



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

Wednesday, June 7, 2023

AGENDA

6:30 PM

LOCATION

Claremont Branch
2940 Benvenue Avenue

Commission Members:

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

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@berkeleyca.gov 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.

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](#). 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. PRESENTATION CALENDAR

A. Presentation: Strategic Planning Overview (oral report) – Dr. Lyn Corbett, Principal, The Pivotal Consulting Group

III. 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 May 3, 2023 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the May 3, 2023 Regular Meeting of the Board of Library Trustees.

B. Minutes of May 17, 2023 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the May 17, 2023 Special Meeting of the Board of Library Trustees.

C. Authorization to Close the Library on September 20, 2023

From: Tess Mayer

Recommendation: Adopt a resolution to authorize the closure of the Central Library and all branch libraries on Wednesday, September 20, 2023 to allow adequate time for participation in staff development.

D. Authorization to Close the Central Library on Sunday, March 3, 2024, for Authors Dinner

From: Tess Mayer

Recommendation: Adopt the resolution approving the arrangements in preparation for the 21st annual Authors Dinner to be held on Sunday, March 3, 2024, at the Central Library.

IV. ACTION CALENDAR**A. Board of Library Trustees Bylaws, Amend Bylaws to Establish Process When Recommended Candidate Cannot Serve**

From: Tess Mayer, Director of Library Services

1. **Recommendation:** Discuss and amend the Bylaws to reflect the agreed upon process.

2. **Appointment of Nominating Subcommittee (if applicable)**

Recommendation: President Roth will appoint an ad-hoc subcommittee to lead the selection of candidates to interview with the Board of Library Trustees

3. **Approval of Recruitment Timeline and Materials (if applicable)**

Recommendation: The Board will review the proposed timeline to reinitiate the recruitment for the Board of Library Trustees vacancy created with the conclusion of Trustee Davenport's second term.

B. Mid-Biennial Budget Adjustments for FY 2024

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution approving the proposed adjustments to the FY 2024

V. INFORMATION REPORTS

All items for discussion only and no final action.

B. Claremont Branch Staff Report (oral report) – Shani Leonards, Supervising Librarian

C. Monthly Library Director's Report (written) – Tess Mayer, Director of Library Services

VI. 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**VII. 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.

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 June 1, 2023.

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

**Communications:**





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, May 3, 2023 6:30 PM**

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:** 6:34 pm.  
Present: Trustees Davenport, Greene, Hahn and Roth.  
Absent: Trustee Selawsky.  
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Alicia Abramson, Manager, Library Information Technology; Bill Kolb, Library Services Manager; Amanda Myers, Library Services Manager; Aimee Reeder, Associate Management 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 – Was able to visit Central when the Alameda County Health Mobile was there. They had a full day of services with everything booked, they were thrilled to have BPL as a partner. Thanks to the Library and Social Worker Chenice Jackson for supporting this event.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Davenport / Trustee Greene to adopt resolution #R23-018 to approve the consent calendar as presented.

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

**A. Approve Minutes of the April 19, 2023 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the April 19, 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 Davenport / Trustee Greene to adopt resolution #R23-019 to approve the minutes of April 19, 2023 as presented.

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

**B. Contract Amendment: No., L.J. Kruse Comp**

**From:** Deputy Director of Library Services

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to amend Contract No. 91259-1 with L.J. Kruse Company for HVAC, plumbing repair and preventative maintenance and to fund ongoing maintenance services, and to increase the Contract in an incremental amount of \$325,000 for a contracted value not-to-exceed \$1,200,000.

**Financial Implications:** see report.

**Contact:** Henry Bankhead, Deputy Director of Library Services.

**Action:** M/S/C Trustee Davenport / Trustee Greene to adopt resolution #R23-020 authorizing the Director of Library Services to amend Contract No. 91259-1 with L.J. Kruse Company for HVAC, plumbing repair and preventative maintenance and to fund ongoing maintenance services, and to increase the Contract in an incremental amount of \$325,000 for a contracted value not-to-exceed \$1,200,000.

