, renovations, and capital projects will be evaluated with attention to equitable access, usability, aging in place, and the needs of patrons, staff, volunteers, caregivers, and visitors of differing ages and abilities. The Plan includes completion of a formal ADA self-evaluation as a near-term action and identifies additional accessibility improvements through the Five-Year Facilities Action and Capital Plan.

The Library serves as a Community Resilience Center and is working toward enhanced resilience capabilities, including reliable backup power, clean-air filtration, emergency water access, and flexible facility use. Solar photovoltaic and battery energy storage are key mid-term infrastructure priorities supporting this work and the Library's broader net-zero energy and sustainability goals. The Plan is also informed by the Library's work toward Sustainable Library Certification and incorporates sustainability, climate resilience, accessibility, universal design, and lifecycle stewardship throughout facility decision-making.

Facility investments will be coordinated with the Library's annual budget, Financial Reserve Policy, Capital and Maintenance Reserve, Foundation support, grants, incentives, partnerships, and other available funding sources. Inclusion of a project in the Plan does not itself authorize

funding or implementation; projects requiring formal approval will continue to follow the Agency's established budget, procurement, and Board authorization processes. The Plan will be reviewed regularly to keep asset conditions, project priorities, cost assumptions, funding needs, and long-term facility objectives up to date as building and community needs evolve.

1. Purpose

The Belvedere Tiburon Library Agency's Long-Term Facilities Management Plan establishes a framework for the responsible stewardship, maintenance, renewal, and improvement of the Library's building, grounds, furnishings, and major facility systems.

The Plan is intended to:

- Protect the Library's investment in its facility and grounds.
- Maintain a safe, functional, accessible, welcoming, and well-maintained environment.
- Extend the useful life of building systems and assets through preventive maintenance.
- Identify emerging repair and replacement needs before they result in significant system failure or disruption.
- Integrate sustainability, energy efficiency, water conservation, and climate resilience into facility decisions.
- Support long-term capital and reserve planning.
- Clarify responsibilities among Library staff, contractors, and the Town of Tiburon.
- Maintain continuity in facility management as staff, contractors, and Board members change.

This Plan addresses the physical management, maintenance, and lifecycle renewal of the Library's existing facility, systems, grounds, furnishings, and major facility assets. It does not address service-population growth projections or facility expansion planning. Where warranted, those considerations will be addressed through separate space-needs assessments or future master-planning efforts.

The Plan was developed using available facility records and planning documents, including renovation operation and maintenance documentation, the BayREN Energy Roadmap, Sustainable Site Management Plan, maintenance agreements, inspection reports, roof warranties and repair records, maintenance and repair history, contractor recommendations, staff observations, and other relevant facility information.

Except where specifically noted, this Plan does not constitute a professional facility condition assessment, engineering evaluation, architectural assessment, code-compliance review, or hazardous-materials assessment. Asset conditions, remaining useful lives, project scopes, planning horizons, and cost estimates are intended to support long-term planning and may require further professional evaluation before individual projects are funded or implemented.

The Plan is intended to remain a living management document. Project timing, costs, asset conditions, and capital priorities will be refined as additional inspections, assessments,

maintenance history, contractor recommendations, cost estimates, and operational information become available. Relevant updates will be incorporated into future revisions of this Plan and the Five-Year Facilities Action and Capital Plan.

2. Facility Overview

The Belvedere Tiburon Library is located at 1501 Tiburon Boulevard in Tiburon, California. The original Library opened in 1997. An extensive renovation and expansion was undertaken beginning in 2020 and completed in 2022. The project added approximately 9,000 square feet, increasing the Library to approximately 19,500 square feet. The renovation substantially renewed the Library's building infrastructure and added or upgraded major building systems, finishes, furnishings, equipment, and outdoor spaces. HVAC and interior lighting were substantially upgraded, including conversion to LED lighting with occupancy sensors and dimming controls. The facility contains both original and newer building components. Assets of the same general type may therefore have significantly different ages, conditions, warranties, and replacement horizons.

Following the renovation, the Library has continued to invest in targeted facility improvements that support water conservation, sustainable transportation, landscape quality, and the ongoing renewal of furnishings and equipment. These improvements are managed through the Library's annual budget, capital planning, and related operational plans. Because many major building systems were installed or substantially upgraded during the 2021–2022 renovation, the Library is currently in an important period of asset preservation and preventive maintenance. As the facility ages, long-term planning will increasingly focus on lifecycle renewal and replacement.

Facility Profile	Current Information
Facility	Belvedere Tiburon Library
Address	1501 Tiburon Blvd., Tiburon, CA 94920
Original Construction	1997
Major Renovation and Expansion	2020-2022
Approximate Building Area	19,500 square feet
Primary Use	Public library, community gathering, programming, meeting, and resilience functions
Facility Owner	Belvedere Tiburon Library Agency
Shared Site Areas	Parking lot, common plaza, and Zelinsky Park shared with the Town of Tiburon
Major Building Renewal	Most major systems were substantially renewed or upgraded during the 2020–2022 renovation

Estimated Building Replacement Value	Approximately \$14 million
Current Planning Horizon	Five-year rolling facilities action and capital plan
Major Supporting Plans	Preventive Maintenance Plan; Sustainable Site Management Plan; Emergency Preparedness and Disaster Management Plan; BayREN Energy Roadmap; applicable O&M documentation

3. Facilities Management Approach

The Library will manage its facility using a lifecycle approach based on four interconnected practices: preventive maintenance, condition monitoring, planned renewal and replacement, and strategic improvement.

Preventive Maintenance

Building systems and equipment will receive routine inspection and preventive maintenance consistent with applicable regulations, manufacturer recommendations, professional standards, warranties, and service agreements. Preventive maintenance is intended to extend asset life, maintain efficiency and reliability, and reduce the likelihood of unplanned failures.

The Library maintains a separate Preventive Maintenance Plan that identifies recurring inspection, testing, cleaning, servicing, monitoring, responsible parties, and documentation requirements for major building systems and equipment. The Preventive Maintenance Plan is an operational document maintained by Library staff and may be updated as equipment, service contracts, regulatory requirements, and facility conditions change.

Condition Monitoring

Library staff and qualified contractors will monitor building and site conditions and identify emerging maintenance needs. Inspection reports, repair history, service records, equipment age, warranty status, and contractor recommendations will inform future maintenance and capital planning.

To support consistent long-term planning, the Library will periodically assess and document the general condition of major building systems and assets using a simple condition-rating framework (for example, Good / Fair / Poor / Critical), based on staff observation, contractor findings, inspection reports, and, for major systems approaching the end of their useful life or where condition is uncertain, professional facility condition assessments. Condition ratings, together with age, remaining useful life, and repair history, will inform prioritization within the Five-Year Facilities Action and Capital Plan (Section 12) and will be updated during the Plan's regular review cycle. As major building systems installed during the 2020–2022 renovation enter the middle and later portions of their expected service lives, the Library will consider a comprehensive professional facility condition assessment of the entire facility to establish an updated, systematic baseline of conditions across all systems.

Planned Renewal and Replacement

Major assets will be evaluated based on factors including:

- Age and estimated remaining useful life
- Physical condition
- Maintenance and repair history
- Frequency and cost of repairs
- Operational importance
- Availability of replacement parts and technical support
- Applicable regulatory or accessibility requirements
- Energy and water efficiency
- Warranty status
- Consequences of unexpected failure

The BayREN Energy Roadmap similarly considers equipment age, typical useful life, and observed condition when estimating remaining useful life. The Library will not automatically replace assets solely because they reach a particular age. Actual condition and performance will be considered alongside industry lifecycle assumptions.

Strategic Improvement

When major assets require replacement, or when the Library undertakes future renovation, expansion, or new construction, it will prioritize sustainable design practices that improve energy and water efficiency, resilience, accessibility, functionality, environmental performance, and long-term service delivery rather than simply replacing equipment or systems in kind. Project design will incorporate, where appropriate, biophilic design principles and sustainable site and water management strategies, including connections to daylight, views, natural materials, vegetation, outdoor spaces, and the surrounding landscape, as well as opportunities for chemical-free on-site stormwater treatment.

For significant expansion or new construction, the Library will consider recognized sustainable building frameworks, such as LEED or the Living Building Challenge. The appropriate framework and level of certification, if any, will be evaluated based on project scope, cost, feasibility, and community benefit.

Sustainable Library Certification

The Library is working toward Sustainable Library Certification through the Sustainable Libraries Initiative (SLI), anticipated in late 2026. SLI certification standards inform the Library's facility and maintenance decision-making, including several of the sustainability, water-efficiency, and stormwater practices described throughout this Plan. Once certified, the Library intends to maintain its Sustainable Library Certification and will periodically review SLI's certification requirements, as part of the Plan's regular review process (Section 15), to confirm continued compliance.

