AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *November 16, 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 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 October 19, 2026
2. Approval of Special Meeting Minutes of November 12, 2026
3. Approval of Agency Warrants for October 2026

STAFF BOARD AND COMMITTEE REPORTS

4. Chair's Report – Katherine Sutton, Chair (2 minutes)
5. Library Director's Report - Crystal Duran, Library Director (10 minutes)
6. Financial Report – Diane Gasson, Administrative Services Supervisor (2 minutes)
7. Belvedere Tiburon Library Foundation Report – Foundation Representative (5 minutes)
8. Committee Reports (5 minutes)

DISCUSSION/ACTION

9. ***Presentation of FY25-26 Annual State Library Report***: overview of information sent to the State of California regarding the Library's performance
10. ***Appointment of Labor Negotiator***: regarding conference with Labor Negotiator for the Interim Library Director

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *November 16, 2026* at 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

COMMUNICATIONS & ANNOUNCEMENTS

CLOSED SESSION

A. Public Comment on Closed Session

B. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Govt. Code Section 54956.8)

Property: 1501 Tiburon Blvd., Tiburon, CA 94920, APN# 058-171-94

Agency Negotiator: Library Director

Negotiating Parties: Belvedere Tiburon Library Agency & Town of Tiburon

Under Negotiation: Price and terms of possible property acquisition

C. **CONFERENCE WITH LABOR NEGOTIATORS** (Govt. Code Section 54957.6)

Agency-designated representative: TBD

Unrepresented Employee: Interim Library Director

D. REPORT FROM CLOSED SESSION

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:

- December 21, 2026 (pending)
- January 25, 2027

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
October 19, 2026

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

Also Present: Crystal Duran, Library Director; Joey Della Santina, Assistant Director; Diane Gasson, Administrative Services Supervisor and Board Clerk; Mickey Hubbell, Belvedere Tiburon Library Foundation Director

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.

CONSENT CALENDAR

1. Regular Meeting Minutes of September 21, 2026
2. Agency Warrants for September 2026

Motion to approve the Consent Calendar made by Trustee Hooker and seconded by Vice Chair Richards.

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

STAFF BOARD AND COMMITTEE REPORTS

3. **Chair's Report** – None

4. **Library Director's Report**

Director Duran provided the Board with her report, highlighting the following:

a. The City and Town are planning for the Super El Nino - expectation that November 22-27, December 21 - 26 and January 18-24th will provide flooding challenges due to anticipated king tides during those time frames.
b. A new Murder Mystery event is happening November 2nd. RSVP required due to limited space.
c. Community ofrenda, in recognition of Dia de los Muertos, goes through November 7th - bring in a photo of a past pet or relative to add to the display.
d. 2 on-call librarians have been hired for succession planning and staffing gaps - they have extensive MARINet experience.

e. Board of Trustees recruitment and diversity plan is attached, as part of sustainable library certification. While BTLA doesn't have authorization to appoint Trustees to the Board, and this is not a policy, the presented plan states how efforts will be made to target and recruit a diverse board. Included is consideration of professional occupation, background, geographic area within different boundaries, new/long-term community members and also those who rent vs. own. This plan was shared with the Executive Committee for feedback, as drafted by "green team" staff.
f. There are 13 items left on sustainable certification. BTLA will be the second library in California to receive this designation; once obtained a presentation will be provided to the Board.

Assistant Director, Joey Della Santina, added to the Director's Report, sharing that new tables have been received and installed. They have electricity, USB ports, lights and allow for ADA access too.

5. **Financial Report**

Administrative Services Supervisor, Diane Gasson, presented the Board with preliminary budget to actual details, through September 30, 2026 and June 30, 2026. This information is preliminary as year-end adjustments still need to be made which will impact both June 30, 2026 and subsequently FY27 data.

For the September 30, 2026 report, she noted the following:

- (5040) Book fines and reserves - the Foundation received a check from the state for unclaimed funds and said BTLA could keep
- (7210) Staff recruitment - cost, over budget, is related to hiring of Administrative Services Supervisor who began 7/23/2026
- (8840) Legal and consulting - only $500 is consulting (Muchmore)
- (9500) Restricted Fund Expenditures - Snelling Trust, just a timing issue

Ms. Gasson said work is being done to get full financial reports from the MIP accounting system versus having additional manual work done by the Accounting Technician.

6. **Belvedere Tiburon Library Foundation Report**

Ms. Hubbell reported the annual fund campaign is launching at the end of month; information going out on November 1st to mailboxes. On September 24th they hosted a donor appreciation event which went well. Corner Books has a strong start this fiscal year and they are hoping to include Sunday afternoons. Art gallery display, Mark Making: Dots, Lines, Textures is open through November 11th. 276 pieces were submitted and 65 were chosen for the gallery. On November 19th, 6 - 9 p.m., the foundation will host an opening artist reception. Tomorrow, 6 - 7 p.m., they are holding an Estate Planning Basics presentation. Ms. Hubbell made mention of their new hire, Chris Phipps, who is replacing Michelyn.

In response to Trustee questions, Ms. Hubbell stated the Corner Books volunteers job responsibilities include sorting donations, selling and shelving books.

7. **Committee Reports**

Finance Committee - meeting held October 8th, no action taken but discussion on the annual audit and financial reporting. Meeting again in January.

Strategic Planning Committee - waiting for details on getting a consultant. Director Duran received one proposal and was waiting on another. Committee will reconvene April or May 2027.

DISCUSSION/ACTION

8. **Meeting Room Policy**

Director Duran said there haven't been any real issues with the policy, even though it is fairly new. The policy is being applied fairly well and the revisions presented are minor and are intended to align policy with process.

Director Duran reinforced that this policy applies to public rooms, bookable through Communico. There are three other spaces that are left open for other uses. Those rooms are not a part of this policy.