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

### III. ACTION CALENDAR

#### A. Trustee interviews

**From:** Director of Library Services

**Recommendation:** Trustees will conduct interviews of candidates for the current vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to City Council. Packets of candidate applications are included in the agenda packet.

**Financial Implications:** None.

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

**Action:** Delal Ali withdrew her name from consideration prior to the meeting. The Trustees interviewed 5 applicants: Santhi Analytis, Lupe Gallegos-Diaz, Trina Ostrander, Carla Riemer and Mina Sun.

Ten minute break at 7:30-7:40pm @58 min

#### B. Recommendation to City Council on appointment of Trustee to serve a four-year term commencing June 6, 2023 to fill vacancy left by the ending of Trustee Davenport's second term.

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

**Recommendation:** Trustees will discuss candidates interviewed on May 3, and adopt a resolution naming the recommended candidate to the City Council for appointment. There will be discussion of candidates interviewed, a vote by the Board on recommendation to City Council, and direction to staff to send name of recommended candidate to City Council for appointment.

**Financial Implications:** None

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

**Action:** Trustees discussed preferred candidates.

M/S/C Trustee Davenport / Trustee Hahn to adopt resolution #R23-021 to recommend to the City Council of the City of Berkeley that the preferred candidate, Lupe Gallegos-Diaz be appointed to the Board of Library Trustees beginning June 6, 2023.

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

### IV. INFORMATION CALENDAR

#### A. Monthly Library Director's Report – Tess Mayer, Director of Library Services

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

**Action:** Received

### V. AGENDA BUILDING

The next special meeting will be held May 17, 2023. The next regular meeting will be June 7, 2023.

### VI. ADJOURNMENT

Trustee Davenport / Trustee Greene to adjourn the meeting.

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

Abstentions: None.

Adjourned at 8:13 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 3, 2023 as approved by the Board of Library Trustees.

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

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

Attachments: none.

DRAFT







**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Special Meeting**  
**Wednesday, May 17, 2023 6:00 PM**

Board of Library Trustees:  
Amy Roth, President                      Beverly Greene  
Sophie Hahn, Vice President          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:** 6:01 pm.  
Present: Trustees Greene, Hahn, Roth and Selawsky.  
Absent: none.  
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Admin and Fiscal Services Manager; Aimee Reeder, Associate Management Analyst; Eve Franklin, Administrative Secretary.

B. **Public Comments:** 0 speakers.

C. **Comments from Board of Library Trustees**

A. Trustee Roth -

**II. ACTION CALENDAR**

A. **Recommendation to City Council on FY2024 Library Tax Rates**

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

**Recommendation:** Adopt the resolution to recommend that the Berkeley City Council set the FY 2023 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2698 (26.98 cents) per square foot for dwelling units and \$0.4080 (40.80 cents) per square foot for industrial, commercial, and institutional buildings.

**Financial Implications:** see report.

**Contact:** Nneka Gallaread, Admin and Fiscal Services Manager

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-022 to recommend that the Berkeley City Council set the FY 2023 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2698 (26.98 cents) per square foot for dwelling units and \$0.4080 (40.80 cents) per square foot for industrial, commercial, and institutional buildings.

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

**III. AGENDA BUILDING**

The next regular meeting will be held June 7, 2023.

Future agenda items:

- Strategic Planning Update at June 7, 2023 meeting
- Discussion of past customer satisfaction surveys
- Meet new staff
- Explore increasing the number of Trustees on the Board of Library Trustees

**IV. ADJOURNMENT**

Trustee Hahn / Trustee Selawsky to adjourn the meeting.

Vote: Ayes: Trustees Greene, Hahn Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.  
Adjourned at 6:35 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 17, 2023 as approved by the Board of Library Trustees.

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

DRAFT



**CONSENT CALENDAR**

June 7, 2023

**TO:** Board of Library Trustees

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

**SUBJECT:** Authorization to Close the Central Library and all Branches on Wednesday, September 20, for a Staff Development Day

**RECOMMENDATION**

Adopt a resolution to authorize the closure of the Central Library and all branch libraries on Wednesday, September 20, to allow adequate time for participation in staff development.