Performance Standards

The Library aims to maintain facility systems and assets in reliable operating condition and to address identified deficiencies in a manner appropriate to their urgency and safety implications. As a general practice:

- Conditions posing an immediate risk to life, safety, or significant damage to the facility will be addressed as soon as reasonably possible.
- Deficiencies affecting core building systems, code compliance, or continuity of Library operations will be addressed on a priority basis, consistent with available staff, contractor, and funding resources.
- Routine maintenance, condition-based repairs, and planned renewal items will be addressed according to the schedules and priorities established in the Preventive Maintenance Plan and the Five-Year Facilities Action and Capital Plan.

These performance expectations will be reviewed periodically and may be refined as the Library gains additional experience with facility condition trends, staffing capacity, and available resources.

Facility Investment Prioritization

When multiple facility needs compete for available staff capacity or financial resources, the Library will generally prioritize projects using the following considerations:

1. Life safety, regulatory, and accessibility requirements. Correction of conditions necessary to protect health and safety or comply with applicable legal or regulatory requirements.
2. Prevention of significant facility damage. Work necessary to prevent deterioration, water intrusion, structural damage, or other conditions that could result in substantially greater future costs.
3. Continuity of essential operations. Systems and improvements necessary to maintain reliable Library operations and essential public services.
4. Asset condition and risk of failure. Condition, remaining useful life, repair history, reliability, and consequences of unexpected failure.
5. Asset preservation and lifecycle value. Investments that extend useful life, avoid premature replacement, or reduce long-term ownership costs.
6. Sustainability and resilience. Projects that improve energy or water efficiency, reduce environmental impacts, support climate resilience, or strengthen emergency operations.
7. Accessibility, functionality, and user experience. Improvements that enhance usability, inclusivity, service delivery, staff operations, or patron experience.
8. Funding and implementation opportunities. Availability of grants, incentives, partnerships, coordinated projects, or other circumstances that may warrant advancing a project.

These considerations are intended to guide rather than mechanically determine project sequencing. Actual timing may also reflect funding availability, project readiness, professional recommendations, Board priorities, coordination with partner agencies, and changing facility conditions.

4. Major Building Systems and Lifecycle Management

Heating, Ventilation, and Air Conditioning

The Library's renovated HVAC infrastructure consists primarily of a Mitsubishi VRF system and associated ventilation equipment. The HVAC system is maintained through a professional

preventive-maintenance program. Recurring service frequencies, tasks, contractor responsibilities, and documentation requirements are established in the Library's Preventive Maintenance Plan and applicable service agreements. The Library will use system condition, performance, repair history, remaining useful life, refrigerant considerations, and recommendations from qualified contractors to inform future HVAC repair, renewal, and capital replacement decisions.

Refrigerant Management

The Library will manage refrigerant-containing HVAC equipment through its preventive-maintenance program using qualified service providers. Routine service will include refrigerant checks and system inspections, with leaks, deficiencies, and significant or recurring refrigerant loss identified and addressed. Refrigerants will be handled, recovered, recycled, or disposed of in accordance with applicable requirements. The Library will maintain service records and periodically update an inventory of refrigerant-containing equipment, including refrigerant type and system charge where available. When equipment requires major replacement or reaches the end of its useful life, the Library will consider refrigerant type and global warming potential, energy efficiency, regulatory requirements, equipment availability, and lifecycle environmental impacts when selecting replacement systems.

Fire and Life Safety

The Library maintains fire alarm, fire suppression, emergency lighting, exit signage, and related life-safety systems in accordance with applicable inspection, testing, and maintenance requirements. Required inspections and testing will be performed by qualified personnel or contractors, and identified deficiencies will be addressed promptly. Recurring inspection, testing, maintenance frequencies, responsible parties, and associated documentation are maintained through the Library's Preventive Maintenance Plan and applicable inspection and service records. Life-safety systems and components will be repaired, upgraded, or replaced based on regulatory requirements, system condition, reliability, obsolescence, and facility needs.

Plumbing and Water Conservation

The Library maintains domestic plumbing systems and fixtures to support reliable operation, water conservation, and efficient use of potable water. Domestic water-heating equipment will be maintained and replaced based on condition, performance, energy efficiency, and lifecycle considerations. Consistent with the BayREN Energy Roadmap, future replacement will consider heat-pump water heating as an electrification opportunity. Plumbing systems and fixtures will be maintained and replaced based on condition, performance, water efficiency, regulatory requirements, and lifecycle considerations. When fixtures require replacement, the Library will prioritize WaterSense-labeled products whenever an appropriate labeled product is available and consistent with operational needs and applicable requirements. The Library's long-term preference for future restroom fixture and hardware replacement is floor-mounted toilets and floor-mounted restroom partition/door hardware, rather than wall-mounted alternatives, based on ease of maintenance and longer service life; this preference will be balanced with applicable accessibility and code requirements at the time of any specific project. Water-use monitoring, leak-detection procedures, and recurring plumbing maintenance will be addressed through the Preventive Maintenance Plan and Sustainable Site Management Plan, as applicable. For facility equipment and appliances eligible for ENERGY STAR certification, the Library will prioritize purchasing ENERGY STAR-rated equipment whenever an appropriately rated product is available and consistent with operational requirements and lifecycle considerations.

Lighting and Controls

The Library uses LED lighting and a Leviton GreenMAX lighting-control system. Controls include a relay cabinet and command module, digital controls, photocells, occupancy sensors, and related components. Lighting fixtures will be maintained to preserve lighting quality and energy performance. The Library's Preventive Maintenance Plan will include an annual lighting-fixture inspection and cleaning schedule, with repair or replacement of failed drivers, damaged components, and nonfunctioning fixtures as needed.

Doors and Building Access

Commercial doors, frames, locks, closers, exit devices, hinges, and associated hardware will receive routine inspection, adjustment, repair, and component replacement. Building access is currently managed through keyed doors rather than an electronic access-control system. Because door systems consist of numerous components with different wear patterns, they will generally be managed through rolling maintenance rather than whole-system replacement. As a future security enhancement, the Library will consider electronic access control for select doors, such as keypad entry or fob-based credentialing for staff-only areas, to improve control over who can enter these spaces and to reduce reliance on physical keys; any such installation would be evaluated based on cost, compatibility with existing door hardware, and operational needs.

Intrusion Alarm and Security Cameras

The Library maintains a sensor-based intrusion alarm system monitored by Redwood Security. The Library does not currently use security cameras or electronic access control. To support facility monitoring and security, the Library plans to add exterior-facing security cameras, tracked as a Five-Year Facilities Action and Capital Plan item (Section 12). The intrusion alarm and any future camera system will be maintained and serviced as ongoing facility systems, with replacement or modernization considered based on condition, reliability, changing operational needs, and technology.

Acoustics and Noise Mitigation

Based on patron and staff feedback, the Library has identified interior noise transmission between spaces as a facility concern affecting both public and staff areas. Interior partition walls were not constructed with acoustic insulation. The Library will evaluate options to improve acoustic performance to support user concentration, program quality, and conversational privacy, including, where feasible, insulating interior walls to reduce sound during future renovation or improvement projects, and adding noise-mitigating panels or other acoustic treatments in appropriate public and staff spaces. This is tracked as a Five-Year Facilities Action and Capital Plan item (Section 12).

5. Accessibility, Universal Design, and Inclusion

The Library is committed to maintaining a facility that is physically and programmatically accessible to all patrons, staff, volunteers, and visitors, in accordance with the Americans with Disabilities Act (ADA), applicable California Building Code accessibility standards, and other applicable state and federal accessibility requirements.

The Library's 2020–2022 renovation and expansion incorporated accessibility as a core design objective throughout the project, addressing accessible parking and signage, accessible entrances and passenger drop-off, protruding-object limits, forward and side reach ranges, toe

and knee clearances, and accessible drinking fountains. These features were documented in detailed compliance drawings prepared in accordance with California Building Code Chapter 11B, which were reviewed and confirmed by the project's plan-review consultant and the Town of Tiburon Building Division as part of the building permit process. The Library also maintains ADA-compliant wheelchair clearance between shelving, tables, and chairs as an ongoing operational practice.

While the 2022 renovation addressed the building's physical accessibility, that work is narrower in scope than a formal ADA Title II self-evaluation, which the Library has not completed. A self-evaluation is a distinct, broader review that looks beyond the physical facility to the Library's programs, services, policies, and communications. The Library has fewer than 30 employees and is therefore not subject to Title II's separate 50-or-more-employee written transition-plan requirement, though the general self-evaluation obligation applies regardless of agency size. Completing an ADA self-evaluation is included in the Five-Year Facilities Action and Capital Plan (Section 12).