Trustees discussed elements of the policy and current practice and asked if Assistant Director Della Santina could look at incorporating 30-minute booking times into the system.

Motion to approve the BTLA Meeting Room Policy as presented by Trustee Weil, seconded by Trustee Fredericks

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

9. **Holiday Business Hours**

This year Christmas Day and New Year's Day fall on a Friday and Director Duran would like the Board to consider different hours for the Eves. She stated there are shared concerns regarding the Super El Nino weather predictions and potential staffing abilities due to storms which are currently projected to be significant . Other Marin County library hours were presented as a point of reference for decision making.

Even if the library is open on the Christmas and New Year's eve dates, scheduled staffing will be light.

Motion to approve Option B - closed on Christmas Eve, open 9 a.m. to 1 p.m. New Year's Eve, made by Vice Chair Richards, seconded by Trustee Goldman

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

COMMUNICATIONS & ANNOUNCEMENTS

There were none.

CLOSED SESSION

Chair Sutton began to call for Closed Session and Trustee Fredericks asked to recuse herself from the session to avoid any appearance of conflict of interest since she sits on the Town of Tiburon's Council. (The Board reconvened at 7:24 p.m. after a short break.)

A. Public Comment on Closed Session - None
B. Conference with Real Property Negotiators Lori Liu (RWG Law) and Director Duran pursuant to Government Code Section 54956.8, related to property address 1501 Tiburon Blvd., Tiburon, CA 94920, APN 058-171-94
C. Report from Closed Session – direction given

ADJOURNMENT - Chair Sutton adjourned the meeting at 8:44 p.m.

FUTURE BOARD MEETINGS

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- November 16, 2026
- December 21, 2026 (pending)

Respectfully Submitted,

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

DRAFT

SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
November 12, 2026

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

Also Present: Crystal Duran, Library Director

CALL TO ORDER /ROLL CALL: Chair Sutton called the meeting to order at 12:10 p.m.

CLOSED SESSION - PUBLIC COMMENT

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

No public comments.

CLOSED SESSION

a. **Public employee appointment: Interim Library Director (California Government Code Section 54947)**
b. **Public employment: Library Director (California Government Code Section 54947)**

ANNOUNCEMENT OF REPORTABLE ACTION/CLOSED SESSION

a. **Public employee appointment: Interim Library Director (California Government Code Section 54947)**

Motion to appoint Joey Della Santina as the Interim Library Director, with outside advisor support, effective December 6, 2026 made by Vice Chair Richards, seconded by Trustee Hooker.

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

b. **Public employment: Library Director (California Government Code Section 54947)**

Motion to appoint an ad hoc committee, comprised of Trustees Richards, Sutton and Hooker, for the recruitment of the Library Director position made by Trustee Goldman and seconded by Trustee Poplawski.

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

ADJOURNMENT – Vice Chair Richards adjourned the meeting at 1:56 p.m.

