



BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING	AGENDA	LOCATION
Wednesday, April 19, 2023	6:30 PM	West Branch 1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Diane Davenport, Beverly Greene, John Selawsky

To submit an e-mail comment during the meeting to be read aloud during public comment, email [BOLT@cityofberkeley.info](mailto:BOLT@cityofberkeley.info) with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.

Please be mindful that the teleconference will be recorded as any Board of Library Trustees meeting is recorded, and all other rules of procedure and decorum will apply for Board of Library Trustees meetings conducted by teleconference or videoconference.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Eve Franklin, Administrative Secretary, \(510\) 981-6102](mailto:Eve.Franklin@cityofberkeley.info). The Board of Library Trustees may take action related to any subject listed on the agenda.

## I. PRELIMINARY MATTERS

### A. Roll Call

**B. Ceremonial Matters:** *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*

### C. Public Comment on Non-agenda Matters

*Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.*

### D. Comments from Library Unions

*For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.*

- i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- iii. Public Employees Union, LOCAL 1

### E. Comments from Board of Library Trustees

## II. CONSENT CALENDAR

*The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.*

### A. Minutes of March 1, 2023 Regular Meeting

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Adopt the resolution to approve the minutes of the March 1, 2023 Regular Meeting of the Board of Library Trustees.

### B. Contract Amendment: Contract No. 31900159 with Pride Industries One

**From:** Henry Bankhead, Deputy Director of Library Services

**Recommendation:** Adopt a Resolution to amend Contract No. 31900159 with Pride Industries One to provide for an increase of \$750,000 thereby increasing the contract's allowable not-to-exceed amount to

\$2,000,000 and to extend the term end date to June 30, 2024 by issuing an additional extension letter for year five per the terms of the original contract.

**C. Contract: Dell Computer Using California National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Pricing Agreement for Server Hardware, Server Virtualization Software and Services**

**From:** Alicia Abramson, Manager, Library Information Technology

**Recommendation:** Adopt a Resolution authorizing the Director of Library Services to enter in to a contract with Dell Computers, Inc. for the purchase of server hardware, data storage equipment, server virtualization software, and related services, utilizing pricing and contracts, amendments, and extensions from the National Association of State Procurement Officials (NASPO) ValuePoint contract number MNWNC-108 for the period beginning May 19, 2023 through May 31, 2026 for an amount not-to-exceed (NTE) \$195,000.

**D. Amendment: Contract No. 32300079 Protiviti for Professional Services**

**From:** Alicia Abramson, Manager, Library Information Technology

**Recommendation:** Adopt a Resolution authorizing the Director of Library Services to amend contract No. 32300079 with Protiviti for additional professional services in support of Library IT operations using General Services Agency's (GSA) purchasing vehicle no. GS-35F-0280X for an incremental increase of \$34,000 for a total contract not to exceed amount of \$109,000.

### III. ACTION CALENDAR

**A. RFP for Library Technology Roadmap for the Berkeley Public Library**

**From:** Henry Bankhead, Deputy Director of Library Services

**Recommendation:** Adopt the resolution to authorize the Library to issue a Request for Proposals to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

**B. Report on recruitment process to fill vacancy on Board of Library Trustees that will be created by the end of Trustee Davenport's term effective May 15, 2023.**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Adopt the resolution to approve timeline, documents and publicity plan for the process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's term effective May 15, 2023.

### IV. INFORMATION REPORTS

*All items for discussion only and no final action.*

**A. West Branch Update** – Sierra Campagna, Supervising Librarian, and Raylene Ezike, Supervising Library Assistant

**B. Monthly Library Director's Report** – Tess Mayer, Director of Library Services

### V. ITEMS FOR FUTURE AGENDAS

*These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.*

**A. Discussion of items to be added to future agendas**

### VI. ADJOURNMENT

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, [tmayer@cityofberkeley.info](mailto:tmayer@cityofberkeley.info).*

*Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.*

*Any writings or documents provided to a majority of the commission regarding any item on this agenda*

will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

**COMMUNICATION ACCESS INFORMATION:**



This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website, on April 13, 2023.

//s//

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees

**Communications:**

- |           |                           |                                                                      |
|-----------|---------------------------|----------------------------------------------------------------------|
| 3/7/2023  | Zachary Douglas<br>Howard | History of Berkeley public library                                   |
| 3/10/2023 | Lola Leeman               | Terracycle at Central Branch                                         |
| 3/18/2023 | Pamela Michaud            | Computers and Monitors at South Berkeley Library really need upgrade |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, March 1, 2023 6:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:  
Amy Roth, President                      Diane Davenport  
Sophie Hahn, Vice President          Beverly Greene  
John Selawsky

**I. PRELIMINARY MATTERS**

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

- A. **Call to order:** 6:30 pm.  
Present: Trustees Davenport, Greene, Hahn, and Selawsky.  
Absent: Trustee Roth.  
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Alicia Abramson, Manager, Library Information Technology; Jay Dickinson, Circulation Services Manager; Bill Kolb, Library Services Manager; Amanda Myers, Library Services Manager; My Chan, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.
- B. **Public Comments:** 0 speakers.
- C. **Comments from Library Unions:**
  - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
  - C. Public Employees Union, LOCAL 1 – 0 speakers
- D. **Comments from Board of Library Trustees**
  - A. Trustee Davenport – During Black History Month I attended a program on the history of Black residents and businesses in Berkeley at Tarea Hall Pittman South Branch that was co-sponsored by the Berkeley Historical Society. It was fabulous.
  - B. Trustee Greene – Given the changes that the city of Berkeley has gone through, it is really important to think about our history as the city changes.
  - C. Trustee Selawsky – Thank you to staff for efforts over the last 3 years. Staff has dealt with lots of changes, mandates and disgruntled patrons at times, I commend our staff for persevering.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R23-007 to approve the consent calendar as presented.

**Vote:** Ayes: Trustees Davenport, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

**A. Approve Minutes of the February 1, 2023 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the February 1, 2023 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R23-008 to approve the consent calendar as presented.

**Vote:** Ayes: Trustees Davenport, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None.  
Abstentions: None.

**B. Approve Minutes of the February 1, 2023 Special Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the February 1, 2023 Special Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R23-009 to approve the consent calendar as presented.

**Vote:** Ayes: Trustees Davenport, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None.  
Abstentions: None.

**III. ACTION CALENDAR**

**A. Report on recruitment process to fill vacancy on Board of Library Trustees that will be created by the end of Trustee Davenport's term effective May 15, 2023.**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Adopt the resolution to approve timeline, documents and publicity plan for the process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's term effective May 15, 2023.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R23-010 to adopt the resolution to approve timeline, documents and publicity plan for the process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's term effective May 15, 2023 with the following changes:

- Modify recruitment close date to April 17.

**Vote:** Ayes: Trustees Davenport, Greene, Hahn, and Selawsky. Noes: None. Absent: Trustee Roth.  
Abstentions: None.

**IV. INFORMATION CALENDAR**

**A. Circulation Services Update – Jay Dickinson, Circulation Services Manager**

**From:** Jay Dickinson, Circulation Services Manager

**Action:** Received

**B. FYTD 2023 2nd Quarter YTD Budget Report – Nneka Gallaread, Fiscal Services Manager**

**From:** Nneka Gallaread, Fiscal Services Manager

**Action:** Received

**C. 2023 Priority Project Update – Tess Mayer, Director of Library Services**

**From:** Tess Mayer, Director of Library Services

**Action:** Received

**D. Monthly Library Director's Report – Tess Mayer, Director of Library Services**

**From:** Tess Mayer, Director of Library Services

**Action:** Received

**V. AGENDA BUILDING**

Next regular meeting will be held April 19, 2023.

- Spreadsheet on what the board does every month

**VI. ADJOURNMENT**

Trustee Davenport / Trustee Selawsky to adjourn the meeting.

Vote: Ayes: Trustees Davenport, Greene, Hahn, and Selawsky. Noes: None. Absent: Trustee Roth.

Abstentions: None.

Adjourned at 8:15 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 1, 2023 as approved by the Board of Library Trustees.

//s// \_\_\_\_\_

Tess Mayer, Director of Library Services, acting as secretary to BOLT

Attachments: None



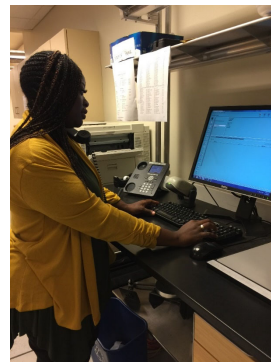


# Circulation Services



## What We Do

- ▶ The primary task of Circulation Services is to make it possible for patrons to take materials home with them.
- ▶ We are responsible for checking items out to patrons, signing patrons up for library cards, protecting their privacy, and writing and implementing lending rules.
- ▶ We also shelve the books when they come back!