The Library will periodically evaluate the facility for physical and programmatic accessibility barriers as part of routine facility inspections, condition monitoring, and planned renovation, expansion, or capital projects, consistent with the facilities management approach described in Section 3. Accessibility will be considered alongside other factors, including safety, functionality, and cost, when evaluating building systems, furnishings, signage, technology, and site improvements. It will be a required consideration for any future renovation, expansion, or new construction under Section 3's Strategic Improvement practice.

An identified near-term accessibility enhancement is the addition of ADA-compliant automatic door operators (push-button-activated) at restroom entrances and the Children's Room entrance to reduce the physical effort required for access, consistent with the universal design commitment described below. This is tracked as a Five-Year Facilities Action and Capital Plan item (Section 12).

When accessibility barriers are identified, remediation will be prioritized based on applicable legal requirements, severity and safety implications, and available funding. It will be incorporated into the Library's five-year facilities action planning and capital budgeting process described in Sections 12 and 13.

Because the Library shares parking, a common plaza area, and the adjacent park oval (Zelinsky Park) with the Town of Tiburon, accessibility matters affecting these shared areas will be coordinated with the Town consistent with the Memorandum of Understanding governing shared site areas referenced in Section 8.

The Library Director or designee serves as the point of contact for accessibility-related concerns or requests, consistent with the Library Director's overall administration of this Plan (Section 16, Plan Administration table).

Universal Design and Inclusion

In addition to meeting minimum ADA and California Building Code accessibility requirements, the Library will apply universal design principles when evaluating facility improvements, furnishings, and future renovation or construction. Universal design creates an environment usable by the widest range of people, including older adults, people with temporary or situational limitations, caregivers, and people of all ages and abilities, without the need for special accommodation or later retrofit, consistent with guidance from the American Library Association and the Center for Universal Design's seven principles (equitable use, flexibility in

use, simple and intuitive use, perceptible information, tolerance for error, low physical effort, and adequate size and space for approach and use).

Given the demographic profile of the community served, the 94920 population skews notably older than state and national averages, the Library will give particular weight to design and maintenance decisions that support older adults, aging in place, and the caregivers who assist them, including caregivers who may not themselves live in or be longtime members of the community. These considerations will be incorporated alongside ADA compliance, cost, and other factors when evaluating FF&E replacement (Section 7), lighting and controls (Section 4), signage and wayfinding, and future renovation or improvement projects (Section 3). Facility signage is currently provided in English and Braille only. As signage is updated, replaced, or added, the Library will consider bilingual or multilingual signage, responsive to the language needs of caregivers and other patrons, where feasible and appropriate to the specific signage application. Consistent with these inclusion principles, whenever restroom facilities are renovated, replaced, or added, the Library will prioritize gender-neutral/all-gender restroom options, consistent with the fixture and hardware replacement approach described in Section 4.

6. Building Envelope and Roofing

The Library's roofing systems require separate management because portions of the roof date to the original building, while others were installed during the 2022 expansion.

Original Roof

The original roof was evaluated during planning for the renovation and determined to remain serviceable. No subsequent comprehensive roof condition assessment has been completed. Targeted roof repairs for sections of the original roof were completed in 2025, including work to roof jacks, storm collars, copper valley flashings, and coping/flushing (area immediately above Administrative Supervisor's office). The Library will continue to monitor the original roof for leaks, deterioration, and repair needs. As the roof continues to age, a professional condition assessment should be considered to establish its remaining useful life and inform future capital planning.

Expansion Roof

Roof areas installed as part of the expansion include a Sika/Sarnafil membrane roofing system with a 20-year system warranty extending through December 2042. Expansion areas also include AEP Span coated metal roofing. Warranty documentation provides a 40-year coating warranty and 25-year substrate warranty, subject to applicable warranty terms and maintenance requirements.

The Library will maintain newer roof systems in accordance with applicable warranty requirements and retain associated maintenance and warranty documentation. Because portions of the renovated roof remain under long-term manufacturer warranties, proposed rooftop improvements, including solar photovoltaic equipment and associated penetrations or attachments, will be reviewed for compatibility with applicable roofing warranties before installation.

Sustainable Roof Replacement and Future Improvements

When an existing roof system approaches the end of its useful life or requires substantial replacement, the Library will evaluate sustainable roofing alternatives as part of project planning and design. Considerations may include high-reflectance or cool-roof materials to reduce solar heat gain, durable or lower-impact roofing materials, improved insulation and energy performance, stormwater-management opportunities, and other technologies or design approaches appropriate to the building and site.

Roof replacement and major roof improvements will also consider current and future solar photovoltaic and resilience infrastructure. Where feasible, roof design, structural requirements, penetrations, electrical pathways, and other relevant features will be evaluated to support solar installations and minimize the need for subsequent roof modifications. Sustainable roofing alternatives will be evaluated based on lifecycle cost, expected service life, energy performance, maintenance requirements, compatibility with the building, applicable warranties, environmental benefits, and available incentives or funding.

7. Furniture, Fixtures, Equipment, and Interior Assets

The Library maintains a significant inventory of furniture, fixtures, and equipment necessary to support public services, staff operations, programs, and the facility's use. Major FF&E includes public and staff tables and seating, shelving, service desks, meeting and program-room furnishings, and other specialized Library furnishings and equipment. Much of the Library's FF&E was purchased or renewed in connection with the 2022 renovation and expansion. The Library has continued to evaluate and improve furnishings since the renovation, including the recent purchase of additional tables and chairs. FF&E will generally be managed through a phased, condition-based replacement approach rather than a predetermined whole-building replacement cycle. Condition, functionality, accessibility, changing service needs, and user experience will inform replacement decisions.

Interior flooring will similarly be maintained to extend its useful life and replaced based primarily on condition and wear. Flooring installed as part of the 2022 renovation includes both luxury vinyl flooring and carpet tile. Manufacturer guidance for the Library's luxury vinyl flooring includes routine cleaning, periodic machine cleaning, and restorative maintenance where appropriate. Carpet tile will be maintained through routine vacuuming and spot cleaning, with individual tiles replaced as needed based on wear, staining, or damage — an advantage of modular carpet tile over broadloom carpet. Kitchen appliances and other operational equipment will be repaired or replaced individually based on condition, reliability, repair cost, and operational need.

The Library has identified a need for audiovisual technology upgrades in the Founders Room to support livestreaming and remote or live audience participation in programs and meetings, which the room currently lacks. Consistent with the Technology Plan exclusion noted in Section 11, detailed scoping and implementation of this equipment will be addressed through the Library's separate Technology Plan. The underlying room-use need is noted here for coordination with any future Founders Room facility improvements.

8. Sustainable Site Management

The Library's separate Sustainable Site Management Plan serves as the primary framework for management of landscaping, irrigation, habitat protection, pest and weed management, stormwater, spill prevention, and sustainable site improvements. The Library property is adjacent to a marsh and associated wildlife habitat. Site management, therefore, places particular emphasis on protecting habitat and water quality.

The Site Management Plan addresses:

- Native and climate-appropriate landscaping
- Identification and removal of invasive plants
- Water-efficient irrigation
- Leak detection and response
- Reduced fertilizer requirements
- Integrated Pest Management
- Limiting chemical pesticides and herbicides
- Stormwater pollution prevention
- Bioswale management
- Tree planting and shade
- Waste management
- Spill response
- Opportunities to increase site permeability

Water Resources and Stormwater Management

The Library will manage water resources and stormwater to support water conservation, water quality, habitat protection, and the health of the surrounding watershed. Existing site infrastructure includes five stormwater bioretention basins, installed as part of the 2022 expansion, that use native vegetation and natural infiltration to capture and manage stormwater. The Library will maintain these areas as functional stormwater infrastructure in coordination with its sustainable landscape management practices.

For future expansion, major renovation, or new construction, the Library will prioritize opportunities to manage and treat stormwater on-site through natural or mechanical means, without the use of chemicals. Strategies may include bioretention, infiltration, permeable surfaces, rain gardens, rainwater capture, or other approaches appropriate to the site and its proximity to the adjacent marsh and sensitive habitat. This approach addresses the SLI requirement to explore chemical-free on-site stormwater treatment as part of future expansion and construction.

The Library's coastal location, adjacent to tidal marsh habitat, also exposes it to periodic tidal flooding, which may increase over time due to sea-level rise and changing storm conditions. The Library will incorporate tidal and coastal flood risk into long-term site and capital planning and evaluate appropriate site and building resilience measures in coordination with the Town of Tiburon and applicable Marin County climate adaptation and sea-level-rise planning efforts.