Respectfully Submitted,

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

DRAFT

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Oct 2026							
Check Date	**Check #**	**Payee**	**Fund Code**	**GL Code**	**GL Title**	**Expenses**	**Check Total**
OPERATING EFT'S							
10/1/2026	ACH	Mechanics Credit Card	100	2080	Credit Card Clearing	$ 4,786.31	$ 4,786.31
	EFT	CalPERS Retire Classic	100	7110	CalPERS Retirement Benefit	$ 8,284.72	$ 8,284.72
	EFT	CalPERS Retire PEPRA	100	7100	CalPERS Retirement Benefit	$ 12,935.30	$ 12,935.30
	EFT	CalPERS Health EE	100	7110	CalPERS Insurance Benefits	$ 26,256.57	$ 26,256.57
	EFT	CalPERS Health OPEB	100	7115	CalPERS OPEB	$ 973.26	$ 973.26
	EFT	Delta Dental Oct	100	7110	CalPERS Insurance Benefits	$ 1,369.76	$ 1,369.76
	ACH	PG&E	100	8490	Power	$ 7,169.17	$ 7,169.17
	EFT	Reliance LTD & LIFE, VSP Oct	100	7110	CalPERS Insurance Benefits	$ 1,834.85	$ 1,834.85
	ACH	USBANK EQUIP FINANCE	100	8210	Copier Expense	$ 1,405.91	$ 1,405.91
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	$ 76,440.45	$ 76,440.45
	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
	EFT	Amazon	100	Various	Amazon Account Charges	$ 856.97	$ 856.97
	ACH	ADP Payroll Fee	100	8830	Accounting	$ 709.74	$ 709.74
	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	$ 68,450.51	$ 68,450.51
	ACH	Ameriflex FSA	100	Various	FSA/LSA DCA	$ 1,933.13	$ 1,933.13
	ACH	CSMFO ECHECK	100	8825	MEMBERSHIP AND DUE	$ 165.00	$ 165.00
	ACH	TPX COMMUNICATION	100	8260	TELEPHONE	$ 1,463.45	$ 1,463.45
				Oct	**TOTAL EFT / ACH**	**$ 215,115.28**	**$ 215,115.28**
OPERATING HAND CHECKS							
				Oct	**TOTAL HAND CHECKS**	**$ -**	**$ -**
OPERATING ACCOUNTS PAYABLE BATCHES							
10/16/2026	970	CALIFAGROUP	100	7606	Databases	2,480.00	$ 2,480.00
10/16/2026	971	ENVISIONWAREINC	100	8070	IT Infrastructure	78.75	$ 78.75
10/16/2026	972	FOSTER&FOSTER	100	8835	Auditing	11,100.00	$ 11,100.00
10/16/2026	973	KANOPY	100	7605	Digital Collection	10,000.00	$ 10,000.00
10/16/2026	974	MARINITINC	100	8040	Technical Support	2,513.50	$ 2,513.50
10/16/2026	974	MARINITINC	100	8070	IT Infrastructure	85.50	
10/16/2026	974	MARINITINC	100	8070	IT Infrastructure	741.00	
10/16/2026	974	MARINITINC	100	8070	IT Infrastructure	116.00	
10/16/2026	974	MARINITINC	100	8070	IT Infrastructure	400.00	
10/16/2026	974	MARINITINC	100	8070	IT Infrastructure	220.50	
10/16/2026	974	MARINITINC	100	8070	IT Infrastructure	88.00	$ 1,651.00
10/16/2026	975	MARINWATER	100	8500	Water	57.06	
10/16/2026	975	MARINWATER	100	8500	Water	994.86	$ 1,051.92
10/16/2026	976	MILLVALLEYREFUSE	100	8480	Trash	311.29	$ 311.29
10/16/2026	977	MISSIONSQUARE	100	2040	Deferred Comp Deductions	1,462.50	$ 1,462.50
10/16/2026	977	MISSIONSQUARE	100	7010	Salaries & Wages CalPERS	0.00	
10/16/2026	978	MSILITHO	100	8225	Public Relations	9,806.63	$ 9,806.63
10/16/2026	979	NBS	100	8920	Bond Fiscal Agent Fees	2,915.06	$ 2,915.06
10/16/2026	980	OPTIONCLICKCONSULTING	100	8290	Technology Training Program	220.00	$ 220.00
10/16/2026	981	PROMEVO	100	8035	Computers & Peripherals	893.38	$ 893.38
10/16/2026	982	THEARKNEWSPAPER	100	7601	Books and other Materials	98.80	$ 98.80
10/16/2026	983	TWINKLELIGHTING	100	8430	Building Maintence Incidental	5,900.00	$ 5,900.00
10/16/2026	985	PACIFICGASELECTRIC	100	8493	EV Public Charging Stations	907.35	$ 907.35
				10/16/2026	**ACCOUNTS PAYABLE BATCH**	**$ 51,390.18**	**$ 51,390.18**
10/26/2026	986	BLACKSTONEPUBLISHING	100	7601	Books and other Materials	271.78	$ 271.78
10/26/2026	987	CINTAS	100	8230	Office Supplies	67.34	$ 67.34
10/26/2026	988	PEOPLESPACE	200	9020	Furniture & Fixtures	12,496.77	$ 12,496.77
10/26/2026	989	RWGLAW	100	8840	Legal & Consulting Services	5,249.86	$ 5,249.86
				10/26/2026	**ACCOUNTS PAYABLE BATCH**	**$ 18,085.75**	**$ 18,085.75**
10/30/2026	990	BRIDGETBURKE	100	8240	Adult Programs	$ 225.00	
10/30/2026	990	BRIDGETBURKE	100	8240	Adult Programs	$ 225.00	$ 450.00
10/30/2026	991	CITY OF FOSTER CITY	100	7210	Staffing Recruitment	$ 582.00	$ 582.00
10/30/2026	992	HEARTPATH ENTERPRISES	100	8250	Children's Program Supplies	$ 390.00	$ 390.00

BELVEDERE TIBURON LIBRARY AGENCY							
WARRANTS							
Oct 2026							
Check Date	**Check #**	**Payee**	**Fund Code**	**GL Code**	**GL Title**	**Expenses**	**Check Total**
10/30/2026	993	HOWARDARACHELSON	100	8230	Office Supplies	$ 600.00	$ 600.00
10/30/2026	994	INGRAMLIBRARYSERVICES	100	7601	Books and other Materials	$ 10,711.64	
10/30/2026	994	INGRAMLIBRARYSERVICES	100	7602	Processing Costs & Fees	$ 758.67	$ 11,470.31
10/30/2026	995	MISSIONSQUARE	100	2040	Deferred Comp Deductions	$ 1,462.50	$ 1,462.50
10/30/2026	996	MSILITHO	100	8225	Public Relations	$ 11,445.51	$ 11,445.51
10/30/2026	997	MUNICIPALRESOURCE	100	7200	Professional Development	$ 4,000.00	$ 4,000.00
10/30/2026	998	OPTIONCLICKCONSULTING	100	8240	Adult Programs	$ 220.00	$ 220.00
10/30/2026	999	REDWOODBUILDINGMAINT	100	8460	Custodial Supplies	$ 390.04	$ 390.04
10/30/2026	1000	SHOWCASES	100	7603	Supplies for Processing	$ 128.09	$ 128.09
10/30/2026	1001	SHUMEIWANG	100	8250	Children's Program Supplies	$ 130.00	$ 130.00
10/30/2026	1002	TIBURONPENINSULA	100	8825	Memberships and Dues	$ 100.00	$ 100.00
10/30/2026	1003	TOWNOFTIBURON	100	8440	Grounds Maintenance	$ 4,660.50	$ 4,660.50
10/30/2026	1004	VISIONLIVING	100	8240	Adult Programs	$ 600.00	$ 600.00
				10/30/2026	**ACCOUNTS PAYABLE BATCH**	**$ 36,628.95**	**$ 36,628.95**
				Oct	**TOTAL WARRANTS**	**$ 321,220.16**	**$ 321,220.16**

Belvedere Tiburon Library

DATE: November 16, 2026

TO: Library Board Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Director's Report

Programs and Services
Planning is underway for the next edition of *In the Stacks*, the Library's print newsletter distributed to local households. The newsletter is expected to be mailed in mid-January 2027 and will likely be four pages. This edition will highlight upcoming programs and services, as well as other important updates for the community. Staff are currently identifying content and coordinating the production timeline to support the planned distribution.