**FISCAL IMPACT OF RECOMMENDATION**

No impacts from this report.

**BACKGROUND**

All Staff meetings are currently conducted for a period of one and a half hours approximately four times per year. Staff and Library leadership, including the Board of Library Trustees, have highlighted the importance of staff recognition and staff development opportunities. The last full day All Staff Meetings occurred last year in 2022, and were well-received by staff. All Staff meeting time may be dedicated to a variety of team-building and staff development goals.

**CURRENT SITUATION AND ITS EFFECT**

After the success of last year's All Staff racial equity trainings, Library staff would like the opportunity to build on these foundational efforts as well as provide training for all of the new staff that have joined the system since last year. This will be a mandatory event. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Regular intermittent staff may attend these all-staff meetings. This is because it is important for them, as regular public service providers, representatives of the Library, and members of the Library team, to integrate this learning as well.

**ENVIRONMENTAL SUSTAINABILITY**

There are no environmental sustainability impacts from this report.

**CONTACT PERSON**

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

Attachments:

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R23-\_\_\_**

**AUTHORIZATION TO CLOSE THE CENTRAL LIBRARY AND ALL BRANCHES  
ON WEDNESDAY, SEPTEMBER 20, 2023, TO ALLOW TIME FOR A STAFF DEVELOPMENT DAY**

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staff, on the fourth or fifth Friday of months which have five Fridays; and

WHEREAS, Berkeley Public Library is a learning organization and staff and Library leadership, including the Board of Library Trustees, have highlighted the importance of staff recognition and staff development opportunities; and

WHEREAS, Wednesday, September 20, has been identified as the best day for staff training to occur in Fall 2023; and

WHEREAS, branch libraries are typically open on Wednesdays from 10 am to 8 pm, and Central until 6pm, unless closure is authorized by the Board of Library Trustees,

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to close the Central Library and all branches on Wednesday, September 20, for a staff development day.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 7, 2023 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 to the Board of Library Trustee





**CONSENT CALENDAR**

June 7, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 21<sup>th</sup> Annual Authors Dinner Event

**RECOMMENDATION**

Adopt the resolution approving the arrangements in preparation for the 21st annual Authors Dinner to be held on Sunday, March 3, 2024 at the Central Library.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

For nearly 20 years, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

**CURRENT SITUATION AND ITS EFFECTS**

The Authors Dinner is usually held on a Saturday, which requires the Mystery Room, Historic Lobby, and Reading Room along with several adjoining spaces at the Central Library, to be closed to the public all day Friday plus an early closure of the Library on Saturday afternoon. To minimize disruption to the public, reduce the hours needed for closing, and enable an easier setup for Library staff, event staff, volunteers, and vendors, the Foundation has scheduled the 21st Annual Authors Dinner for Sunday, March 3, 2024. The event includes an authors' reception beginning at 5 pm, followed by an auction and dinner program featuring 20+ authors. The Foundation is expecting approximately 250 guests. In preparation for this event, the first of which requires Board approval:

1. Close the Central Library all day on Sunday, March 3, 2024. This is likely a four-hour window and assumes that Sunday hours at Central may be restored by this date.
2. Arrange for the Library to be closed, cleaned, and ready for the event staff to load-in on the evening of Saturday, March 2, 2024.
3. Arrange for maintenance staff to be available for set-up efforts and resetting spaces and lights as needed for Central's opening on Monday at 12pm.

**FUTURE ACTION**

No future action is required.

**CONTACT PERSON**

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

Attachments:

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**APPROVAL OF THE ARRANGEMENTS FOR THE 21<sup>th</sup> ANNUAL AUTHORS DINNER EVENT  
TO BE HELD ON SUNDAY, MARCH 3, 2024, AT THE CENTRAL LIBRARY**

WHEREAS, over the past 20 years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the 21<sup>th</sup> annual Authors Dinner is scheduled for Sunday, March 3, 2024; and

WHEREAS, in preparation for the event, the closure of the Library must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the eleventh annual Authors Dinner:

1. Close the Central Library all day on Sunday, March 3, 2024. This is likely a four-hour window and assumes that Sunday hours at Central may be restored by this date.
2. Arrange for the Library to be closed, cleaned, and ready for the event staff to load-in on the evening of Saturday, March 2, 2024.
3. Arrange for maintenance staff to be available for set-up efforts and resetting spaces and lights as needed for Central's opening on Monday at 12pm.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on June 7, 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





**ACTION CALENDAR**

June 7, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Board of Library Trustees Bylaws, Amend Bylaws to Establish Process When Recommended Candidate Cannot Serve

**RECOMMENDATION**

1. Discuss and amend the Bylaws to reflect the agreed upon process.
2. Appointment of Nominating Subcommittee (if applicable)  
Recommendation: President Roth will appoint an ad-hoc subcommittee to lead the selection of candidates to interview with the Board of Library Trustees
3. Approval of Recruitment Timeline and Materials (if applicable)  
Recommendation: The Board will review the proposed timeline to reinstate the recruitment for the Board of Library Trustees vacancy created with the conclusion of Trustee Davenport's second term.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

The Board of Library Trustees (BOLT) consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, shall not serve more than eight consecutive years, serve without compensation, and must be Berkeley residents.

Trustee Davenport's term ended on May 15, 2023. To ensure a replacement would be selected and confirmed by City Council in as timely a way as possible, the process to fill this vacancy began on March 3, 2023.

Applications were accepted from March 3 through April 17, 2023.

The Library received and reviewed 25 applications for the vacancy. An ad hoc subcommittee consisting of Trustee Davenport, President Roth, and Director Mayer (serving as Secretary to the Board), was appointed at the April 19 regular BOLT meeting to review applications and select candidates to interview. Per the Board of Library Trustees Nomination Policy, the subcommittee reviewed each application based on the applicant's submitted information, and identified nominees that met 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, will be a resource for collaboration and partnerships on behalf of the Library, and meet the criteria as described in the BOLT Selection Criteria Summary.

The ad hoc subcommittee recommended six candidates for BOLT to interview. Five of those invited agreed to participate; one declined.

The interviews of the five recommended candidates took place at the regular Board of Library Trustees meeting on May 3, 2023. Following the interviews, BOLT engaged in an informal discussion of the

**BERKELEY PUBLIC LIBRARY  
ACTION CALENDAR REPORT**

Establish the process for the appointment of a Trustee to serve a four-year term to fill the vacancy on the Board of Library Trustees that was created by the end of Trustee Davenport's term effective May 15, 2023, and extended through a change with respect to the Board's original nominee to Council

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candidates. There was a motion to recommend Lupe Gallegos-Diaz, and a vote on the motion. The motion carried.

BOLT referred the recommendation to City Council to be included on the June 6, 2023 agenda.

Director Mayer was informed by the City Clerk's Office that there was a concern with the recommendation that related to the candidate's eligibility for service under Section 9.5 of the Berkeley City Charter. For this reason, Director Mayer needed to withdraw the recommendation pending further resolution and advisement from the City Attorney's Office.

CURRENT SITUATION AND ITS EFFECTS

Under Section 9.5.(b)(3)(iv) of the Berkeley City Charter, "Independent Redistricting Commission," relating to "Qualifications and eligibility":

*(iv) No person, within two years after the termination of their service on the Commission, will be eligible for employment as a paid staff member for the Mayor or any Councilmember or to serve on a City of Berkeley board or commission.*

BOLT's recommended candidate, Lupe Gallegos-Diaz, served on the City's Redistricting Committee from 2021-2022. According to this requirement, Gallegos-Diaz is not eligible to serve on the Board of Library Trustees until April 2024.

The City Attorney's Office has reviewed and established that this is the correct interpretation and application of this language.

At the time of this writing, the question of whether Gallegos-Diaz's appointment to the Board may be delayed for one year, is still under review. Another BOLT member's term will be ending on May 16, 2024.

This leaves the question of how the current vacancy will be addressed, given that the original nominee cannot serve at this time.

The BOLT Bylaws do not explicitly address what occurs in the event that someone is selected by BOLT and is unable to serve. For this reason, it is necessary for the Board to take action to delineate the process. If this does not occur, the process will default to the existing process enumerated for new vacancies in the BOLT Vacancies Policy.