The Library receives potable water from Marin Municipal Water District and does not rely on a local or independent non-municipal water source. Water conservation will continue through efficient fixtures and equipment, responsible irrigation and landscape management, leak

detection, and related practices established through this Plan, the Sustainable Site Management Plan, and the Preventive Maintenance Plan. The SLI net-zero water provision applies specifically to facilities relying on local rather than municipal water sources.

Shared Site Areas with the Town of Tiburon

In addition to the Library's building and grounds, the Library shares certain site infrastructure with the Town of Tiburon, including the parking lot serving both facilities, a common plaza area, and the adjacent park oval (Zelinsky Park). Maintenance responsibilities and an associated cost-sharing formula for these shared areas will be memorialized in a Memorandum of Understanding between the Library and the Town. Both parties are responsible for ongoing monitoring of shared-area conditions and for promptly elevating identified issues to the other party's designated primary contact for resolution.

9. Energy, Sustainability, and Climate Resilience

Sustainability and climate resilience will be incorporated into facility maintenance, replacement, and capital-project decisions. The Library's long-term energy and resilience strategy is informed by the BayREN Energy Roadmap and, where applicable, aligned with the Town of Tiburon Climate Action Plan 2030. These planning frameworks support a coordinated approach to improving building energy performance, reducing greenhouse gas emissions, advancing building electrification and renewable energy, and strengthening facility resilience.

The BayREN Energy Roadmap provides facility-specific analysis and identifies phased opportunities for energy efficiency, electrification, renewable energy generation, battery storage, and resilience improvements. The Library will use the Roadmap, together with ongoing facility assessments and operational experience, to guide future investments and implementation priorities. Major energy and resilience projects will be evaluated based on facility needs, lifecycle costs, available electrical capacity, utility infrastructure, available funding and incentives, environmental benefits, and alignment with the Library's long-term sustainability and resilience goals.

The Library participates in Marin Clean Energy's Deep Green service, under which annual electricity use is matched with 100% renewable electricity purchases. The Library will continue to consider both source energy and on-site efficiency when evaluating facility investments.

Long-term facility decisions will consider opportunities for:

- Energy efficiency and building electrification
- Solar photovoltaic generation
- Battery energy storage
- Backup power
- EV charging
- Improved building controls
- Water efficiency
- On-site stormwater treatment, infiltration, and water-quality protection
- Adaptation to climate-related risks and utility interruptions

Whenever practical, major equipment replacement will be coordinated with these objectives so that lifecycle replacement also advances the Library's sustainability goals.

Net-Zero Energy Goal

The Library establishes net-zero energy as a long-term facility goal, working toward producing, from on-site renewable resources, an amount of energy equivalent to the energy the Library uses over the course of a year. This goal complements broader local climate objectives and provides a framework for evaluating future energy-efficiency, electrification, and renewable-energy investments. Progress toward net-zero energy will be pursued through energy efficiency, building electrification, on-site renewable energy generation, and continued monitoring of building energy performance. Future planning will account for changes in energy demand associated with electrification, electric vehicle charging, Community Resilience Center operations, and other facility improvements.

Solar Photovoltaic and Battery Storage

The BayREN Energy Roadmap identifies on-site solar photovoltaic generation and battery energy storage as key opportunities to advance the Library's energy and resilience goals. These improvements are also consistent with the Town of Tiburon Climate Action Plan 2030, which supports expansion of renewable energy generation and storage and identifies opportunities for solar installations at public facilities.

Solar and battery projects will be advanced based on feasibility, funding, system design, regulatory and utility requirements, compatibility with existing building and roofing systems, and coordination with the Town of Tiburon. Battery storage will also be evaluated for its ability to support critical Library functions during extended power outages and strengthen the Library's role as a Community Resilience Center. When on-site renewable energy systems are installed, the Library will incorporate educational signage or other public-facing information explaining the system and its environmental and community benefits.

The BayREN Energy Roadmap's full-scope solar concept (185 kW) includes both rooftop solar and new solar carport structures over parking areas; whether to add carport structures remains undetermined and would require separate design, cost, and site evaluation, though carports would provide additional solar capacity and further support progress toward the Library's net-zero energy goal. The Library retains discretion to implement a smaller solar photovoltaic system reflecting Board-approved priorities, available funding, and site considerations; the Roadmap's figures represent a planning-level concept rather than a fixed system-size requirement.

Energy Efficiency and Electrification

The Library will continue to pursue cost-effective energy-efficiency and building-electrification opportunities identified through the BayREN Energy Roadmap and future facility assessments. This approach supports the Town of Tiburon's broader climate strategies to improve building energy performance and, where feasible, transition building systems and appliances away from fossil fuels.

Equipment replacement decisions will consider energy efficiency, electrification opportunities, lifecycle cost, available incentives, system compatibility, environmental performance, and operational needs. Electrification will generally be coordinated with equipment replacement cycles unless earlier replacement provides a compelling operational, financial, resilience, or environmental benefit. For facility equipment and appliances eligible for ENERGY STAR certification, the Library will prioritize ENERGY STAR-rated products whenever an appropriate ENERGY STAR-rated product is available and consistent with operational requirements and lifecycle considerations.

Electric Vehicle Charging

The Library provides public electric vehicle charging as part of its sustainable transportation infrastructure and will continue to manage EV charging as a long-term facility asset. Existing charging infrastructure will be maintained and upgraded or expanded based on equipment condition, technology, community demand, electrical capacity, and available funding.

Because EV charging stations are located within the parking facilities shared by the Library and Town of Tiburon, future maintenance, replacement, or expansion of charging infrastructure will be coordinated with the Town in accordance with the Memorandum of Understanding governing shared site areas referenced in Section 8. Future EV charging improvements will also be coordinated with broader electrical, renewable-energy, and resilience planning to ensure that charging infrastructure is considered as part of the Library's overall energy strategy.

10. Community Resilience and Emergency Power

The Library's approach to facility resilience is guided by the Board-adopted Community Resilience Resolution, which recognizes the Library's role as a Community Resilience Center and establishes a commitment to strengthening the physical and digital infrastructure necessary to support the community before, during, and after disruptive events.

Consistent with this policy, long-term facility planning will prioritize infrastructure that strengthens continuity of essential services and the Library's ability to function during emergencies. This includes consideration of renewable energy and battery backup, clean-air filtration, water access, communications infrastructure, and other building systems that improve resilience to climate-related, utility, and technological disruptions. Implementation of resilience improvements will be coordinated with the Library's Emergency Preparedness and Disaster Management Plan, BayREN Energy Roadmap, applicable Town of Tiburon planning efforts, and partnerships with local and regional agencies.

Community Resilience Center Status and Critical Needs

The Library's Community Resilience Center framework follows the three-tier model established in the Library's BayREN Energy Roadmap: Level 1 (Resource Center) provides resilience education and information resources year-round and does not require backup power. Level 2 (Relief Station) provides daytime shelter, a safe space, cooling, heating, and clean air during activation, in addition to Level 1 services, and requires emergency backup power. Level 3 (Overnight Shelter) additionally provides overnight shelter, meals, and showers during activation, and requires further coordination, staffing, and funding beyond Level 2.

As of this Plan's adoption, the Library does not have on-site backup power and has therefore not yet achieved Level 2 status. Level 2 is the Library's near-term goal for the Community Resilience Center, contingent on completing the on-site solar photovoltaic and battery storage systems identified in the Roadmap and tracked in the Five-Year Facilities Action and Capital Plan (Section 12). Level 3 (overnight shelter) is a longer-term, aspirational consideration and is not a current Library objective. Meal preparation, on-site showers, and overnight shelter logistics are not currently being actively planned and would require dedicated partnerships and staffing decisions if the Library chooses to pursue Level 3 in the future.

Per the Roadmap, the Library's identified critical loads, the systems that must be supported by backup power during an outage or activation include: ADA doors, computers and hotspot

internet access, a satellite phone, the Library's two on-site kitchens (used for community food distribution and storage, including microwaves, a stove, and refrigerators), HVAC for heating and cooling, electrical outlets for device charging, and the Library's EV charging stations. Refrigeration for medications is explicitly included among the Library's identified critical loads, consistent with on-site medication storage capability. These critical loads inform the sizing of the planned solar and battery storage system referenced above.

The Library will activate as a Community Resilience Center in coordination with the adjacent Tiburon Town Hall, consistent with the shared battery storage system identified in the Roadmap (160 kW / 2,200 kWh, sized to support full critical loads at both sites for approximately 48 hours). Achieving Level 2 status will also require coordination with the Marin County Office of Emergency Management. It may require additional staffing and funding, to be addressed through the Library's Emergency Preparedness and Disaster Management Plan. Current HVAC clean-air filtration uses MERV-8 filters, since clean/filtered air is a Level 2 requirement. This is below the MERV-13 (or better) benchmark generally referenced for Community Resilience Center clean-air functions; the Library will evaluate a filtration upgrade as part of its efforts to advance toward Level 2 status, tracked as a Five-Year Facilities Action and Capital Plan item (Section 12).