With the potential for significant storms and severe weather this winter, staff are actively reviewing and strengthening the Library's emergency preparedness and response procedures. Planning includes operational continuity, staff and patron safety, communication protocols, and coordination with local agencies. Depending on the severity of weather conditions, power outages, or other impacts, the Library may experience unexpected closures or modifications to operating hours. Staff are working to ensure appropriate procedures are in place to respond quickly and communicate service disruptions to the community.

Personnel
The Library will host a regional training on *De-escalation Strategies* on Friday, January 8, 2027, led by trainer Rick Jenkins. The training will accommodate up to 75 library staff from across the region, including Belvedere Tiburon Library employees. This topic was identified as a priority by Library department leads in response to increasingly complex customer interactions and the need to equip staff with practical strategies for maintaining a safe, welcoming, and supportive environment. The training is financially sponsored by the California State Library through a competitive grant and will cover the trainer's fees and travel expenses. This regional opportunity will also allow us to strengthen professional connections and share learning with colleagues from neighboring libraries. The Library will open at 1:00 pm that day to accommodate the training, which is part of our quarterly mandatory all-staff training program.

Administration
The Library continues to make progress toward Sustainable Library Certification, with the team focused on completing the remaining required and recommended activities. The certification process has provided a valuable framework for integrating environmental stewardship, social equity, and sound financial practices into Library operations and decision-making. Beyond certification, sustainability and community resilience have become core areas of Library programming and service development. The Library's expanded Library of Things, community partnerships, and ongoing resilience planning demonstrate how this work has evolved into a

lasting organizational priority. The team anticipates completing certification by the end of FY 2026–27. Attached is a separate progress report.

Leadership Transition and Organizational Continuity
In preparation for my departure in early December, I am working closely with the management team to support a smooth leadership transition and continuity of Library operations. This includes reviewing ongoing projects, identifying upcoming deadlines and organizational priorities, and ensuring that essential responsibilities and institutional knowledge are transferred. Particular attention is being given to financial administration, contractual obligations, Board governance, and ongoing strategic initiatives.

As part of this transition, the Library's most recent Strategic Plan activity assessment, completed in September 2026, will be available to inform future planning. The assessment documents substantial progress across the plan's four strategic areas while identifying activities that remain in development. With the current Strategic Plan approaching the end of its planning period, the Board and interim leadership will have an opportunity to determine the appropriate timing and scope of the next planning process, taking into consideration organizational capacity and other priorities during the transition.

Closing Reflections
As this will be my final Director's Report, I want to take a moment to reflect on the tremendous progress the Library has made over the past five years. When I joined the organization in January 2022, we were preparing to open a newly expanded Library and begin an exciting new chapter. Since then, we have done much more than activate a beautiful new facility. Together, we have transformed how the Library operates, expanded access to programs and services, strengthened community partnerships, and established a stronger organizational foundation to support the Library well into the future.

I am particularly proud of the work we have done to strengthen the organization from within. From implementing our first Strategic Plan and establishing more robust financial policies and practices to investing in staff development, organizational culture, and long-term sustainability, we have worked to ensure that the Library is positioned to meet the evolving needs of our community. Our partnerships have also grown considerably, creating new opportunities to support children and families, engage residents, and contribute to broader community priorities. These accomplishments reflect a collective commitment to making the Library not only a wonderful place to visit, but also an effective, resilient, and forward-thinking public institution.

None of this would have been possible without the dedication and creativity of our exceptional staff, the support of the Library Foundation and its donors, the contributions of our volunteers and community partners, and the leadership and trust of the Board of Trustees. I am deeply grateful for the opportunity to have served this community and to have worked alongside so many people who care deeply about the Library's success. While there will always be new challenges and opportunities ahead, I leave with tremendous confidence in the organization and the people who will guide its next chapter. It has been a privilege to be part of this Library's story, and I look forward to seeing all that it will accomplish in the years to come.

In gratitude,



Crystal

Belvedere Tiburon Library

Sustainable Library Certification

PROGRESS REPORT | NOVEMBER 2026

Since 2022, the Library has pursued Sustainable Library Certification through the Sustainable Libraries Initiative, integrating environmental stewardship, social equity, and financial sustainability into operations and community services. The cross-functional Green Team—Joey, Ivan, Rebecca, Katie, and Crystal—has coordinated implementation, staff engagement, and documentation.

Progress toward certification

91% COMPLETE	14 ACTIVITIES REMAIN	$102,357 IN GRANT FUNDING
142 of 156 minimum action items	To satisfy minimum action thresholds	Dedicated to programming, supplies, and personnel

Certification component	Count
Required activities	94
Minimum recommended activities	62
Additional recommended activities completed	9
Remaining documentation and closeout	17 reflections + 1 final presentation

The Library has completed 151 activities overall, including nine recommended activities beyond the minimum required. The 91% completion rate is based on the 156 minimum action items and excludes reflections and the final presentation.



Major accomplishments

Organizational practices and culture

Sustainability is embedded in purchasing and procurement, staff job descriptions and evaluations, collection development, and facilities planning and maintenance. The Green Team has engaged colleagues across departments, helping make sustainability part of everyday decisions.

Facilities and environmental stewardship

The BayREN Energy Roadmap has informed long-term building efficiency and resilience planning, including potential solar generation and battery storage. Other work includes HVAC preventive maintenance, efficient lighting and equipment, water conservation, stormwater management, and

native landscaping. The redesigned I'Lee Hooker Memorial Garden features native and climate-appropriate plants that support pollinators and reduce irrigation needs.

Community engagement and impact

Green Week, the Sustainability Festival, and Green Takeover activities have expanded environmental education and community partnerships. The Library of Things has grown to more than 140 items, recently expanding to include toys for lending**.** This service encourages borrowing and reuse, reduces the need for individual purchases, and makes a wider variety of resources accessible to the community.