## Service and Access



55% of the staff at Berkeley Public Library provide Circulation Services. Circulation staff are the first to greet patrons when they walk in, and the last to wish them a good day when walking out.



Over the last 15 years we have made many changes to our Circulation Policy to allow for greater access to patrons.

- ▶ No late fees!
- ▶ No longer sending accounts to a collection agency
- ▶ Longer circulation periods
- ▶ More renewals
- ▶ Automatic renewals
- ▶ No item limits on circulating materials (everything up to 50!)
- ▶ Less restrictive ID requirements / Easy Access Cards
- ▶ Laptops that leave the library
- ▶ Text notification
- ▶ A massive loosening of restrictions during pandemic lockdown



# IT TAKES A VILLAGE

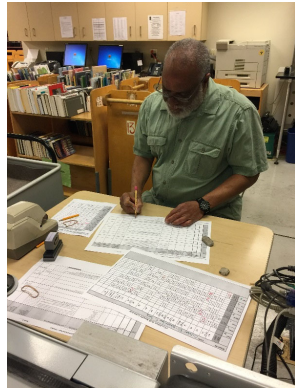


# IT TAKES A VILLAGE

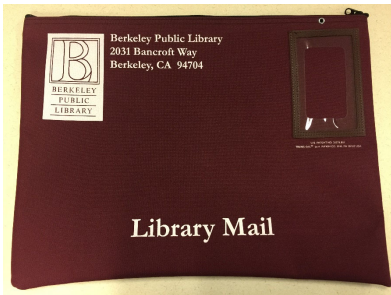


# Access

It's your collection. We are just taking care of it.



# But wait...there's more



## Statistics

### In The Last Year

- ▶ 816,635 physical items circulated
- ▶ 261,294 Holds fulfilled
- ▶ 9,763 new patrons
- ▶ 120,000 total patrons (more than the population of Berkeley)
- ▶ Highest circulating items are Laptops from the Kiosks, String Trimmer, Garfield fat cat 3?

## Amy Tavistock





## Circulation We're Everywhere!

There are staff providing Circulation Services at all branches of the library.

It's unlikely a patron will come into the library and not interact with someone from Circulation Services in some way. Even if they somehow manage to do that, if you handle materials, we are serving you.

Most patrons see the library as "a place that let's me take home free stuff." We make that happen!



## Questions?

# Library Services Priority Projects Status Update

February 2022 - January 2023



March 1, 2023  
Board of Library Trustees Regular Meeting  
Tess Mayer, *Director of Library Services*

## Key accomplishments include:

### HIRING

- Vacancy rate reduced considerably over course of a year: 11 different classifications & 52 people received offers.
- Recruitment/onboarding of key positions including: two Library Service Managers - two Branch Supervisors - Deputy Director – Social Services Specialist



William Kob



Catherine Pyun



Janine Bedon



Ayanna Boben



Kyle Lewis



Michael DeFabio



Francesca Neveu Gibson



William Hoberg



Kirstin Mandalay



Robyn Brown



Jose Guerrero



Yesica Hurd



Brianna Meli



Lissette Gonzalez



Jenna Brotsky



Fabiola Hernandez-Soto



Molly Nichols



Chenice Jackson



Pamela Rouse



Elisa Titon



Joseph Price II



Sara Beth Sebahar



Jasmine Jessie



Micaela Clark



Angel Sandoval



Benjamin Anderson



Joshua Greller



Maverick Ng



Opie James



Lolaha Chaney



Kaoru Kumano    Denise Leo    Lillian Whitthaus    Richard Chew    Brianna Bradford    Sonam Wangmo    Mecca Freeman    Monique Rizo    Pedro Perez



Kasey Breien    Jacob Kahn    Amanda Myers    Raylene Ezike    Pema Lhakey    Sheila Lew    Kelsey Ockert    Donovan Russell

## 2022 Promotional Hires

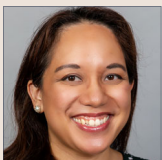
### 2023 New Hires



Ashley Adams  
*Library Aide*



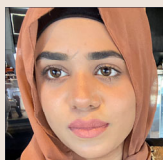
Henry Bankhead  
*Deputy Director*



Ashley Bonifacio  
*Supervising Librarian at Tarea Hall Pittman South*



Sierra Campagna  
*Supervising Librarian at West*



Sidra Khan  
*Library Assistant*



Angie Nelson  
*Building Maintenance Mechanic*

### 2023 Promotions



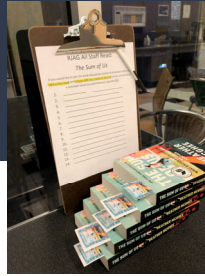
Silvia Dueñas  
*Library Specialist I*



Gaby Fernandez  
*Supervising Library Assistant*



## Key accomplishments cont'd:



### STAFF DEVELOPMENT

- Prioritize Promotional Hires: 17 hires in 2022 were promotional hires, and two in 2023 were promotional hires, with a third staff member moving from a .5 position into a newly created 1.0 FTE position
- All Staff racial equity trainings (and additional trainings)
- Critical in-person and virtual training opportunities offered to staff such as Bystander training, Connecting Conversations, online active shooter (in-person being scheduled)
- Staff attended a wide array of virtual and in-person conferences including ALA LibLeanX, PLA, Electronic Resources & Libraries, Newberry Medal, Joint Conference of Librarians of Color, and PLP Future of Libraries

## Key accomplishments cont'd:

### PANDEMIC RECOVERY

- Re-establishing indoor programming while continuing outdoor & virtual programming options for patrons. 32K attended 692 in-person programs in the first half of 2022. 314 live virtual programs were hosted (46 recorded programs).
- Leading the library system through the peak of the omicron variant surges, the most impactful surges of COVID-19 infection in terms of numbers of staff with positive infections, effectively limiting workplace transmission and continuing to provide direct service to the community
- Reopened the 5<sup>th</sup> floor of Central
- Reopened Community Meeting Rooms to the Public

## Indoor Programming for all ages



Video Clip of Waltz Appreciation Seminar in Mandarin

Bilingual Drag Queen Story Time



Teen Hang Outs



Story Time Band



Lecture: All Your Favorite Music is (Probably) Black



Flower Arranging



Author Talk: The Woks of Life  
(173 attendees!)

## Key accomplishments cont'd:

### PLANNING

- Complete BOLT bylaws project; BOLT retreat; reinstate departmental annual reports
- Completing an RFP process for a strategic planning consultant & project kick-off (February 2023)
- Story Room Project: redesign project phase completed

## Success amongst unique challenges:

- **Vacancies:** The Library had 40 vacancies (including 5 new positions) going into 2022. The Library now has a total of approximately 15 vacancies.
- **Leadership:** The absence of senior managerial & operational support throughout 2022. HR Analyst joined January 2022; Library Services Manager joined in August 2022; Deputy Director joined January 2023.
- **Managing/Mentoring:** 12 direct reports since 2020 to 9 in August 2022 to 5 in January 2023.
- **Aging Physical Plant:** completed stucco and teen room water intrusion, and further investigated the AC replacement all while managing emerging challenges of an aging building including pipes, infrastructure, etc.
- **COVID-19:** Pivoting appropriately to the ongoing pandemic and continuing to manage surges – including Omicron which resulted in highest staff infection rates - while expanding services and programs.

# Progress Update: BPL Work Plan FY 23-24

*Passed by BOLT – 11.3.21*

*Status Update – 3.1.23*

BERKELEY PUBLIC LIBRARY: 2023-2024 WORK PLAN – PRIORITIES AND ACTIVITIES

#1 PROVIDE STATE-OF THE-ART, WELL MAINTAINED INFRASTRUCTURE, AMENITIES, FACILITIES, AND LIBRARY COLLECTIONS:

- 1) Complete the Central Library Improvements project and open the Library with improved access to seating areas, laptops, programming spaces, bathrooms, teen services, and customer service.
- 2) Complete Bancroft wing external stucco replacement project.
- 3) Replace Central Library air conditioning unit as it nears end of life status. – Projected for FY25
- 4) Streamline printing services.
- 5) Identify opportunities for increased self-service laptop lending options at branches. - Expansion in process
- 6) Initiate redesign of Central Library children's story room to optimize programming space.