CRC Level	Status	Facility/Capital Dependency
Level 1 — Resource Center (education/resources, year-round)	Currently active — the Library regularly hosts resilience and sustainability education programming	None — no backup power required
Level 2 — Relief Station (daytime shelter, cooling/heating, clean air; during activation)	Not yet achieved — no on-site backup power currently installed	Requires completion of the planned solar PV + battery storage systems (Section 12); current MERV-8 filtration is below the MERV-13 benchmark generally referenced for CRC clean-air functions and will be evaluated for upgrade.
Level 3 — Overnight Shelter (meals, showers, overnight beds; during activation)	Aspirational — not a current objective	Would require a commercial kitchen partnership, on-site or portable shower capacity, and additional staffing/funding beyond Level 2, if pursued in the future

This table will be reviewed as part of the Plan's regular review cycle (Section 15) and updated as the Library's Community Resilience Center status, partnerships, and available funding evolve.

Emergency Communications and Connectivity

Reliable communications are an essential component of the Library's Community Resilience Center function. The Library currently relies on its standard internet service and lacks an independent backup connection. The installation of satellite internet or another independent backup connectivity solution would provide communications redundancy during emergencies when terrestrial internet service is unavailable. The Library will evaluate and implement an appropriate backup connectivity system as part of its CRC infrastructure improvements.

Emergency Water Access

The Library has not yet identified a specific plan to provide safe drinking water to patrons and staff during an extended emergency or utility disruption; this is a gap in the Library's current Community Resilience Center capability. As part of advancing toward Level 2 status, the Library will evaluate options for emergency water access, which may include maintaining an on-site emergency water storage supply (bottled or bulk potable water), portable water filtration or purification equipment, and coordination with Marin Municipal Water District and the Marin County Office of Emergency Management regarding emergency water distribution resources. This need will be assessed further through the Library's Emergency Preparedness and Disaster Management Plan and is tracked as a Five-Year Facilities Action and Capital Plan item (Section 12).

11. Major Facility Asset Inventory

The following inventory identifies major asset categories for long-term planning. It is not intended to inventory every individual fixture or component. For long-term planning purposes, major assets may be assigned a general condition rating using the following framework:

- Good — Performing as intended with no significant known deficiencies; routine preventive maintenance is appropriate.
- Fair — Generally functional but showing age, wear, declining performance, or repair needs that warrant increased monitoring or planning.
- Poor — Significant deterioration, recurring repairs, declining reliability, or other conditions indicate that major repair or replacement should be planned.
- Critical — Failure has occurred or is imminent, or the condition presents a significant life-safety, regulatory, operational, or facility-risk concern requiring prompt action.

Ratings are planning indicators rather than engineering determinations and may be updated based on inspections, service records, professional assessments, and observed performance.

Major Asset/System	Installed/Updated	Condition	Management Approach	Planning Horizon
Original roof and related flashing	1997; Targeted repairs 2025	Fair / Assessment Recommended	Monitor condition; repair as needed; future professional assessment; evaluate sustainable roofing and solar-ready options at replacement	Condition-based
Expansion membrane roof and metal roofing	2022	Good	Warranty-compliant maintenance and inspection	Long-term; warranty through 2042
Roof flashing, penetrations and drains	Mixed	Assessment Recommended	Inspect and repair as needed	Rolling
Mitsubishi VRF condensing units and air handlers	2021–22	Good	Maintain through Preventive Maintenance Plan; monitor	10+ years / condition-based

Major Asset/System	Installed/Updated	Condition	Management Approach	Planning Horizon
			condition, performance, refrigerant considerations, and lifecycle	
Energy recovery ventilators	2021–22	Good	Maintain through Preventive Maintenance Plan; monitor condition and performance	10+ years / condition-based
Exhaust/ventilation equipment	2021–22	Good	Inspection, cleaning and component replacement	10+ years / condition-based
Fire/smoke dampers	2021–22	Good	Required inspection/testing and repair	Long-term / condition-based
Fire alarm and monitoring system	2022	Good	Required testing and maintenance through Preventive Maintenance Plan; condition- and technology-based renewal	10+ years / condition & technology-based
Fire sprinkler system	2021–22 modifications	Good	Required testing and maintenance through Preventive Maintenance Plan; condition-based renewal	Long-term / condition-based
Domestic plumbing & water-efficient fixtures	2021–22; upgrades 2024	Fair	Maintain through Preventive Maintenance Plan; prioritize WaterSense-labeled products at replacement where appropriate	Rolling
Tankless water heater	2025	Good	Maintain existing gas-fired unit through useful life; evaluate conversion to heat-pump/electric water heating at end of life consistent with long-term electrification objectives.	Long-term / strategic replacement
LED lighting	2021–22	Good	Annual inspection/cleaning schedule through Preventive Maintenance Plan; condition-based component replacement	10+ years / condition-based
Lighting controls	2021–23	Good	Component replacement; monitor technology/support	10+ years / technology-based
Doors, frames and hardware	2021–22	Good	Routine adjustment and component replacement	Rolling
HVAC air filtration (MERV-8)	Existing	Good	Routine filter replacement through Preventive Maintenance Plan; evaluate upgrade to MERV-13 or better to meet CRC Level 2 clean-air benchmark	Near-term related
Intrusion alarm	Existing	Good	Maintain monitoring and sensors; evaluate future modernization	Condition/technology-based
Interior flooring	Primarily 2021–22	Good	Manufacturer maintenance; condition-based renewal	10+ years / condition-based

Major Asset/System	Installed/Updated	Condition	Management Approach	Planning Horizon
Original library shelving systems	1997	Good	Monitor condition, stability, finish, accessibility, functionality, and compatibility with current collection and service needs; repair, reconfigure, or replace in phases as warranted	Long-term / strategic conversion; condition-based
Children's and Teen Room shelving systems - select portions	2021-2022	Good	Monitor condition, stability, accessibility, functionality, and changing collection and service needs; repair or reconfigure as warranted	Long-term / condition-based
FF&E (excluding shelving)	Primarily 2022; ongoing renewal	Good/Fair, Varies by Item	Phased repair/replacement based on condition and functionality	Rolling
Kitchen appliances	Primarily 2021-22	Good	Individual condition-based replacement	Rolling
EV charging – original 3 ports	2022	Poor	Maintain as public charging infrastructure; condition-, demand-, and technology-based renewal	Condition/technology-based
EV charging – additional 2 ports	2025	Good	Maintain as public charging infrastructure; condition-, demand-, and technology-based renewal	Condition/technology-based
Irrigation and landscape infrastructure	2021-22 + later improvements	Good	Routine maintenance and component replacement	Rolling
Pavers/site hardscape	2021-22	Good	Repair/reset based on condition	Long-term
Stormwater bioretention basins (5)	2022	Good	Maintain native vegetation and basin function; monitor drainage, sediment accumulation, erosion, and obstructions	Ongoing / condition-based

Information technology equipment, including computers, network equipment, Wi-Fi infrastructure, printers, and similar technology, is excluded from this Plan and will be addressed through a separate Technology Plan and replacement schedule, except where technology is integral to a building system or facility asset.

12. Five-Year Facilities Action and Capital Plan

The Five-Year Facilities Action and Capital Plan identifies significant facility assessments, repairs, renewals, replacements, and strategic improvements anticipated during the planning horizon. It is intended to support project sequencing, long-term budgeting, reserve planning, grant development, and coordination of major facility investments. Routine preventive

maintenance, recurring inspections, and ongoing facility management activities are addressed in the Library's Preventive Maintenance Plan and related operational documents and are not repeated here.

Projects are grouped into Near Term (0-2 years), Mid-Term (2-4 years), and Longer Term (4-5+ years) planning horizons based on current facility conditions, operational priorities, project readiness, and anticipated need. These categories support project sequencing and long-range planning and do not establish fixed implementation deadlines. Projects may be accelerated, deferred, modified, or removed as conditions, priorities, assessment findings, funding opportunities, or other circumstances change.

Project status is identified as Evaluate, Plan, Fund, Implement, or Monitor, reflecting the general stage of each project at the time of the Plan update. Planning-level costs are preliminary and will be refined as project scope, design, professional assessments, and other information become available.

Projects may be funded through the Agency's Capital and Maintenance Reserve, annual budget appropriations, Belvedere Tiburon Library Foundation support, grants and incentives, partner-agency contributions, or a combination of available sources. Inclusion of a project in this Plan does not constitute funding authorization or approval to proceed. Projects requiring Board authorization, budget appropriation, procurement, or other formal action will continue to follow the Agency's established approval processes.