140+ ITEMS	238 PARTICIPANTS	NEARLY 400 PARTICIPANTS
Library of Things inventory	Five e-waste recycling events	Four paper shredding events

Financial sustainability and community resilience

The Library secured $102,357 in grant funding in FYs 22-23 and 24-25 exclusively for certification-related personnel, programming, and supplies, building staff capacity and supporting public-facing initiatives. Formal reserve planning supports long-term organizational stability. Partnerships with the Town of Tiburon and regional groups are also advancing Community Resilience Center planning, including potential solar and battery infrastructure for extended outages.

Looking ahead

Remaining work and next steps

1. Complete 14 outstanding activities. Finish the required and minimum recommended activities and submit supporting documentation.

2. Prepare 17 reflective responses. Assess organizational impact, lessons learned, and opportunities for continued improvement.

3. Deliver the final certification presentation. Summarize accomplishments, challenges, and long-term commitments.



The Green Team is working toward completing Sustainable Library Certification by the end of FY 26-27. The certification process has helped make sustainability an integral part of how the Library operates, delivers services, and plans for the future. Beyond certification, initiatives involving renewable energy, building improvements, and regional resilience partnerships will continue to advance the Library's environmental, social, and financial sustainability. Sustainability and community resilience programming will also remain a core program area, ensuring that the Library continues to provide educational opportunities, practical resources, and community connections that help residents adopt sustainable practices and prepare for future challenges.

Belvedere Tiburon Library

DATE: November 16, 2026

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Submission of FY25-26 Annual Library Statistics for State Report

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Background
Each year, the Library is required to submit FY data to the State Library, typically in October. Library staff regularly collect and store programmatic, collection, usage, and expenditure data using various applications to fulfill the robust reporting requirements. This memo provides an overview of the recently submitted FY 25-26 data and a comparison of recent years.

FY 25-26 Data and Service and Community Engagement Trends
The Library experienced another year of strong community engagement and expanded service delivery in FY 25-26. Annual visits increased by 12.6% to 169,264, in-person program attendance grew by 25.1% to 25,438, and registered borrowers increased by 9.1% to 7,969. Total circulation reached 171,977, an increase of 3.5% over the previous year. These results reflect a broader pattern of sustained growth following the Library's renovation and expansion, completed in September 2022. Since FY 23-24, the first full fiscal year following reopening, annual visits have increased by 18.8%, program offerings have grown by 57.6%, and program attendance has increased by 79.6%. Website visits have also increased 38.2%. The data illustrates how the Library has continued to expand its services, attract new users, and strengthen community engagement beyond the initial reopening period.

Key Performance Indicators			
Performance Measure	**FY24-25**	**FY25-26**	**Change**
Library visits	150,346	169,264	+ 12.6%
In-person programs	1,108	1,239	+ 11.8%
Program attendance	20,333	25,438	+ 25.1%
Physical circulation	99,811	99,142	- 0.7%
Electronic circulation	66,367	72,835	+ 9.7%

Registered borrowers	7,301	7,969	+ 9.1%
Website visits	308,900	358,400	+ 16%

Programming and Participation
Programming continues to be one of the Library's strongest areas of growth. Since FY 23-24, in-person program offerings have increased 57.6%, while attendance has grown 79.6%. In FY 25-26 alone, the Library offered 1,239 programs attended by 25,438 participants.

Growth was especially pronounced in adult and elementary-age programming. Adult program offerings increased 51.2%, with attendance increasing 33.6%, reflecting the Library's continued expansion of adult learning and engagement opportunities. Adult programming encompasses a broad range of activities, including Adult Services librarian-coordinated programs, Makerspace programs for adults, and Art Gallery programs. Attendance at programs for children ages 6–11 increased nearly 80%, demonstrating strong demand for youth programming. Teen programming declined 19.1%, with a corresponding 17.6% decrease in attendance. This reduction was intentional, reflecting programming adjustments during the Teen Librarian's extended leave of absence and their subsequent return to limited duties. Average attendance per program remained relatively stable, suggesting that participation was generally maintained despite fewer offerings.

Collections and Borrowing
Physical circulation remained stable at approximately 99,000 annual checkouts despite an intentional reduction in the physical collection. During FY 25-26, the Library reconfigured adult shelving, improved browsing and discoverability, and selectively reduced holdings to accommodate a more accessible layout. The Children's Department also experimented with collection merchandising to highlight popular series and high-interest materials. Children's physical circulation increased 6.0%, while circulation of Library of Things materials grew 35.1%. The Library of Things continues to diversify its offerings, including the addition of toys available for lending. Electronic circulation increased 9.7% year over year and 20.6% since FY 23-24, supported by increased borrowing of electronic audiobooks and periodicals. Together, these trends reflect continued demand for traditional collections alongside growing use of digital resources.

Library Use and Access
Annual visits reached 169,264, an increase of 18.8% since FY 23-24. This growth occurred while the Library maintained its established schedule of 65 public service hours per week. Registered borrowers increased by 668 during FY 25-26, including substantial growth in registered children. The Student Success Card initiative contributed to expanded access by enrolling nearly 600 new student cardholders, with approximately 100 additional enrollments anticipated annually as the program continues. Online engagement also continued to grow. Website visits reached 358,400, representing a 16.0% annual increase and a 38.2% increase over FY 23-24.

Financial and Operational Performance
The Library's growth in services has outpaced increases in reported staffing FTE and operating expenditures. Between FY 23-24 and FY 25-26, program offerings increased 57.6% and attendance grew 79.6%, compared with a 21.7% increase in operating expenditures and an 11.9% increase in reported staffing FTE, from 16.75 to 18.75. In FY 25-26, operating expenditures totaled $3.74 million, an increase of 5.1% over the previous year. Personnel

expenditures increased 6.8%, with employee benefits accounting for a significant portion of the increase. Operating expenditures per capita reached approximately $343.Operating income remained comparatively stable over the three-year period, increasing just 0.9% since FY 23-24. As service levels continue to expand, maintaining sufficient staffing and financial resources will be important to sustaining the Library's current level of service.