All work completed unless highlighted or marked "ongoing"

BERKELEY PUBLIC LIBRARY: 2023-2024 WORK PLAN – PRIORITIES AND ACTIVITIES

#2 CHAMPION AND DEMONSTRATE SOCIAL AND RACIAL EQUITY:

- 1) Form a team to work on equity, diversity, equity, and inclusion (EDI) efforts, in concert with City of Berkeley strategic work in this area.
- 2) Identify racial equity training opportunities and recommend training for BPL staff and leadership.
- 3) Review the collections management plan and amend as necessary to ensure BPL collections are curated to best serve the diversity of backgrounds and interests of the Berkeley community. – ONGOING
- 4) Identify, implement, and sustain monthly public programs that support the learning and cultural interests of a diverse community. – ONGOING-RJAG Committee on Programming
- 5) Identify partners in the disability services and rights community with whom to collaborate to develop improved services for residents living with disabilities; ensure readiness for work by highlighting staff training opportunities. - ONGOING
- 6) Ensure adequate access to all-gender bathrooms at each facility.



All work completed unless highlighted or marked "ongoing"

BERKELEY PUBLIC LIBRARY: 2023-2024 WORK PLAN – PRIORITIES AND ACTIVITIES

#3 PROVIDE EXCELLENT, TIMELY, EASILY-ACCESSIBLE SERVICES, PROGRAMS, AND INFORMATION TO THE COMMUNITY:

A. Responsive and Impactful Programming

- 1) Develop and implement public programming plan intended to support improved public programming experiences and; develop methods to evaluate program offerings and assess outcomes of public programs.
- 2) Support community resilience and growth through offering programs that:
  - a. support the interest of entrepreneurs and small businesspeople to sustain their livelihoods under significantly changed conditions due to Covid-19
  - b. encourage development of growth mindset and informal STEM learning experiences
  - c. provide avenues for social-emotional learning and connection amongst youth and adults
  - d. enhance opportunities for community members to engage with authors via regular author events
- 3) Further develop infrastructure for producing virtual programming offerings across all age levels to support goals.

B. Improve Access to Technology, Collection and Library information

- 4) To enable internet access for a wide range of community members, offer integrated mobile wireless hotspot/laptop lending for patron check-out and use outside of the Library.
- 5) Identify current service gaps related to technology needs and identify community partners and outreach opportunities to strengthen access to technology.
- 6) Develop and offer access to culinary tools collection from the Tool Lending Library, including selection, procurement, cataloging, and lending.
- 7) Develop methods to evaluate culinary tools collections and receive community input to sustain and improve offerings.
- 8) Enhance access to local history collections. – TO BE DONE
- 9) Nimble adjust public website to reflect change in services and community need due to Covid-19, including availability of virtual programming, e-learning resources, and e-materials.
- 10) Identify long-term solutions for website user experience improvement. – IN PROCESS
- 11) Update and implement strategies identified in the draft Collection Management Plan, including ongoing collection refreshment needs and identification of new collection areas to satisfy diverse and changing community interests.
- 12) Deepen collaboration with Berkeley Unified School District (BUSD) towards a comprehensive student e-card program.



All work completed unless highlighted or marked “ongoing”

BERKELEY PUBLIC LIBRARY: 2023-2024 WORK PLAN – PRIORITIES AND ACTIVITIES

#4 SUPPORT COMMUNITY SAFETY, WELLNESS, AND RECOVERY:

A. Emergency and Public Health Preparedness

- 1) Prepare all Libraries for reopening under pandemic conditions that may require a greater degree of physical distancing between patrons and between patrons and staff.
- 2) Develop and maintain safe practices for service delivery during Covid-19 pandemic, including developing safety protocols and practices; ensuring adequate supplies of PPE; supporting staff input into improving practices.
- 3) Evaluate air filtration systems in all branches and develop methods to ensure effective air filtration during smoke events in view of Covid-19 pandemic conditions.

B. Safe, Comfortable and Welcoming environments for everyone including staff and those in our community who are experiencing life challenges

- 4) Develop a social worker in the Library program to support access to information and services for library patrons; to support staff's ability to respond to crises; and to coordinate service delivery with partnering agencies.
- 5) Prepare for reopening of the newly renovated Central Library by reviewing and updating safety and emergency procedures.



All work completed unless highlighted or marked “ongoing”

BERKELEY PUBLIC LIBRARY: 2023-2024 WORK PLAN – PRIORITIES AND ACTIVITIES 

#5 IMPROVE PLANNING, PROCEDURES, AND COMMUNICATIONS TO SUPPORT ORGANIZATIONAL DEVELOPMENT AND RESPONSIVENESS, INCLUDING STRATEGIC PLANNING AND A STAFF TRAINING FRAMEWORK:

- 1) Sustain Social Media and Public Communications Plan to improve clarity of messaging and provide for increased community awareness; per auditor recommendations, strengthen communications practices related to changes in collection practices and offerings.
- 2) Update Intranet to include monthly statistical reports that will help supervisors enhance services and operational decisions. - **ONGOING**
- 3) Develop ERMA departmental manual in support of City-wide transition in systems.
- 4) Develop and implement a reserve policy that guides how the fund can be used.
- 5) With Board participation, prepare to execute a strategic planning process in Q3-4 2021 or 2022, based upon a systematic community input process.
- 6) Develop statement of Berkeley Public Library culture and values, incorporating previous work in this area and input from staff system-wide.



All work completed unless highlighted or marked “ongoing”

Questions?





**CONSENT CALENDAR**

April 19, 2023

To: Board of Library Trustees  
From: Henry Bankhead, Deputy Director of Library Services  
Subject: Contract Amendment: Contract No. 31900159 with Pride Industries One

**RECOMMENDATION**

Adopt a Resolution to amend Contract No. 31900159 with Pride Industries One to provide for an increase of \$750,000 thereby increasing the contract's allowable not-to-exceed amount to \$2,000,000 and to extend the term end date to June 30, 2024 by issuing an additional extension letter for year five per the terms of the original contract.

**FISCAL IMPACTS OF RECOMMENDATION**

The Library, as a party to the citywide Request for Proposal (Specification No. 18-11213-C (Re-Issued)), benefited from derived economies of scale savings stemming from the competitive public solicitation delivered through a city-wide bid in obtaining janitorial services through Pride Industries One.

The annual cost for janitorial services for the fourth-year and fifth-year extensions of the original Contract No. 31900159 were 439,844.91 and 452,052.75 respectively. Due to savings from limited janitorial needs during the COVID crisis, the Library was able to maintain janitorial services under the existing contract through Fall 2022, needing therefore to add additional funding for 20 months of service to the contract rather than a full 24 months.

The FY 2023 Library Tax Fund (101) budget includes adequate funding to provide for ongoing custodial - janitorial services in the following account: 101-22-242-272-0000-000-463-622110.

**CURRENT SITUATION AND ITS EFFECTS**

A contact extension was signed in June 2022, per section 3.a. of the original contract, to extend the contract through June 2023. In order to maintain janitorial services through June, 2024 the Library will require an additional \$750,000 for the contract as well as an additional contract extension letter to Pride exercising the year five terms of the original contract.

**BACKGROUND**

In 2008, the Library and City decided to join efforts with the intent to align the delivery of like services with a common vendor. The goal was to better rationalize the list of active service providers and to gain economies of scale. Nonetheless, the Library would retain control of its vendor agreements, as continues through to today, and consequently executes contracts separate from those of the City; and, thus preserves the Board of Library Trustees' existing oversight responsibilities.

Request for Proposal release Specification No. 18-11213-C (Re-Issued) closed for bids on Tuesday, October 23, 2018. Six (6) bids were received. PRIDE Industries was unanimously ranked first and Contract No. 31900159 was signed with them July 1, 2019. The amount of the contract was not to exceed 1,250,000 and the contract was through June 30, 2022 with options to renew for 2 additional years. A contact extension was signed in June 2022, per the terms of the original contract, for an additional year, year four of the original contract, to extend the contract through June 2024.

RATIONALE FOR RECOMMENDATION

A contract extension through June, 2024 and an additional \$750,000 of funding for the contract will allow the library to exercise the year five terms of the original contract in order to maintain janitorial services provided by Pride Industries One at the predetermined pricing from that original contract.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered. A contract amendment and extension are required to continue janitorial service through the expiration of the proposed year five of the existing janitorial services agreement.