Project	Status	Action/Scope	Planning-Level Cost
Near Term: 0-2 Years			
HVAC Schedule Optimization	Implement	Implement BayREN recommendation to align HVAC schedule more closely with occupied hours; verify current controls and operational needs	~\$250
HVAC Filtration Upgrade (MERV-13)	Evaluate	Evaluate upgrading current MERV-8 filtration to MERV-13 or better to meet the clean-air benchmark generally referenced for Community Resilience Center Level 2 status; confirm feasibility with HVAC contractor	TBD
Makerspace Space Assessment	Evaluate	Assess the existing Makerspace to determine whether it adequately supports equipment, programming, storage, staff operations, safety, and anticipated service needs. Identify potential space reconfigurations or facility improvements, and develop recommendations and planning-level cost estimates.	TBD
On-Site Storage Assessment	Evaluate	Assess current and future on-site storage needs and identify opportunities to improve storage capacity, organization, and use of existing facility space. Evaluate potential locations and solutions, operational and accessibility considerations, and planning-level costs for recommended improvements.	TBD

Project	Status	Action/Scope	Planning-Level Cost
Gallery Lighting Assessment	Evaluate	Assess Gallery lighting infrastructure and determine if lighting levels and controls meet current needs; evaluate costs for alternative gallery lighting systems and/or improvements to current infrastructure	TBD
Complete ADA Self-evaluation	Plan	Complete a Title II ADA self-evaluation of Library facilities, programs, services, policies, and communications	Under \$25,000
Backup Internet Connectivity	Plan	Install satellite internet or another independent backup connectivity system to provide redundancy in communications during emergencies and to support Community Resilience Center operations. Evaluate equipment location, mounting, power requirements, network integration, service costs, and emergency operating procedures.	TBD
Exterior Wall-pack LED Conversion	Implement	Verify existing exterior fixtures and replace remaining wall packs with LED fixtures where applicable	~\$4,000
Gas Fireplace electrification	Evaluate	Evaluate replacement of gas fireplace with electric fireplace consistent with BayREN fuel-substitution recommendation	~\$5,000
Laundry machine installation	Plan	Install washer/dryer unit utilizing existing on-site laundry hookups	Under \$5,000
Interior Lighting — adult reading section	Evaluate	Conduct a professional lighting assessment; add permanent lighting fixtures based on assessment results	Under \$25,000 for assessment; fixture cost pending assessment
Automatic door operators	Plan	Install automatic door operators at identified locations to improve independent access and advance the Library's accessibility and universal design objectives. Confirm locations, accessibility requirements, electrical needs, and final scope prior to implementation.	Under \$25,000
Exterior security cameras	Plan	Install exterior-facing security cameras to support facility monitoring	TBD
Acoustic Mitigation Improvements	Plan	Install acoustic panels on selected interior walls to reduce noise transmission and improve acoustic conditions in identified areas of the Library. Finalize panel locations, quantities, specifications, and installation requirements prior to implementation.	TBD
Mid-Term: 2-4 Years			

Project	Status	Action/Scope	Planning-Level Cost
Solar Photovoltaic System	Plan	Advance planning for installation of a solar photovoltaic system consistent with the BayREN Energy Roadmap and the Library's sustainability, net-zero energy, and Community Resilience Center objectives. Refine system size, configuration, project scope, cost, and available funding and incentive opportunities prior to implementation.	~\$1,450,000
Battery Energy Storage System	Plan	Advance planning for battery energy storage to provide backup power for critical Library and Town Hall loads and support Community Resilience Center operations. Refine system capacity, critical-load requirements, project configuration, coordination with the Town of Tiburon, cost, and available funding and incentive opportunities prior to implementation.	~\$1,000,000
Original Roof Condition Assessment	Evaluate	Continue routine monitoring and obtain a professional condition assessment of the original 1997 roof to evaluate remaining useful life, identify repair needs, and inform long-term repair or replacement planning.	TBD
Emergency Water Supply	Evaluate	Evaluate options for providing an emergency potable water supply to support Community Resilience Center operations. Determine appropriate capacity, storage or supply approach, maintenance and replacement requirements, space needs, and implementation costs.	TBD
Public Service Desk and Reference Area Reconfiguration	Evaluate	Evaluate and redesign the current checkout/service desk area to better support the Library's consolidated single-point service model. Assess opportunities to repurpose the former Reference Desk and surrounding area for another operational function based on staff workflow, patron service, accessibility, technology, storage, and space needs. Develop a preferred concept and planning-level cost	TBD
Longer Term: 4-5+ Years			
EV Charging Infrastructure Expansion	Evaluate	Evaluate opportunities to expand EV charging infrastructure in coordination with future solar/carport improvements and changing community and operational needs. Consider electrical capacity, parking impacts, accessibility, available incentives, and opportunities to coordinate implementation with other planned site improvements.	TBD
Flexible/Mobile shelving conversion	Plan	Develop a phased plan for replacement of existing floor-mounted shelving with mobile shelving to increase flexibility of Library spaces and support	TBD

Project	Status	Action/Scope	Planning-Level Cost
		Community Resilience Center operations and other changing facility needs. Determine priority areas, scope, phasing, accessibility requirements, and planning-level costs before implementation.	
Parking Lot Expansion	Evaluate	Evaluate opportunities to expand or reconfigure parking capacity in coordination with the Town of Tiburon, including site feasibility, circulation, accessibility, stormwater and landscaping impacts, and coordination with future solar/carport improvements.	TBD

13. Financial Planning and Capital Reserves

Long-term facility planning will be integrated with the Library's annual budget, Financial Reserve Policy, and multi-year financial planning. The Library's Capital and Maintenance Reserve provides a dedicated mechanism for significant facility maintenance, capital renewal, and improvement needs.

The Library's Financial Reserve Policy establishes a Capital and Maintenance Reserve to support significant facility maintenance, repair, replacement, accessibility improvements, building systems, equipment, and other capital needs. The Reserve provides a dedicated funding source for anticipated and unanticipated facility obligations and reduces reliance on one-time operating revenues for major expenditures. The Financial Reserve Policy establishes an initial annual contribution target of approximately \$70,000, or 0.5% of the Library's estimated \$14 million building replacement value, with a current reserve target of up to \$500,000. Annual contributions and reserve levels will be considered through the Library's annual budget process and may be adjusted based on available resources, anticipated capital needs, and other financial priorities.

Capital decisions should consider total lifecycle cost, including acquisition or construction cost, anticipated useful life, maintenance requirements, energy and water consumption, resilience benefits, and ongoing operating costs. Over time, the Library will use the Major Facility Asset Inventory (Section 11) and Five-Year Facilities Action and Capital Plan (Section 12) to develop a longer-range forecast of anticipated asset renewal and replacement obligations and to evaluate the adequacy of the Capital and Maintenance Reserve. As additional condition assessments, useful-life information, and planning-level cost estimates become available, these data will inform future reserve targets and annual funding recommendations.

Facility projects may also be supported through annual budget appropriations, Belvedere Tiburon Library Foundation support, grants and incentives, partner-agency contributions, or other available funding sources.

Property Insurance and Risk Transfer

In addition to the Capital and Maintenance Reserve, the Library manages facility risk through property insurance coverage maintained with the Special District Risk Management Authority (SDRMA), a joint powers risk-sharing pool serving California special districts. Coverage includes

the building, furniture, fixtures and equipment (FF&E), and Gallery artwork, as well as equipment breakdown, flood, and earthquake risks. Coverage levels, insured values, deductibles, and other terms are reviewed annually as part of the Library's insurance renewal process.

Given the Library's site adjacent to tidal marsh habitat and its exposure to tidal flooding (Section 8), the Library maintains flood coverage addressing both standard flood zones and coastal high-hazard (velocity) flood zones. The Library also maintains earthquake coverage through SDRMA's Difference in Conditions (DIC) Earthquake/Flood coverage, consistent with the seismic risk applicable to California public buildings.

As part of its ongoing insurance and financial planning, the Library will periodically reconcile the SDRMA-insured building value with the replacement-value assumptions used for facility and Capital and Maintenance Reserve planning to help ensure that coverage and long-term financial planning remain appropriately aligned as facility conditions and values change.

14. Roles and Responsibilities

The Library Director or designee is responsible for overall administration of the Long-Term Facilities Management Plan, including coordination of preventive maintenance, inspections, facility assessments, contractors, capital planning, budget recommendations, and significant facility projects. Library staff will identify and report facility conditions requiring attention and maintain appropriate facility and maintenance records within their assigned responsibilities. Qualified contractors will perform specialized inspections, preventive maintenance, testing, repair, and replacement work. The Town of Tiburon will continue to coordinate with the Library on landscaping, parking, infrastructure, emergency planning, and other site and facility responsibilities where shared.