Areas for Continued Attention

While the Library offers the most business hours and programs of any public library in Marin County, some findings highlight opportunities to strengthen organizational capacity and service continuity:

- **Staffing Capacity and Continuity of Services:** As a relatively lean organization, the Library must continue identifying opportunities to maximize staff capacity and align responsibilities with appropriate classifications. Currently, programming staff develop much of their own promotional material, creating an opportunity to consolidate these responsibilities within a dedicated part-time position focused on program promotion and communications. Centralizing this work could improve consistency, reduce duplication of effort, and allow librarians to focus more of their time on program development, community engagement, and direct services. Cross-training and shared responsibilities will also remain important to maintaining service continuity during staffing transitions or extended absences.
- **Public Technology Use:** Public computer sessions declined 23.1% during FY 25-26, continuing a downward trend from FY 23-24. Further review may help identify changes in user needs or service utilization and inform future resource allocation.
- **Reference Transaction Reporting:** Reported reference transactions declined 18.1%; however, inconsistent recording practices likely contributed to the decrease. More frequent staff reminders and refresher training will help improve data accuracy.

Looking Ahead

The FY 25-26 results demonstrate the Library's continued success in building community engagement and expanding services following its renovation and expansion. Strong participation in programming, sustained borrowing, increased visitation, and growing digital engagement reflect the Library's evolving role as a center for learning, connection, and community activity. As the Library considers its next strategic planning cycle, these trends provide a valuable foundation for evaluating service priorities, strengthening organizational capacity, responding to changing community needs, and ensuring that resources remain aligned with the Library's long-term goals.

Data Notes

- FY 23-24 is used as the primary baseline for multi-year comparisons because it represents the first full fiscal year following the September 2022 reopening.
- Electronic circulation comparisons incorporate corrections to FY 24-25 data documented in the subsequent State Annual Report. Staffing comparisons reflect reported full-time equivalent employment rather than employee headcount. Financial comparisons reflect operating expenditures and exclude capital expenditures.
- Program statistics reflect activities across multiple service areas, including Adult Services, Children's Services, Teen Services, Makerspace, and the Art Gallery. Makerspace programs are included by their intended age groups, while Art Gallery programming is included in the adult programming totals.

ANNUAL LIBRARY STATISTICS

FY 25–26 | Board of Trustees

Sustained growth in community use, programming, and engagement

A year of strong community engagement

169,264
Library visits
+12.6% year over year

25,438
Program attendance
+25.1% year over year

171,977
Total circulation
+3.5% year over year

7,969
Registered borrowers
+9.1% year over year

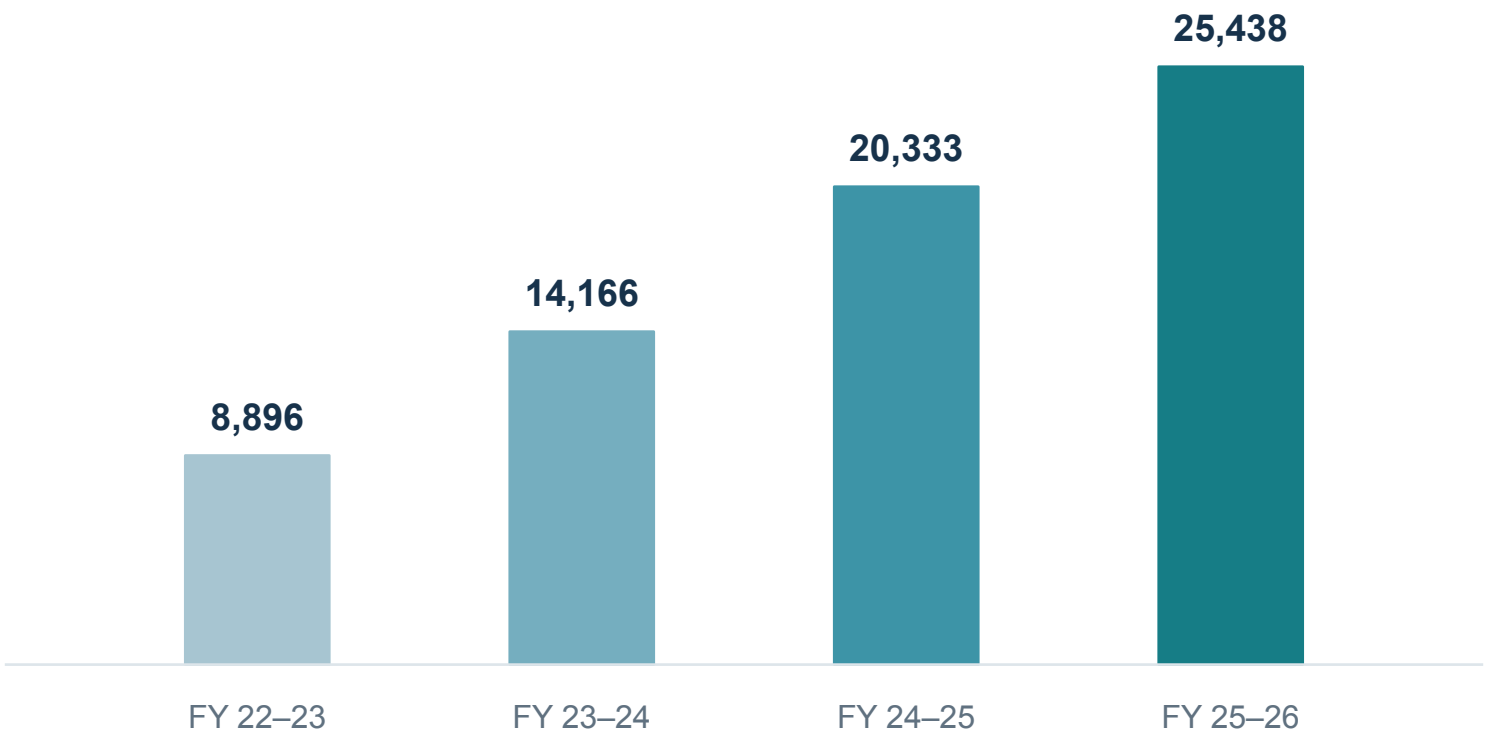
1,239
In-person programs
+11.8% year over year

358,400
Website visits
+16.0% year over year

Year-over-year comparisons use corrected FY 2024–25 electronic circulation figures.