The recommendation is to amend the BOLT Bylaws to clarify the process when this occurs. Amendments to the Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda. This Action Item has been placed on the June 7 meeting agenda.

While BOLT's role in making a recommendation to Council is referenced in the Bylaws, it is not a role required by the City Council. The Council reserves the right to make this appointment, regardless of BOLT's recommendation.

Beyond making a decision **not** to recommend a candidate to the City Council, the Bylaws could be updated to reflect one of two potential approaches, as advised by the City Attorney's Office:

**Process A:**

- The recruitment process is reinitiated from the beginning, the opening is advertised, allowing all past applicants to reapply with the same or an updated application
- The President appoints a new nomination subcommittee

**BERKELEY PUBLIC LIBRARY  
ACTION CALENDAR REPORT**

Establish the process for the appointment of a Trustee to serve a four-year term to fill the vacancy on the Board of Library Trustees that was created by the end of Trustee Davenport's term effective May 15, 2023, and extended through a change with respect to the Board's original nominee to Council

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- The subcommittee reviews the applications and makes a recommendation on which candidates should be interviewed
- The Board interviews these candidates, selecting their choice for the position, and conferring with the other trustees until there is a motion to recommend a candidate
- Once a motion is made to recommend a candidate, the motion must be resolved before entertaining a new motion. Thus, if the initial recommendation is not affirmed by a majority of Trustees, the process of proposing a motion will continue until a majority decision is affirmed

**Process B:**

- The President appoints a new nomination subcommittee
- Staff sends a letter to all current applicants (or a specific subset) and asks if they would like to be considered again, due to the change in the original recommendation
- The new Subcommittee reviews the applicants still in the pool, and either:
  - Recommends up to five for consideration by the full board - OR -
  - Recommends that a new process be initiated, that would allow both past applicants, and new applicants, to participate
- On the basis of the recommendation by the subcommittee, the staff either coordinates interviews for the next possible BOLT meeting, or reinitiates the recruitment process, as summarized in Process A

Process A allows the Board to consider new candidates from the beginning. Process B assumes that the Board wants to retain the current pool, but still allows for the process to be reopened, if the subcommittee recommends. The third option is to defer and ask the Council to make an appointment.

Should the Board determine that the Bylaws be updated to reflect Process B as the approach when the recommended candidate cannot serve, determining that the current recruitment should not be reinitiated, the President may also appoint a new nomination subcommittee at the June 7 BOLT meeting (Action Calendar, Item B).

Should the Board determine that the Bylaws be updated to reflect Process A as the approach when the recommended candidate cannot serve, the Board may take action to approve the timeline and materials for a reinitiated recruitment process (agenda item C).

CONTACT PERSON

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

Attachments:

1. Resolution
2. Berkeley City Charter Section 9.5, "Independent Redistricting Commission"
3. Board of Library Trustees Vacancies Policy approved 04MAY 2022
4. Bylaws of the Board of Library Trustees approved 04MAY 2022
5. Press Release Announcing Trustee Vacancy
6. Application For Appointment To Berkeley Boards And Commissions
7. BOLT Trustee Supplemental Questions
8. BOLT Responsibilities



**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO: R23-\_\_\_****RECOMMENDATION TO AMEND THE BOARD OF LIBRARY TRUSTEE BYLAWS TO ESTABLISH A PROCESS FOR A TRUSTEE NOMINATION WHEN THE ORIGINALLY RECOMMENDED CANDIDATE IS UNABLE TO SERVE**

WHEREAS, the Board of Library Trustees (BOLT) Bylaws and Vacancies Policy include procedures for when a Board of Library Trustees (“BOLT”) vacancy has occurred or is planned to occur; and

WHEREAS, the Board of Library Trustees can assist the City Council by facilitating a nomination process but that a recommendation from the ad hoc trustee nominating sub-committee is not binding; and

WHEREAS, circumstances may arise that preclude the original BOLT nominee from serving or the nominee may decline to serve; and