CONTACT PERSON

Henry Bankhead, Deputy Director of Library Services, 510-981-6109

Attachments:

1: Resolution



**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 23-**

**Contract Amendment: Contract No. 31900159 with Pride Industries One**

WHEREAS, On May 17, 2019, the Board of Library Trustees authorized, by Resolution No.: R19-005, the Contract No. 31900159; and

WHEREAS, the Library and Pride Industries One. entered into Contract Number 31900159 for the period from July 1, 2019 through June 30, 2022 in an amount not-to-exceed \$1,250,000, for which Contract was authorized by the Director of Library Services; and

WHEREAS, On June 13, 2022, the Director of Library Services extended Contract #31900159 by written notice per section 3.a. of the original contract from June 2022 to June, 2023; and

WHEREAS, Pride Industries One has successfully fulfilled its contractual obligation to provide janitorial services as requested by the Library;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley adopt a Resolution to amend Contract #31900159 not-to-exceed amount to \$2,000,000, and to extend the term end date to June 30, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday April 19, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**CONSENT CALENDAR**

April 19, 2023

To: Board of Library Trustees

From: Alicia Abramson, Manager, Library Information Technology

Subject: Contract: Dell Computer Using California National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Pricing Agreement for Server Hardware, Server Virtualization Software and Services

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to enter in to a contract with Dell Computers, Inc. for the purchase of server hardware, data storage equipment, server virtualization software, and related services, utilizing pricing and contracts, amendments, and extensions from the National Association of State Procurement Officials (NASPO) ValuePoint contract number MNWNC-108 for the period beginning May 19, 2023 through May 31, 2026 for an amount not-to-exceed (NTE) \$195,000.

**FISCAL IMPACTS OF RECOMMENDATION**

One-time funding for this project is available in the Library's Fiscal Year 2023 101-22-242-271-0000-000-463-664140, budget. Spending for this contract in future fiscal years will be subject to Board of Library Trustees approval of the proposed Library budget.

**CURRENT SITUATION AND ITS EFFECTS**

The Library's foundational servers, virtualization software, and data storage system have entered the final stages of their lifecycle and are now slated for replacement. These components are integral to the Library's data infrastructure, serving as a vital resource for library staff, who rely on them for a diverse set of mission-critical applications and services and storage. These include but are not limited to DNS, DHCP, Active Directory Services, the Help Desk system, staff and public computer management servers, a database server, and various specialized management tools and applications. Library IT staff have identified the VxRail Hyper Converged Infrastructure (HCI) system from Dell as the most appropriate replacement for the current system.

The City of Berkeley participates in a cooperative pricing agreement negotiated by NASPO ValuePoint to obtain hardware, software, and related services from Dell Computers, Inc. NASPO ValuePoint has awarded Dell Technologies, Inc the State of California contract number MNWNC-108. Currently, Dell provides the Library with standardized hardware and software which facilitates efficient troubleshooting, quick turnaround times for equipment replacement, and standardized desktop imaging.

**BACKGROUND**

In 1993, WSCA was formed as the cooperative purchasing arm of NASPO by purchasing directors from fifteen Western states to leverage combined purchasing power, achieve competitive pricing discounts, and streamline the acquisition of quality products and services from industry-leading vendors. In 1994, the City of Berkeley began using the Western States Contracting Alliance (WSCA) cooperative purchasing agreement as a starting point for hardware negotiations. In 2002, the City of Berkeley issued a Request for Proposal (RFP) for desktops, laptops, and servers, and the evaluation team unanimously recommended Dell Computers, Inc. as the City's principal supplier. In 2013,

NASPO consolidated WSCA and the NASPO Cooperative to form NASPO ValuePoint to meet the increasing needs for resource assistance in cooperative procurement among users.

ENVIRONMENTAL SUSTAINABILITY

The Dell VxRail system is designed to be highly energy-efficient, with features such as power management, cooling optimization, and hardware-level integration with VMware's vSphere Distributed Resource Scheduler (DRS) and Distributed Power Management (DPM) technologies. These features can help reduce power consumption and carbon footprint, resulting in lower energy bills and reduced environmental impact.

RATIONALE FOR RECOMMENDATION

The Library's legacy datacenter infrastructure is currently operating at full capacity and may not be able to handle additional workload or demand. Upgrading the Library's virtualization and storage data infrastructure to VxRail will improve the design and performance of our system, providing more scalability, reliability and availability, enabling faster processing and data retrieval as well as expanded storage capacity. Additionally, VxRail offers advanced data protection and disaster recovery capabilities, further enhancing the reliability of the solution.

Another advantage of implementing Dell's VxRail solution is the simplified deployment and management it offers. Unlike our current VMWare infrastructure, which requires a great deal of time and expertise to update and maintain, VxRail is designed to be easy to deploy and manage, offering centralized management through a single interface, making it easier to monitor and maintain.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered issuing a Request for Proposals for the Library's hardware and software requirements, but at this time, doing so would not yield better pricing than that which is currently established through the NASPO ValuePoint cooperative purchasing agreement.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, Library, 510-981-6195

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: YY-\_\_**

**Contract: Dell Computer Using California National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Pricing Agreement for Server Hardware, Server Virtualization Software and Services**

WHEREAS, The Library's foundational servers, virtualization software, and data storage system have entered the final stages of their lifecycle and are now slated for replacement; and

WHEREAS, These components are integral to the Library's data infrastructure, serving as a vital resource for library staff, who rely on them for a diverse set of mission-critical applications and services and storage; and

WHEREAS, Library IT staff have identified the VxRail Hyper Converged Infrastructure (HCI) system from Dell as the most appropriate replacement for the current system; and

WHEREAS, by purchasing from cooperative purchasing agreements such as NASPO ValuePoint, the Library is able to take advantage of pre-negotiated prices, economies of scale, and increased efficiencies.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley Adopt a Resolution authorizing the Director of Library Services to enter in to a contract with Dell Computers, Inc. for the purchase of server hardware, data storage equipment, server virtualization software, and related services, utilizing pricing and contracts, amendments, and extensions from the National Association of State Procurement Officials (NASPO) ValuePoint contract number MNWNC-108 for the period beginning May 19, 2023 through May 31, 2026 for an amount not-to-exceed (NTE) \$195,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, April 19, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**CONSENT CALENDAR**

April 19, 2023

To: Board of Library Trustees  
From: Alicia Abramson, Manager, Library Information Technology  
Subject: Amendment: Contract No. 32300079 Protiviti for Professional Services

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to amend contract No. 32300079 with Protiviti for additional professional services in support of Library IT operations using General Services Agency's (GSA) purchasing vehicle no. GS-35F-0280X for an incremental increase of \$34,000 for a total contract not to exceed amount of \$109,000.

**FISCAL IMPACTS OF RECOMMENDATION**

One-time funding for this project is available in the Library's Fiscal Year 2023 101-22-242-271-0000-000-463-612250, budget. Spending for this contract in future fiscal years will be subject to Board of Library Trustees approval of the proposed Library budget.

**CURRENT SITUATION AND ITS EFFECTS**

The Library IT Division provides technical support and other services to all Library locations and operates a number of complex systems including: a Local Area Network comprised of over 40 network switches, over 300 desktop computers, the Library's VOIP Phone system, Automated Materials Handling systems at all locations including all RFID equipment and management systems such as self-check stations and security gates, and the Library's online catalog and website. In addition, the Library has a number of projects slated for the remainder of the 2023 Fiscal Year including the installation of upgraded network switches at all Library locations, and the upgrade of the Library's data center software and hardware. An additional professional services resource will be of assistance during these projects.

**BACKGROUND**

Between September 2022 and March, 2023, the Library IT Division lost two long-time, permanent, Information Systems Specialists (ISS) which represent two-fifths of the Library IT team. Both staff played crucial roles in the day-to-day operation of the team, while also making key contributions to larger projects. At the September 7, 2022 meeting, the Board of Library Trustees authorized the Library to contract with Protiviti for temporary professional services (R22-043) in order to address the temporary gap in staff resources left by that first vacancy last year. The Library then engaged Protiviti for temporary professional services, and the assigned consultant has performed their duties well to-date.

After the first permanent ISS position was vacated, the Library proposed using the vacancy in that classification as an opportunity to upgrade the position to the Senior Information Systems Specialist classification in order to create a promotional opportunity on the team. This position would provide more team leadership on projects and would be able to do higher level work. The Library Board of Trustees approved that position upgrade in the December 7, 2022 meeting (Res. No. R27-059). The Senior Information Specialist was subsequently filled by a promotion within the Library IT Division in March 2023. At the same time, the remaining ISS in Library IT took a promotional opportunity with the City of Berkeley. The Library was thereby left with two open ISS positions which were both vacated by staff to move to

promotional opportunities. The Library is now in the process of recruiting for these two full-time, permanent, ISS vacancies.

RATIONALE FOR RECOMMENDATION

The City is currently using Protiviti Government Services under multiple GSA vehicles across several departments for specific professional services engagements. Protiviti Government Services works with Robert Half International to immediately source analysts with the skillset and experience required to work on these projects. Additionally, staff determined that not using Protiviti Government Services during these gaps in Library IT staffing puts some projects in jeopardy of not being completed on time and within budget.