Programming: sustained growth since reopening

Annual in-person program attendance



+79.6%

Program attendance

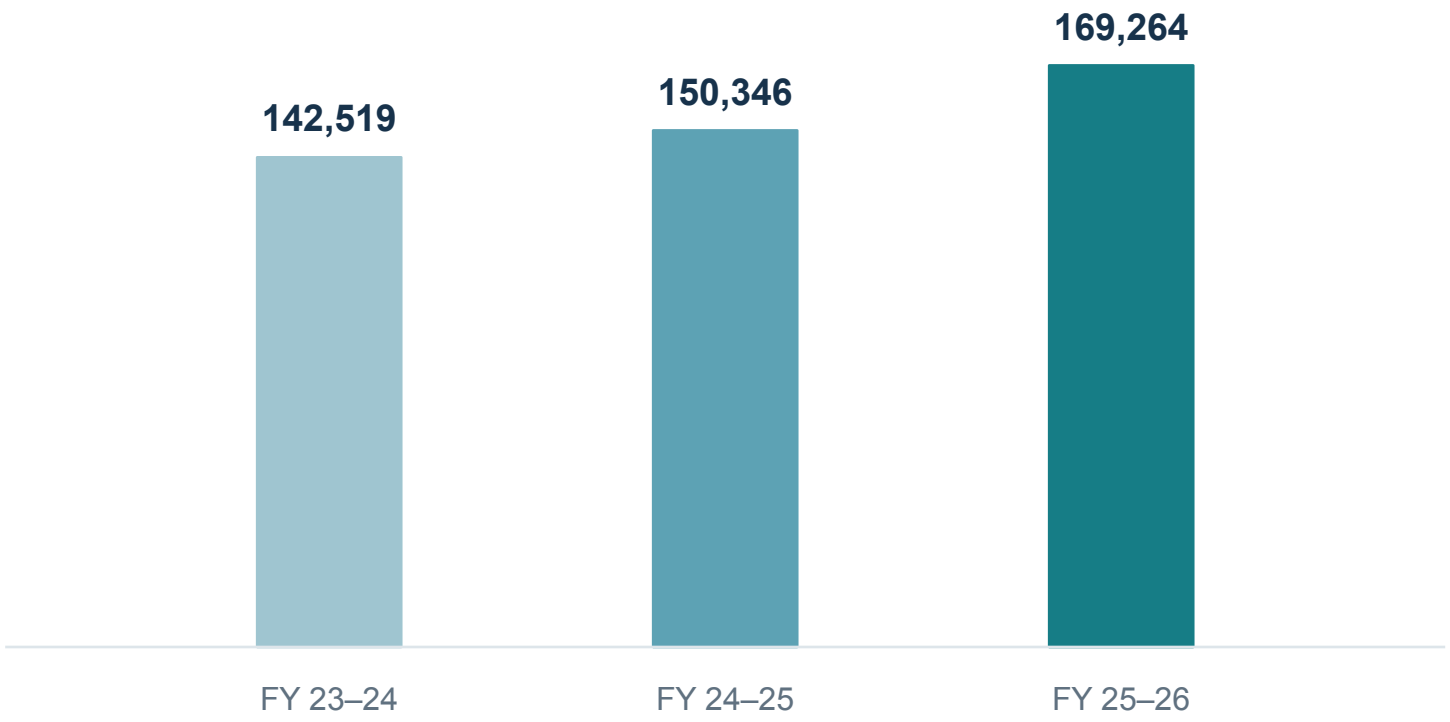
+57.6%

Programs offered

Growth rates compare FY 2023–24 (first full year after reopening) with FY 2025–26.