Facility maintenance, professional services, equipment purchases, and capital projects will be procured and authorized in accordance with the Library's adopted Purchasing and Procurement Policy and applicable law. Major capital projects and expenditures will be incorporated into the annual budget and presented to the Board for authorization as required. Emergency facility expenditures will be addressed in accordance with the emergency procurement and expenditure authority established by Library policy.

15. Plan Review and Maintenance

This Long-Term Facilities Management Plan is intended to remain a living planning document that reflects current facility conditions, priorities, and anticipated capital needs. The Plan will be reviewed by staff annually, in conjunction with the development of the Library's annual budget, to identify significant changes in facility conditions, project priorities, cost assumptions, funding needs, or other circumstances that may affect the implementation of the Plan. The annual review is intended as an administrative planning exercise and does not require Board readoption unless substantive changes to the Plan are proposed. The Plan may also be updated as necessary to reflect facility, site, maintenance, capital, emergency-management, or other responsibilities established through agreements with the Town of Tiburon, including agreements governing shared spaces and infrastructure.

A comprehensive review of the Plan will occur at least every two years. The biennial review will include updates to the Major Facility Asset Inventory and Five-Year Facilities Action and Capital Plan and will consider:

- Significant maintenance or repair trends that may affect lifecycle or capital planning.
- Current condition of major assets.
- Preventive maintenance and inspection findings with long-term facility implications.
- Outstanding deficiencies or corrective actions with potential capital, safety, or operational implications.
- Changes in estimated remaining useful life.
- Repair frequency and cost.
- Updated project and replacement estimates.
- Projects anticipated during the next five years.
- Warranty requirements.
- Community Resilience Center priorities.
- Grant and incentive opportunities.
- Anticipated Capital and Maintenance Reserve needs.
- Progress toward the Library's net-zero energy goal and implementation of applicable sustainable design commitments.
- Sustainable Library Certification status and any requirements for maintaining or renewing certification.

As the facility ages, the Library may periodically engage qualified professionals to conduct more comprehensive facility condition assessments or specialized evaluations. Findings from these assessments will be incorporated into future updates of the Major Facility Asset Inventory, Five-Year Facilities Action and Capital Plan, and long-term financial planning. Substantive changes to the Plan, including significant changes in long-term priorities or capital strategy, will be presented to the Board for consideration and approval. Routine administrative updates, updated condition information, refined cost estimates, and changes in project status or timing may be incorporated by the Library Director or designee as part of ongoing Plan maintenance.

16. Facility Records and Supporting Documents

Facility records will be maintained to support effective asset management, regulatory compliance, maintenance, capital planning, and institutional continuity. Records may include warranties, O&M manuals, inspection and service reports, permits, plans and specifications, equipment information, contracts, assessments, and documentation of major repairs and improvements. Facility records will be maintained and disposed of in accordance with the Library's adopted records retention schedule and applicable legal requirements. Records associated with active assets, warranties, regulatory obligations, or ongoing facility projects will be retained as required by the applicable retention schedule.

Key facility planning and operational documents include the Long-Term Facilities Management Plan, Preventive Maintenance Plan, Sustainable Site Management Plan, Healthy Indoor Air Quality Plan, Emergency Preparedness and Disaster Management Plan, BayREN Energy Roadmap, and applicable facility O&M documentation.

Records should include, as applicable:

- Renovation drawings, specifications, and closeout documentation.
- Operation and maintenance manuals.
- Equipment information.
- Warranties.
- Preventive-maintenance agreements.
- Service and repair records.
- Regulatory inspection and testing reports.
- Roof inspection and repair documentation.
- Landscape and irrigation plans.
- Sustainable Site Management Plan.
- BayREN Energy Roadmap.
- Community Resilience Center planning documents.
- Capital budgets.
- Applicable procurement and contracting records.

Where practical, facility records should be maintained in a centralized electronic location accessible to appropriate Library staff.

Plan Administration

Plan Owner	Library Director or Designee
Original Adoption	[DATE]
Last Reviewed	[DATE]
Next Review	Biennially in even years



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MEMORANDUM

TO: Belvedere Tiburon Library Agency, Board of Trustees

FROM: Lori S. Liu, General Counsel

DATE: September 17, 2026

SUBJECT: Library Director Employment Agreement

In 2024, the Belvedere Tiburon Library Agency completed a Compensation Study and made several recommendations:

- Equity adjustments to bring certain classifications competitive with the regional market, which the Board approved in May 2024
- Formation of an ad hoc compensation committee to review benefits, resulting in an increase in cafeteria allowances for staff in January 2025
- Additional benefits expanded in 2025, including FSA/DCA, and employer-covered life insurance, vision, and disability; and
- Development of a compensation policy, adopted in 2025
- The compensation study also noted that while the Director's salary was competitive with the regional market, benefit offerings were below the market

Entering into an employment agreement with the Director is not uncommon for JPAs and was the previous practice with former Director Mazzolini.

In March 2026, the Board designated a labor negotiator to work with the Director on a comprehensive compensation package; in the subsequent months, the negotiator worked with the Director and the Library's legal counsel to draft an agreement. The attached Employment Agreement reflects the Board's commitment to providing the Director with a compensation package that is competitive with the regional market.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is by and between the Belvedere Tiburon Library Agency (“Agency”), and Crystal Duran (“Employee”) (individually “Party” and collectively “Parties”), and shall be effective July 1, 2026 (“Effective Date”).

RECITALS

WHEREAS, Employee has served as Library Director for the Agency since January 2022.

WHEREAS, Agency desires to continue employing Employee as Library Director of the Agency, and Employee desire to accept this continued appointment.

WHEREAS, the Agency and Employee desire to establish specific terms and conditions relating to compensation and benefits, performance, and related matters, as provided herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the Agency and Employee agree as follows:

AGREEMENT

1. Duties. Agency appoints and employs Employee as Library Director of Agency, and Employee accepts the appointment and employment. Employee shall perform the duties of the position of Library Director as set forth in the Bylaws of the Board of Trustees of the Agency (the “Board”), the Employee Handbook, and Agency policies and procedures, as they currently or may in the future exist. Employee shall perform other legally permissible and proper duties and functions as the Board may assign from time to time.

2. Hours. Employee shall devote the time necessary to perform the duties of Library Director adequately. The Parties expect that a minimum of thirty-seven and a half (37.5) hours per week, during normal business hours and additional time outside normal business hours, will be required to satisfy this requirement. Employee shall be allowed reasonable flexibility in setting her own office hours, provided that the schedule of such hours provides adequate availability to the Board and Agency staff during normal business hours and for the performance of Agency business.

3. Employee Obligation. Employee shall devote full energies, interests, abilities and productive time to the performance of this Agreement, and utilize best efforts to promote Agency's interests. Employee shall not engage in any activity, consulting service or enterprise, for compensation or otherwise, which is actually or potentially in conflict with or inimical to, or which materially interferes, with her duties and responsibilities to Agency.

4. Term. This Agreement commenced on July 1, 2026 and shall end on June 30, 2028 (“Term”), unless earlier terminated as provided in this Agreement. This Agreement shall automatically renew for one (1) year with the same terms and conditions upon expiration of the Agreement. Additional terms and conditions may be negotiated by the Parties prior to the expiration of this Agreement.

5. Evaluation of Performance. The Agency shall evaluate the performance of Employee on an annual basis in accordance with Agency policy and procedure. From time to time, in its discretion, the Agency may elect to award one-time pay incentives.

6. Compensation.

A. Base Salary. Commencing on the Effective Date, Agency shall pay Employee a base salary of \$210,751.53, subject to legally permissible or required withholdings and deductions. Employee's salary shall be subject to Board-approved cost of living adjustments. Employee's salary shall be payable in installments at the same time as other employees of the Agency. Employee acknowledges that she is classified as an exempt employee under the Fair Labor Standards Act and is not eligible for overtime pay. Employee further acknowledges that the salary provided under this Agreement is compensation for all hours worked.