ALTERNATIVE ACTIONS CONSIDERED

The Library is actively pursuing the recruitment and hiring of two permanent staff to address the staffing needs in the Library Information Technology Division. However, staff recommend that the staffing gaps be immediately addressed through the acquisition of additional professional services in order to provide a baseline level of IT support and operations.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, Library, 510-981-6130

Attachments:

1: Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 23-\_\_**

**Amendment: Contract No. 32300079 Protiviti for Professional Services**

WHEREAS, Between September 2022 and March, 2023, the Library IT Division lost two long-time, permanent, Information Systems Specialists (ISS) which represent two-fifths of the Library IT team; and

WHEREAS, At the September 7, 2022 meeting, the Board of Library Trustees authorized the Library to contract with Protiviti for temporary professional services (R22-043) in order to address the temporary gap in staff resources left by the first vacancy; and

WHEREAS, Recruitment for a new, permanent Library IT staff member was put on hold after the original ISS vacancy was converted to a Senior Information Systems Specialist position as an internal promotional opportunity; and

WHEREAS, The Senior Information Systems Specialist position was filled by an internal promotion and another staff member left the Library for a promotional opportunity with the City of Berkeley, leaving two vacant ISS positions; and

WHEREAS, The Library is now actively recruiting for these permanent positions and anticipates that recruitment will be completed by June, 2023; and

WHEREAS, Staff recommend that the temporary staffing gap be addressed through the acquisition of additional professional services in order to provide a baseline level of IT support and operations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to amend contract No. 32300079 with Protiviti for additional professional services in support of Library IT operations using General Services Agency's (GSA) purchasing vehicle no. GS-35F-0280X for an incremental increase of \$34,000 for a total not to exceed amount of \$109,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, April 19, 2023.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Amy Roth, President

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**ACTION CALENDAR**

April 19, 2023

To: Board of Library Trustees (BOLT)  
From: Henry Bankhead, Deputy Director of Library Services  
Subject: RFP for Library Technology Roadmap for the Berkeley Public Library

**RECOMMENDATION**

Adopt the resolution to authorize the Library to issue a Request for Proposals to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library

**INTRODUCTION**

The purpose of this report is to provide background relevant to considering a course of action for the Library in pursuit of the development of a Library Technology Roadmap.

**FISCAL IMPACT**

In the approved FY23 and FY 24 Budget as adopted by Resolution No.: R21-125 on November 3, 2021, the Library incorporated 150K for professional services to hire consultants in support of strategic planning. Adopting a technology roadmap is a subset of strategic planning goals and will allow the Library to better take advantage of advances in library information technology that have occurred in the last three to five years.

Estimated costs related to the engagement of a consultant to co-create a Library Technology Roadmap, a set of interrelated strategic technology goals, recommendations, decisions and timetables, with the Berkeley Public Library are \$30,000 over a three to six-month contract period. This includes meeting with staff and management to gather feedback and listen to challenges and concerns, as well as an extensive assessment of existing website, online catalog, and web-based software solutions. This project is funded in the FY 2024 budget and to be charged to account line 101-22-242-271-0000-000-463-612990.

**BACKGROUND**

In the [Final Report of the Berkeley Public Library Organizational Assessment](#) conducted by Moss Adams LLP (November, 2018) it was recommended that the Library, “create a culture of deliberate change management to ensure new programs and initiatives are effectively developed, communicated, implemented, and adopted.” (p.4). One of the most crucial set of elements of public library services are the technology tools and resources that we use to serve the community and interact and work with each other. Our ability to develop, communicate about, implement and adopt constantly evolving technology solutions is integral to our ability to be successful as a public library and as a community partner.

The Berkeley Public Library has long been a much-respected cornerstone of the Berkeley community based on the physical presence of four well-placed branch libraries surrounding the large central library in downtown Berkeley. These physical manifestations of library services loom large in the minds of community members and reflect a thoughtful and well-managed use of library resources. With the growth of information technology, re-ignited by the COVID crisis which increased reliance on digital and virtual services, the Berkeley Public Library’s technology presence and function is even more important. It is crucial that the library thoughtfully develop a pathway into the future that defines the way the organization will

approach and implement digital technology improvements in relation to the entire landscape of the library's physical and digital presence in the community.

We are seeking to engage the services of an outside consultant for the library technology roadmap in order to make the best decisions about the way we should be approaching the use of technology in the library. As [the Digital Strategic Plan \(DSP\), FUNDS Replacement Program and Website Redesign Project Update March 16, 2021](#), states on page 1, "The plan serves as a crucial tool to not only measure performance, but to push us to look at the possibilities of what we can and should be doing to continue innovating as we deliver projects and services to the City of Berkeley community.". Similar to the City's Digital Strategic Plan, we would conceive that our Library Technology Roadmap would be best created by an external party that can encourage us to look at the possibilities we may not be able to fully grasp from an internal perspective. Acknowledging the professionalism of our internal IT staff and the knowledge and experience of Library staff as a whole, the best practices in strategic planning of any sort, including technology planning, advocate for an external party to provide a fresh perspective to reveal the most productive solutions.

#### CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library currently provides an Integrated Library System (ILS), a website, a suite of electronic resources, public computers, laptops, pervasive wireless access, printing and copying services, access to the CALREN educational broadband network, and internal Library IT services. The Library does not currently use a discovery layer to integrate search and e-resources nor does it employ an electronic resource management system (ERMS) or a cloud-based people counter. The addition of these items would increase usability as well as the library's ability to measure key success indicators. In terms of the overall use of technology tools that are available, the Berkeley Public Library has some definite options and decision points that will be aided by a Library Technology Roadmap to help integrate the overall approach to the use of informational technology to serve the public.

#### RATIONALE FOR RECOMMENDATION

The Library wishes to solicit requests for proposal for a consultant to work with the Berkeley Public Library to create a Library Technology Roadmap (to include technology and platforms related to the ILS, the use of a discovery Layer, ERMS and other technology functions) to guide an integrated approach to technology decisions for the next five-year period. These are complicated projects that will require a high level of investment and coordination. These decisions have financial implications that need to be addressed in the Capital Improvements Budget that the Library is planning for the next biennial budget cycle.

The Library intends for the consultant team to review existing library data and perform original research for the project. The consultant will engage library staff and other stakeholders via interviews, focus groups, surveys and other means. The consultant will also create and share documentation in an iterative fashion with a project team or teams for review and feedback. The final deliverable will be a complete Library Technology Roadmap.

Library leadership staff will work openly and collaboratively with the consultant to provide all relevant information, data and insights during the project period and assist with communication needs with library staff stakeholder and community stakeholders.

To prepare for the future and position the library to address community needs and interests moving forward, the Library will benefit from a rigorous approach to engaging with the ever-changing technology landscape. A robust Technology Roadmap that includes a thoughtful community engagement process will better position the Library to respond to community needs and emerging opportunities.

#### CONTACT PERSON

Henry Bankhead, Deputy Director of Library Services, Library, 510-981-6195

Attachments

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 23-\_\_**

**Recommendation To Board Of Library Trustees To Authorize Request For Proposal  
For A Library Technology Roadmap**

WHEREAS, the Berkeley Public Library seeks to take advantage of advances in library information technology that have occurred in the last three to five years; and

WHEREAS, The Berkeley Public Library currently provides an Integrated Library System (ILS), a website, a suite of electronic resources, public computers, laptops, pervasive wireless access, printing and copying services, access to the CALREN educational broadband network, and internal Library IT services; and

WHEREAS, City of Berkeley administrative regulations require purchases to be made through a competitive process; and

WHEREAS, there is adequate competition among consultants offering library technology consulting services; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to issue a Request for Proposal the engagement of a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 14, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, Chairperson

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Tess Mayer, Director of Library Services  
Serving as Secretary of the Board of Library Trustees







**ACTION CALENDAR**

April 19, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Report on recruitment process to fill vacancy on Board of Library Trustees that will be created by the end of Trustee Davenport’s term effective May 15, 2023.

**INTRODUCTION**

The recruitment process to fill the vacancy on the Board of Library Trustees that will be created by the end of Trustee Davenport’s term effective May 15, 2023 was initiated on March 3 and is scheduled to close on April 17. The Board needs to create an ad hoc sub-committee to effectuate next steps.

**FISCAL IMPACT**

None.

**BACKGROUND**

Trustee Davenport’s term will end on May 15, 2023. The process to fill this vacancy began on March 3. Board of Library Trustees (BOLT) President Roth and Vice President Hahn recommended that Director Mayer provide an outline of the process for Board review prior to initiating it. Mayer provided the timeline below for approval, as well as application materials and a recruitment announcement, at the March 1 meeting.