Community use continues to rise

Annual library visits



+18.8%

Visits since FY 23–24

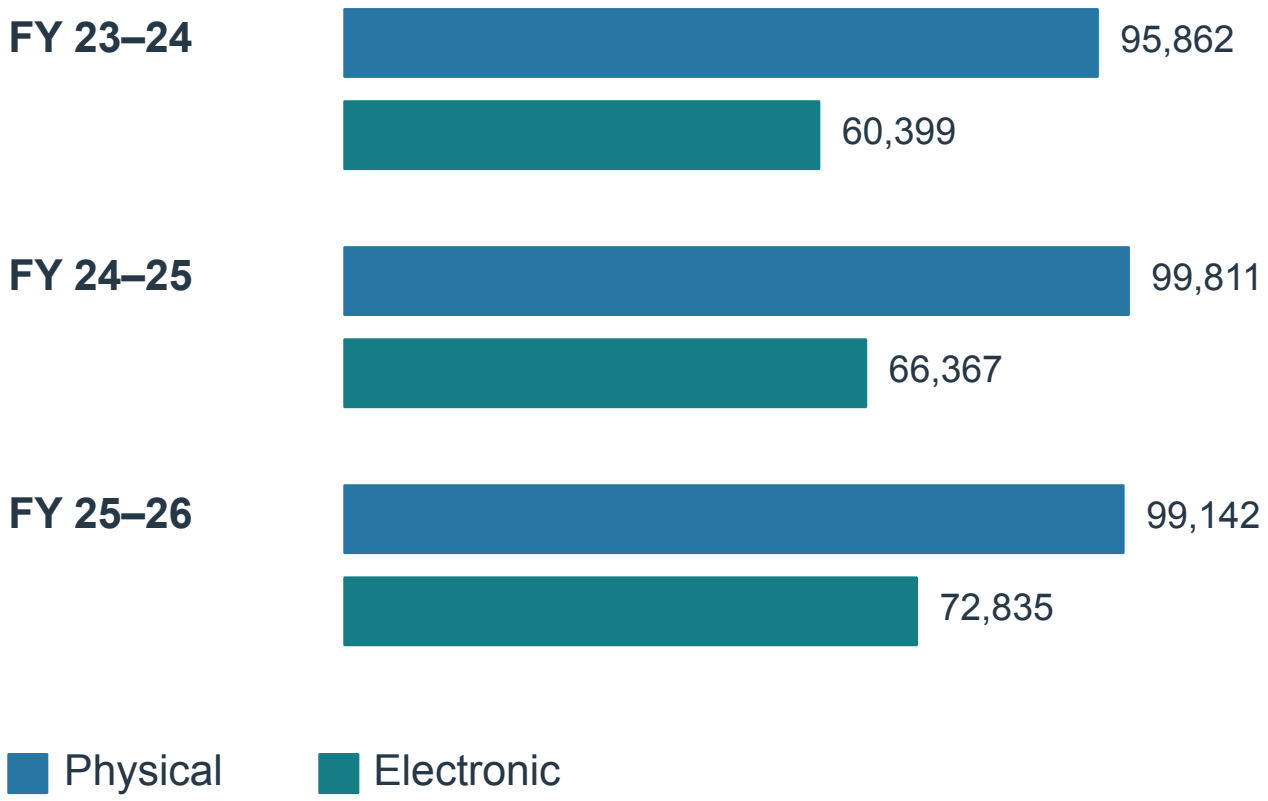
+38.2%

Website visits since FY 23–24

FY 2022–23 reopening events may have elevated reported visits; FY 2023–24 is the trend baseline.

Borrowing: stable physical, growing digital

Annual circulation



+20.6%

Electronic circulation since FY 23–24

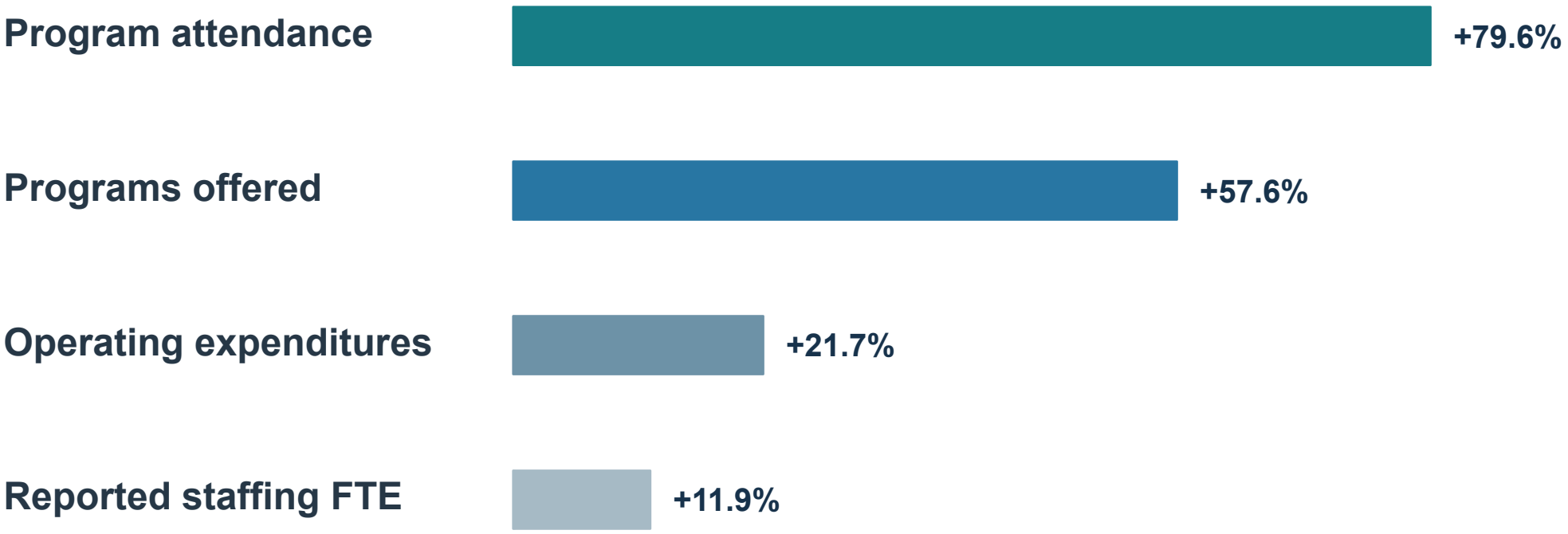
+35.1%

Library of Things loans year over year

FY 2024–25 electronic circulation is corrected per the FY 2025–26 report.

Service growth relative to resources

Change from FY 23–24 to FY 25–26



Service expansion has substantially exceeded growth in reported staffing and operating spending.

Looking ahead: sustaining momentum

Strengthen continuity

Cross-train staff, share program planning expertise, and build coverage for extended absences and transitions.

Program sustainability & capacity

Explore opportunities to streamline program promotion, redistribute administrative responsibilities, and strengthen cross-training to sustain the Library's expanded programming schedule.

Monitor emerging needs

Review public computer utilization and reinforce consistent reference transaction reporting.

Planning priority: align staffing depth and resources with sustained community demand.