B. Allowance and Deferred Compensation.

a. Auto Allowance. Agency shall pay Employee an auto allowance of \$441 per month. The auto allowance shall constitute full compensation for all costs, expenses, mileage, depreciation, maintenance, repairs, insurance, gas, tires, oil and all other incidental expenses associated with Employee's use of a personal automobile on Agency business or use of public transportation. Liability insurance maintained by Employee shall be primary to any insurance or indemnification provided by Agency.

b. Cell Phone Allowance. Agency shall pay Employee a cell phone allowance of \$137.80 per month. The allowance covers all business-related cellphone expenses. This payment shall not be reported to the California Public Employees' Retirement System (CalPERS) as compensation for pension calculation purposes. Employee shall forego this allowance if Employee receives a cell phone issued and paid by the Agency.

c. Deferred Compensation. At the Employee's option, the Agency shall contribute to the Employee's designated Section 457 deferred compensation plan account an amount equal to one percent (1%) of Employee's annual base salary, distributed in equal payments through payroll. Total annual contributions shall not exceed applicable Internal Revenue Code limits. The Agency assumes no liability for excess contributions, and no additional funds shall be owed by the Agency if the statutory maximum is met.

C. Monthly Cash Payment. In lieu of the Section 457 deferred compensation benefits described in Section (6)(B)(c) of this Agreement, the Employee may elect to receive a lump sum cash payment equal to the monthly portion of one percent (1%) of Employee's annual base salary per month, subject to applicable withholdings and deductions. Employee shall make such election in writing no later than June 1 preceding the start of the fiscal year for which the election is to apply. In the absence of a timely written election, Employee shall receive the itemized benefits described in Section (6)(B)(c).

7. Payment and Release of Claims. Agency shall pay to Employee a one-time, lump-sum payment in an amount equal to five percent (5%) of Employee's base salary in consideration for the Employee releasing any and all claims, demands, and causes of action arising from or

related to Employee having allegedly received below-market compensation and/or benefits during the four (4) year period prior to the Effective Date of this Agreement.

8. Vacation Leave. Employee shall accrue vacation leave at a rate of four (4) weeks per fiscal year.

9. Annual Administrative Leave. Employee shall be entitled to ten (10) days (75 hours) of paid administrative leave per fiscal year. Unused administrative leave may not be carried over to subsequent fiscal years. Unused administrative leave has no cash value and shall not be paid out at any time.

10. Medical Coverage. Employee and Employee's eligible dependent(s) shall be entitled to participate in the medical insurance plan adopted by Agency, subject to the terms and conditions of the applicable plan. Agency agrees to pay one hundred percent (100%) of the premiums for the Kaiser Permanente Family Medical Plan for the Employee and Employee's eligible dependents ("Base Plan"). If Employee elects a medical plan with a premium higher than the Base Plan, then Employee shall pay for the premium difference through payroll deduction or such other method as authorized by the Agency.

11. Dental Coverage. Employee and Employee's eligible dependent(s) shall be entitled to participate in the Agency's adopted dental plan for which the Agency shall pay one hundred percent (100%) of the premiums.

12. Other Benefits. Agency shall provide to Employee all retirement, insurance, leave, and other benefits and privileges provided to other employees of Agency or, if different, as applicable to management employees of Agency. Agency shall provide to Employee any other benefits mandated by state or federal law.

13. Termination.

A. Termination by Agency. Employee understands and agrees that Employee serves at the will and pleasure of the Agency. Agency may terminate this Agreement and the employment relationship at any time, with or without cause, and with or without prior notice.

B. Termination on Resignation. Employee may terminate the Agreement by giving Agency at least thirty (30) days prior written notice. Agency may accelerate the effective date of resignation to any date after the receipt of written notice or, upon request, may reduce the notice period, at its discretion.

14. Severance. Agency shall pay Employee for all services through the effective date of termination. Employee shall have no right to any additional compensation or payment, except as provided below and except for any accrued and vested benefits.

A. If Agency terminates this Agreement (thereby terminating Employee's Employment) without cause, Agency shall pay Employee a lump sum severance benefit equal to sixty (60) days of the applicable base salary at the time of termination.

B. If Agency terminates this Agreement (thereby terminating Employee's Employment) with cause, Employee shall not be entitled to any severance. As used in this Agreement, "with cause" shall mean termination due to:

a. A conviction, plea bargain, judgment or adverse determination by any court, the State Attorney General, a grand jury, or the California Fair Political Practices Commission involving any felony, intentional tort, crime of moral turpitude or violation of any statute or law constituting misconduct in office, misuse of public funds or conflict of interest;

b. Conviction of a felony;

c. Conviction of a misdemeanor arising out of Employee's duties under this Agreement and involving a willful or intentional violation of law;

d. Willful abandonment of duties;

e. A pattern of repeated, willful, and intentional failure to carry out materially significant and legally constituted policy decisions of the Board made by the Board as a body or persistent and willful violation of properly established rules and procedures;

f. A material breach of this Agreement or the Agency's Employee Handbook; and

g. Any other action or inaction by Employee that materially and substantially harms Agency's interests, materially and substantially impedes or disrupts the performance of Agency, or that is detrimental to employee safety or public safety.

C. Any other term of this Agreement notwithstanding, the maximum severance that Employee may receive under this Agreement shall not exceed the limitations provided in Government Code Sections 53260-53264, or other applicable law. Further, in the event Employee is convicted of a crime involving an abuse of office or position, Employee shall reimburse the Agency for any paid leave or cash settlement (including severance), as provided by Government Code Sections 53243-53243.4.

D. Upon any allegation that the Employee has engaged in conduct that would result in her termination "with cause" as defined in subsection (B) above, Employee is entitled to a Skelly meeting as described in the Employee Handbook. In the event the Agency, in its discretion, still finds merit to the allegations and terminates, the Employee shall not be entitled to any severance and will be owed no further compensation. Employee shall have the right of appeal as described in the Employee Handbook.

15. Indemnity. Except as otherwise permitted, provided, limited or required by law, including without limited California Government Code Sections 825, 995, and 995.2 through 995.8, Agency shall defend and pay any costs and judgments assessed against Employee arising

out of an act or omission by Employee occurring in the course and scope of Employee's performance of her duties under this Agreement.

16. Amicable Resolution. Agency and Employee agree that, in the event of any dispute arising out of or relating to this Agreement, they will first attempt in good faith to resolve the dispute through information discussions and negotiations before commencing any formal legal proceeding. This provision does not apply if the Agency terminates with cause, as defined in Section 14.B.

17. Miscellaneous Provisions.

A. Entire Agreement. This Agreement constitutes the entire understanding and agreement between the Parties as to those matters contained in it, and supersedes any and all prior or contemporaneous agreements, representations and understandings of the Parties. This Agreement may be amended at any time by mutual agreement of the Parties, but any such amendment must be in writing, dated, and signed by the Parties and attached hereto.

B. Attorney's Fees. Except as provided elsewhere in this Agreement, if any legal action or proceeding is brought to enforce or interpret this Agreement, the prevailing Party, as determined by the court, shall be entitled to recover from the other Party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action. Nothing in this subsection shall be read to prevent the Parties from agreeing to some alternative method of dispute resolution. If such a method is agreed to, any final determination shall include an award of attorney's fees and costs by the presiding officer.

C. Severability. If any provision of this Agreement is held invalid or unenforceable, the remainder of the Agreement shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

D. Integration. This Agreement contains the entire Agreement between the Parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the Parties concerning Employee's employment with Agency. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or written, have been made by any Party, or anyone acting on behalf of any Party, that are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either Party. The foregoing notwithstanding, Employee acknowledges that, except as expressly provided in this Agreement, Employee is subject to Agency's general personnel policies and procedures, including those stated in Agency's Employee Handbook.

E. Notices. Any notice to the Agency under this Agreement shall be given in writing to the Agency, either by personal service or by registered or certified mail, postage prepaid, addressed to the Board's Secretary at the Agency's then principal place of business. Any such notice to Employee shall be given in a like manner and, if mailed, shall be addressed to Employee at her home address then shown in the Agency's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given (a) on the

date of delivery, if served personally on the Party to whom notice is to be given, or (b) on the third calendar day after mailing, if mailed to the Party to whom the notice is to be given in the manner provided in this section.

F. Choice of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Employee and Agency agree that venue for any dispute arising hereunder shall be the Marin County Superior Court.

G. No Assignment. Employee may not assign this Agreement in whole or in part.

H. Waiver. Any failure of a Party to insist upon strict compliance with any term, undertaking, or condition of this Agreement shall not be deemed to be a waiver of such term, undertaking, or condition. To be effective, a waiver must be in writing, signed and dated by the Parties.

I. Employee's Independent Review. Employee acknowledges that Employee has had the opportunity and has conducted an independent review of the financial and legal effects of this Agreement. Employee acknowledges that Employee has made an independent judgment upon the financial and legal effects of this Agreement and has not relied upon any representation of Agency, its officers, agents, or employees other than those expressly set forth in this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement intending to be bound thereby.

EMPLOYEE

Dated: _____

Crystal Duran

BELVEDERE TIBURON LIBRARY AGENCY

Dated: _____

Katherine Sutton, Chair

APPROVED AS TO FORM:

Lori S. Liu, General Counsel