**CURRENT SITUATION AND ITS EFFECTS**

During the March 1 BOLT meeting, the Trustees approved the proposed timeline (below). At that time, it was also highlighted that the Board of Library Trustees Vacancies Policy states that “when a BOLT vacancy has occurred or is planned to occur, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.” For this reason, it is recommended that the President create an ad hoc sub-committee at the April 19 BOLT meeting.

| <i>Date</i>            | <i>Activity</i>                                                                                                                                                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 1, 2023          | BOLT Regular meeting: review recruitment process; recommendation to create an ad hoc selection committee that will review applications                                                                                                     |
| March 3—April 17, 2023 | Recruitment open. Press Release. Advertise on website, at all library locations, in electronic newsletter (120,000 reach), as an insert with City Councilmember communications to constituents, and direct outreach to local organizations |
| April 19, 2023         | BOLT Regular meeting: action item to form BOLT ad hoc subcommittee for review and selection of candidates                                                                                                                                  |
| April 26, 2023         | BOLT ad hoc subcommittee meeting to review and select applicants                                                                                                                                                                           |

|              |                                                                                              |
|--------------|----------------------------------------------------------------------------------------------|
| May 3, 2023  | BOLT Special Meeting: interviews and selection of recommended candidate                      |
| May 3, 2023  | Regular BOLT Meeting: action item to select preferred candidate to recommend to City Council |
| May 4, 2023  | Submit City Council item report to the City Clerk by 12:00pm                                 |
| June 6, 2023 | City Council Meeting: Consent or Action item to appoint the preferred candidate              |
| June 7, 2023 | New Trustee term begins                                                                      |
| June 7, 2023 | New Trustee's first regular meeting as a Board member                                        |

#### **RECRUITMENT**

The current [Boards and Commission page](#) of the City's website provides general information on commission vacancies and specific information for the Board of Library Trustees, including:

- [Commission Application](#)
- [BOLT Supplemental Questionnaire](#)
- And a link to the [Board of Library Trustees webpage](#)

The Board of Library Trustees is authorized by the City of Berkeley Charter. Charter provisions concerning library trustees can be found in [Charter § 30](#) (pages 31). Additional information related to the Board of Library Trustees can be found in Chapter 3.04 of the [Berkeley Municipal Code](#).

The three documents most relevant to the recruitment process: Application for Appointment to Berkeley Boards and Commissions, Supplemental Questionnaire for the Berkeley Board of Library Trustees, and Responsibilities of the Berkeley Public Library Board of Library Trustees are included for the Board's information. These are the same documents used in the most recent recruitment effort and were approved for use in the current recruitment.

#### **FURTHER ACTION**

None.

#### **CONTACT PERSON**

Tess Mayer, Director of Library Services, 510-981-6195

#### **Attachments:**

1. Board of Library Trustees Nomination Policy approved 04MAY 2022
2. Press Release Announcing Trustee Vacancy
3. Application for Appointment to Berkeley Boards and Commissions
4. Supplemental Questionnaire for the Berkeley Board of Library Trustees
5. Responsibilities of the Berkeley Public Library Board of Library Trustees

**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Board of Library Trustees Vacancies  
Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/04/2022 |
| BOLT Resolution #: | R22-025    |
| REVISED DATE:      | 05/04/2022 |
| PAGE:              | 1 of 2     |

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**I. PURPOSE**

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”), “five Library Trustees shall be appointed and may be removed by a vote of five members of the Council and one of such trustees must be appointed by the Council from its own members.”

When a Board of Library Trustees (“BOLT”) vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process. This policy enumerates that process.

**II. POLICY**

- A. **Ad-hoc Trustee Nominating Sub-committee** - When a BOLT vacancy has occurred or is planned to occur, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.
- B. **Candidate Search Objectives** - The sub-committee’s purpose will be to ensure that nominations are inclusive and broadly represents the diverse perspectives of the community. The sub-committee will seek candidates with varied backgrounds, knowledge, abilities, expertise, and networks that can advance the Mission and Vision of the Library. The search objectives include finding candidates able to carry out the trustee role, functions, and duties, as described in the BOLT Bylaws.
- C. **Search Process** - The sub-committee will convene to take account of current BOLT needs and to schedule the process for its purposes. The process will include the creation and posting of a vacancy announcement, the application period, the review of candidates, the recommendation to BOLT, and action taken by BOLT.
- D. **Vacancy Announcement** - The sub-committee will write an announcement that BOLT is seeking interested parties, including the requirements thereof, the manner and form of applying, and the due date for submission of applications; the sub-committee, working with the Library Director and the City, and with the approval of BOLT, will advertise the call for interest.
- E. **Application Procedure** - For consideration, any applicant must be a resident of the City of Berkeley, California. Applicants must submit a resume and a supplemental statement

of interest that addresses questions or topics enumerated by the ad hoc trustee nominating sub-committee.

- F. **Review of Candidates** - The sub-committee will review each application based on the applicant’s submitted information. The purpose of the review is to identify nominees that meet the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, and will be a resource for collaboration and partnerships on behalf of the Library.
  
- G. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees to BOLT for action and furtherance to the Council. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

|                                                               |       |
|---------------------------------------------------------------|-------|
| <b>Reviewed by:</b> _____<br>Director of Library Services     | _____ |
|                                                               | Date  |
| <b>Approved by:</b> _____<br>Chair, Board of Library Trustees | _____ |
|                                                               | Date  |

Contact: Tess Mayer  
Director of Library Services  
Berkeley Public Library  
510.981.6100  
[tmayer@cityofberkeley.info](mailto:tmayer@cityofberkeley.info)

## Love the Library? Join the Berkeley Public Library Board of Library Trustees

*Apply by 5pm on Monday, April 17, 2023*

**Berkeley, California (March 2, 2023)** –The City of Berkeley begins accepting applications tomorrow, Thursday, March 3, 2023, to fill one vacancy on the Berkeley Public Library Board of Library Trustees (BOLT).

Candidates must be residents of Berkeley and should be public library champions, passionate about lifelong learning and community engagement. A demonstrated commitment to equity, diversity and inclusion is essential.

In addition, candidates with leadership, business, management, strategic planning, marketing and/or administrative skills are encouraged to apply.

### Role of Trustees

With assistance from the Library Director, Trustees formulate policy and serve as managing agents of the Library Fund. BOLT has the legal authority and responsibility to see that the Library is well-managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) and Berkeley Municipal Code (Chapter 3.04). Trustees are appointed for a term of four years and must reside in Berkeley. Trustees are required to take an oath of office, file a Statement of Economic Interests, and attend in-person meetings on a regular basis.

To learn more about the Board of Library Trustees in general, review meeting minutes or listen to audio recordings of prior meetings, please visit the [BOLT homepage on the Library's website](#).

### Application Process

Applicants must submit both the [General Application](#) and the Board of Library Trustees [Supplemental Questionnaire](#) to the City of Berkeley City Clerk by April 17, 2023 at 5:00pm.

Candidates will be interviewed at a public BOLT meeting on a date to be determined, tentatively May 3, 2023, and will then be submitted to City Council for a vote to appoint the Trustees' recommended candidate during an upcoming City Council meeting.

The new Trustee's term is anticipated to begin June, 6 2023, in time for the June 7, 2023 6:30pm BOLT meeting.



To learn more about the City of Berkeley's application process for Board and Commission members visit the [City Clerk's Board and Commission website](#).

For questions, please contact the City Clerk: [clerk@cityofberkeley.info](mailto:clerk@cityofberkeley.info), telephone (510) 981-6900, or TDD (510) 981-6903.

## **About the Library**

At Berkeley Public Library (BPL), we believe free, universal access to information is fundamental to a healthy democracy and that reading and learning are key to a well-lived life. BPL is a trusted hub of reading, learning, and community engagement. BPL values include:

- **Public Service**  
*We are committed to serving the public; we value the power of people helping people.*
- **Inclusivity**  
*We welcome and treat everyone with dignity and respect. We are open to the expression of all beliefs.*
- **Accessibility and Ease of Use**  
*We are committed to free access to information; no one should be denied access because they cannot afford the cost of a book, a periodical or an online resource. We ensure that our patrons can use our services, collections and programs independently and easily.*
- **Diversity**  
*We believe that Berkeley's diversity is its strength (diverse ethnicities, religions, ages, gender identities, occupations, and abilities), and the Library is committed to meeting the needs of our evolving community.*
- **Community**  
*We value the power of people coming together.*
- **Reading and Learning**  
*We celebrate the joys of reading and lifelong learning.*

BPL is currently engaging in a strategic planning process which will build upon these values and will work with patrons and community partners to ensure library services are responsive, accessible, supportive and relevant for our diverse Berkeley communities.

To learn more about Berkeley Public Library programs, services, collections, hours and locations, please visit the Library's website at <http://www.berkeleypubliclibrary.org>.

###



**APPLICATION FOR APPOINTMENT TO BERKELEY  
BOARDS AND COMMISSIONS**

**NAME:** \_\_\_\_\_

**RESIDENCE ADDRESS:** \_\_\_\_\_  
Street City Zip

**BUSINESS NAME/ADDRESS:** \_\_\_\_\_  
Street City Zip

**EMAIL ADDRESS:** \_\_\_\_\_

**OCCUPATION/PROFESSION:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

I have been a resident of Berkeley since: \_\_\_\_\_

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: \_\_\_\_\_

Name of board/commission: \_\_\_\_\_

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please use another sheet of paper, if necessary.*

The following individuals are qualified to comment on my capabilities:

| <u>NAME</u> | <u>ADDRESS</u> | <u>PHONE NO</u> |
|-------------|----------------|-----------------|
|             |                |                 |
|             |                |                 |

\*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at <http://www.cityofberkeley.info/ContentDisplay.aspx?id=4176>.

**\*\*\*PLEASE COMPLETE DEMOGRAPHIC SURVEY \*\*\***

**Please indicate gender:**  Male  Female  Nonbinary  Prefer not to say  
**Please indicate whether you are currently a student:**  Yes  No  
**Please indicate the racial / ethnic category which you most closely identify with below**  
*(response optional - please check only one category):*

**WHITE** (Not of Hispanic origin.): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.  
 **BLACK** (Not of Hispanic origin.): All persons having origins in any of the Black racial groups of Africa.  
 **HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.  
 **ASIAN / PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, and Samoa.  
 **AMERICAN INDIAN / ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify the tribe which you are affiliated with.  
 **OTHER / BI-RACIAL:** Persons who do not identify with any of the above categories or who have mixed or unknown racial/ethnic origins

**AFFIDAVIT OF RESIDENCY\***

I, \_\_\_\_\_, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Not required for Police Review Commission, Loan Administration Board, Elmwood BID, Solano BID, or BUSD appointees

**Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704**



**APPOINTMENT FORM - BOARDS AND COMMISSIONS**  
(For Mayor and Council use only)

**MAYOR/COUNCILMEMBER** \_\_\_\_\_

**NAME OF APPOINTEE** \_\_\_\_\_

**RESIDENCE ADDRESS**  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**BUSINESS NAME/ADDRESS**  
Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**OCCUPATION/PROFESSION** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

Check appropriate box:  New Appointment  Reappointment  Temporary Appt.

Temporary Appt.: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_  
(only if appointing for more than one meeting)

Please send mail to:  Home  Business

Please indicate the name of the board/commission to which you are appointing this individual

**Board/Commission Name:** \_\_\_\_\_

**\*\*\*Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions:** Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

**Special Category** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Mayor/Councilmember

**For Mayor/Councilmember and City Use Only:**

|                |               |              |
|----------------|---------------|--------------|
| Interview Date | Appoint. Date | Process Date |
|----------------|---------------|--------------|





SUPPLEMENTAL QUESTIONNAIRE  
FOR THE  
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
3. Provide examples of current or previous community service and leadership roles.
4. What do you see as the Library’s role in the community now and in the future?

*Please return this form and the **Application for Appointment to Berkeley Boards and Commissions** to the Office of the City Clerk*



## **Responsibilities of the Berkeley Public Library Board of Library Trustees**

*We believe free, universal access to information is fundamental to a healthy democracy and that reading and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement. – BPL Mission Statement, Summer 2020*

### **Overview**

The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well- managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

### **Legal Authorities and Responsibilities**

Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

### **Role as liaison between the general public and the Library**

It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community. Experience with books and libraries
- Willing and able to work with management, staff and the union.

### **Practical background and/or direct experience in one or more of these areas is desirable:**

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning
- Personal experience in one or more of these areas:
  - Education
  - Architecture/Construction Accounting/Finance Business
  - Personnel management Technology Law/Government
  - Humanities
  - The Arts
- Availability and openness to the public





**INFORMATION REPORTS**

April 19, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Director's Report

**Recruitment**

The Library currently has vacancies in the following positions:

- Sr. Librarian: pending recruitment
- Program Manager II (new): application review
- Mail Services Aide: pending interviews
- Library Assistant (5) –
  - Circulation (2), due to internal promotions: pending recruitment
  - THPS: 0.5 FTE interviews scheduled
  - Claremont: 0.5 FTE interviews scheduled
  - North: 0.5 FTE: pending fill
- Associate Management Analyst in Administrative Services: interviews scheduled
- Librarian I (Adult Reference): recruitment closed; interviews pending
- Information System Specialist (2): pending recruitment

At the time of this writing, the Library has a total of 12 vacancies out of 144 positions (8% vacancy rate), down from 40 vacancies (that included 5 new positions) in December 2021.

Please see the **attachment** to the Director's Report that shows the new staff and promotions since July 2022.

**Updates regarding COVID policies for City of Berkeley**

Berkeley Public Library, along with the rest of the City of Berkeley departments, ended mandatory masking in City of Berkeley facilities for both staff and the public on March 1. Staff across the system has reported that in general this transition has gone smoothly, and that it is helpful not to be having to constantly enforce masking rules at a time when fewer people are expecting to be asked to wear a face covering. Some staff and patrons continue to wear masks in library buildings as well. Staff reports that many people continue to ask for masks when they enter the building even after being informed that it is no longer required; this has led to a need to continue to replenish this supply.

It's important to note that there is an exception that has come into play more recently amongst staff. If staff are close contacts of another staff member that has tested positive for COVID, then they must wear a mask for 10 days. This is based on Cal OSHA/CA Department of Public Health guidance. Workplace close contacts, as defined by the City of Berkeley Public Health, are coworkers who are COVID-19 positive and who occupied the same airspace for more than a cumulative total of 15 minutes within a 24-hour period, during the infectious period, regardless of whether either of them wore a facemask.

At the time of this writing, Berkeley Public Library has had four positive COVID cases in roughly one month.

### Social Services Specialist Programming

Social Services Specialist Chenice Jackson has added some additional service to the roster of outreach services being provided onsite at the Central Library.

In the month of April, Jackson coordinated the following services to be provided at the Central Library:

- **Homeless Action Center on April 3** to provide assistance with public benefits, referrals, and documentation. The HAC Benefits Attorney was providing service on the 1<sup>st</sup> floor near the entrance.
- **Eviction Defense Center on April 13** to provide support regarding substandard housing conditions, subsidized housing, rent increases, fair housing matters, and eviction defense. The Eviction Defense Center also handles Rental Assistance Applications for the City of Berkeley. EDC staff provided direct services in the Commons.
- **Alameda Health System Mobile Health Clinic on April 25** to provide urgent care, care coordination, linkage, and referrals to community resources. These services will be provided free of charge on a first-come, first-served basis on the day of the event. Patrons completed an intake with AHS staff in the commons and from there were directed to the Mobile Clinic in front of Central.
- **Bay Area Community Services on April 25** to assist with housing assessments, employment counseling, housing problem-solving, shelter coordination, etc. BACS is the Housing Resource Center for Albany, Berkeley & Emeryville. Patrons were asked to complete an intake on the 1<sup>st</sup> floor near the entrance, and from there were directed to the Mystery Room for direct services.

Statistics from the last Mobile Health Clinic visit on March 14 included:

- *Engagement - 28 (inquiries about our services, requested supplies, hygiene kit, etc.)*
- *6 Services were provided: 2 patients (Dental and Medical = 4 medical services), 1 patient (Dental Only), 1 patient (Medical Only), 2 patients missed their appointment time because of other obligations*

Supervising Librarian Heather Cummins noted that Jackson regularly attends a variety of virtual community services provider meetings and also regularly participates in Library partners' continuing education offerings. This ensures a deep knowledge and familiarity with local services and resources which enables Jackson to identify opportunities for BPL patrons.

### Programming Notes (for March)

Staff at West Branch has been working hard to offer more in-person programs for all age groups. In March, they introduced a new monthly book club, a bi-weekly STEAM program for adults, "CraftLab", a weekly program for teens (to be varied weekly), and One-on-One Tech Help sessions. They also offered several special events. The team finalized all plans and publicized daily activities for "Space Week" to coincide with Berkeley Unified School District's Spring Break in April. West held 27 programs/outreach in March with a total of 664 participants.

Claremont Branch Children's Librarian Michael Kwende and the very popular Storytime Band moved to the big stage at Freight and Salvage and now fill every seat on the lower floor. Prior to this, they had been performing in a space off of the lobby of the building. They drew over 300 people for the last few March events!

North Branch held a successful program with East Bay Vivarium which drew at least 120 participants.

Tarea Hall Pittman South Branch had 17 programs with 354 attendees in March, and also continued to offer Tax Help through April (which started in February).

### **March 31 All Staff Meeting**

The Library held an All Staff meeting on March 31, from 9am to 10:30am. This was a virtual meeting in order to accommodate as many staff as possible. An unprecedented number of staff were able to participate (over 100)!

The meeting began with introductions of all of the staff new to the system since July 2022. Then Senior Librarian Erica Glenn provided an introduction to Summer Reading 2023, which will be underway by the date of the next meeting.

The primary focus of the meeting was Berkeley Public Library's strategic process. Dr. Lyn Corbett, of The Pivotal Group, reviewed with attendees the why behind strategic planning. Staff were then invited to divide into breakout rooms and discuss the following questions:

- 1. What do you consider to be the strengths of The Berkeley Public library?*
- 2. What does the ideal library look or feel like?*
- 3. What is your vision for The Berkeley Public Library?*

Staff who were not able to participate during the meeting will soon have an option to watch the recording of the meeting and respond to a survey asking the same questions.

Collecting the feedback of staff, leadership, and community stakeholders will enable the Library to establish service priorities for next several years.

### **Power Outages**

The storm that began on March 21 had a significant impact on the Berkeley community, causing widespread power outages. The power was out at both North Branch and Tarea Hall Pittman South Branch by mid-day. North was able to stay open, but Tarea Hall Pittman South had to close early due to there not being enough light and not having operational bathrooms. The next day, the power at North was restored but did not return to THPS until later that afternoon.

Power remained out in the North neighborhood through the next two days, causing a huge influx of residents coming to the Library to charge devices and use Library Wifi. With so many people working from home now, a power outage is a huge disruption in people's lives. In noticing this, Supervising Librarian Dan Beringhele opened overflow seating in the Meeting Room and remained open an extra two hours one day for those needing to work and keep their devices charged. Oona Okragly and Richie Chew both volunteered to stay late with Dan—this was an example of truly responsive customer service! The team at South did a great job getting things up and running in the latter half of the day—thanks to Supervising Librarian Ashley

Bonifacio and Supervising Library Assistant Gaby Fernandez for coordinating at South. Thanks to Circulation Manager Jay Dickinson for driving team members over to South to help with staffing.

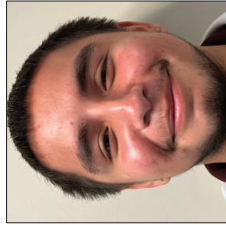
CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments: 2023 04 19 new staff



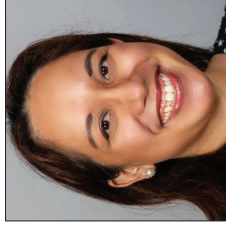
# New Hires from July 2022 to April 2023



**Angel Sandoval**  
Library Aide  
Circulation



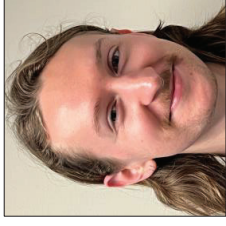
**Angela Nelson**  
Building  
Maintenance  
Mechanic  
Facilities



**Ashley Bonifacio**  
Supervising Librarian  
THP South Branch



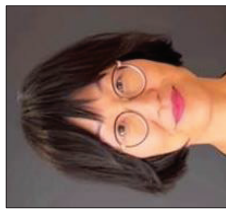
**Ashlyn Adams**  
Library Aide  
Circulation



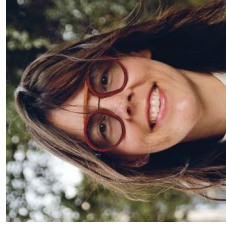
**Benjamin Anderson**  
Library Aide  
Circulation



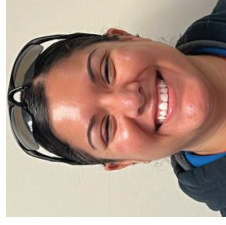
**Bill Kolb**  
Library Services  
Manager  
Central



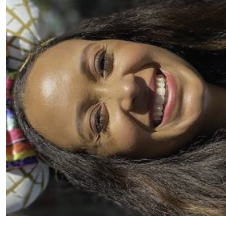
**Catherine Pyun**  
Librarian I  
Central Children's



**Coley Mixan**  
Library Specialist II  
Central Children's



**Elisa Tilton**  
Library Aide  
Circulation

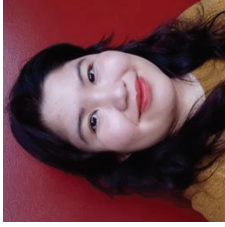


**Francesca Neveu Gibson**  
Asst HR Analyst  
Administration

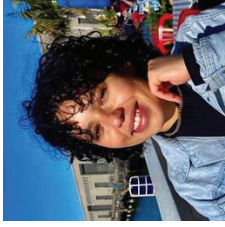
# New Hires from July 2022 to April 2023



**Henry Bankhead**  
Deputy Director of  
Library Services  
Administration



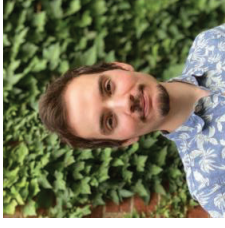
**Janine Bedon**  
Library Specialist II  
Central - Adult  
Reference



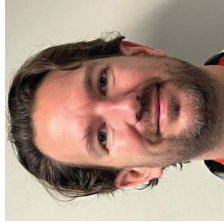
**Jasmine Jessie**  
Library Aide  
West Branch



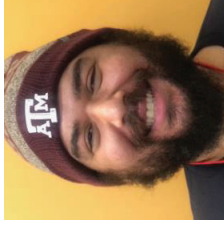
**Jacynnda Harp**  
Library Aide  
Circulation  
(Starting 04/03)



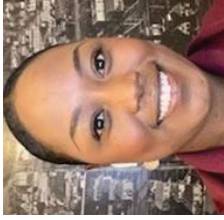
**Jake Price**  
Library Aide  
THP South



**Joshua Greller**  
Library Aide  
Circulation



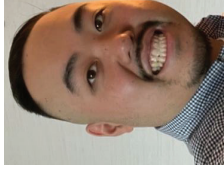
**Kyle Lewis**  
Library Aide  
West Branch



**Lolisha Chaney**  
Accounting Specialist III  
Administration

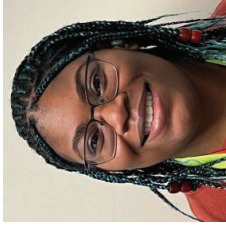


**Marcella Gum**  
Ass't Management Analyst  
Administration  
(Starting 04/16)



**Maverick Ng**  
Library Aide  
Circulation

# New Hires from July 2022 to April 2023



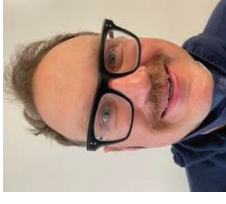
**Micaela Clark**  
Library Aide  
Circulation



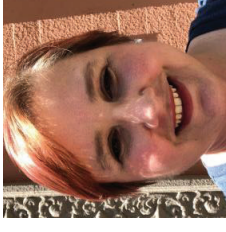
**Michael De Fabio**  
Library Aide  
THP South



**Molly Stellino**  
Library Assistant  
North Branch  
(Starting 04/10)



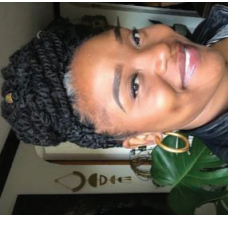
**Opie James**  
Library Aide  
Claremont Branch



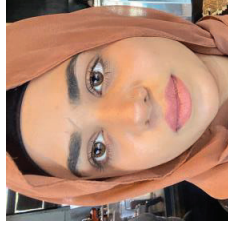
**Pamela Rouse**  
Library Aide  
North Branch



**Sara Beth Sebahar**  
Library Aide  
Circulation



**Sheree Murphy**  
Library Aide  
Circulation



**Sidra Khan**  
Library Assistant  
Claremont Branch



**Sierra Campagna**  
Supervising Librarian  
THP South Branch

# Promotions From July 2022 to April 2023

- John Boggs, Sr Information System Specialist *Central*
- Brianna Bradford, Library Assistant *THPS*
- Richard Chew, Library Assistant *North*
- Jasmine Dominguez, Library Specialist II *Adult Reference*
- Silvia Duenas, Library Specialist I *Circulation*
- Gaby Fernandez, Supervising Library Assistant *THPS*
- Mecca Freeman, Library Assistant *Collections*
- Chinyere Keita, Library Specialist II *THPS*
- Jacob Khan, Library Specialist II *Central Children's*
- Cindy Kumano, Library Assistant *Collections*
- Denise Leo, Library Assistant *Circulation*
- Amanda Myers, Library Services Manager
- Pedro Perez, Library Assistant *Circulation*
- Monique Rizo, Library Assistant *Literacy*
- Donovan Russell, Library Specialist II *North*
- Sonam Wangmo, Library Specialist II *Central Art & Music*
- Lillian Whithaus, Library Specialist II *North*