WHEREAS, the BOLT Bylaws as written do not currently include a process for how to address this situation, in the event that it occurs; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees update the BOLT Bylaws to reflect that when the originally nominated candidate is unable to serve, the BOLT will follow the following process:

## Process A:

- The recruitment process is reinitiated from the beginning, the opening is advertised, allowing all past applicants to reapply with the same or an updated application
- The President appoints a new nomination subcommittee
- The subcommittee reviews the applications and makes a recommendation on which should be interviewed
- The Board interviews these candidates, selecting their choice for the position, and conferring with the other trustees until there is a motion to recommend a candidate
- Once a motion is made to recommend a candidate, the motion must be resolved before entertaining a new motion. Thus, if the initial recommendation is not affirmed by a majority of Trustees, the process of proposing a motion will continue until a majority decision is affirmed

## Process B:

- The President appoints a new nomination subcommittee
- Staff send a letter to all applicants (or a specific subset) and ask if they would like to be considered again, due to the change in the original recommendation
- The new Subcommittee reviews the applicants still in the pool, and either:
  - Recommends up to five for consideration by the full Board - OR -
  - Recommends that a new process be initiated, that would allow both past applicants, and new applicants, to participate
- On the basis of the recommendation by the subcommittee, the staff either coordinates interviews for the next possible BOLT meeting, or reinitiates the recruitment process, per the summary above

## Process C:

- The BOLT requests that the City Council make the appointment

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on June 7, 2023.

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 Trustees





## **Section 9.5. Independent Redistricting Commission.**

The purposes of this Section are to: 1) establish a redistricting process that is open and transparent and allows public comment on the drawing of district boundaries; 2) ensure that City Council district boundaries are drawn according to the redistricting criteria set forth in this Charter and applicable State and Federal laws; and 3) ensure that the redistricting process is conducted with integrity, fairness, and without personal or political considerations. In order to accomplish these purposes, an Independent Redistricting Commission (Commission) is hereby created.

(a) *Duties and authority of Commission and City Council.*

(1) The Independent Redistricting Commission shall be solely responsible for drawing City Council district boundaries in accordance with state and federal law and this Charter, and shall make adjustments as appropriate, taking into consideration public comment at public meetings and public hearings. The City Council shall have no role in developing or adopting a redistricting plan, and its sole responsibilities in redistricting shall be to: adopt an ordinance establishing procedures to implement this Section; adopt a redistricting ordinance as set forth in subdivision (d)(3); submit a final redistricting plan to the voters as set forth in subdivision (d)(4); submit a redistricting ordinance that is the subject of a referendum to the voters as set forth in subdivision (d)(5); and to adopt the redistricting plan determined by a special master as set forth in subdivision (d)(4).

(2) The City Council, as part of the adoption of the City Budget, shall allocate sufficient funds to support the work of the Independent Redistricting Commission, including funds necessary for community outreach, costs for city staff time associated with supporting the work of the Independent Redistricting Commission, and the hiring of any necessary consultants or outside counsel.

(3) The City Clerk or their designee shall serve as Secretary to the Commission.

(4) The City Council, by a two-thirds vote, shall adopt an ordinance establishing procedures to implement this Charter section. An implementation ordinance cannot be modified by the Council for a period of five years after initial adoption, and without a two-thirds vote of the Council, unless adoption of an amendment to the Charter, a change in applicable state or federal statute, or court decision necessitates an earlier modification.

(b) *Appointment of Commission.*

(1) *Membership.* The Commission shall consist of thirteen members, each of whom is a resident of the City of Berkeley. The application and selection process set forth below and by ordinance is intended to produce an Independent Redistricting Commission that is independent from legislative and political influence, and reasonably representative of the City's population.

(2) *Term.* Members of the Independent Redistricting Commission shall be appointed following each decennial federal census as set forth below. The term of office of each member of the Commission shall expire upon the effectiveness of a redistricting plan for that decennial federal census period.

(3) *Qualifications and eligibility.* All Berkeley residents who are 18 years of age or older at the time their application is submitted, are eligible for membership on the Independent Redistricting Commission, subject to the following limitations.

- (i) The following individuals are prohibited from serving on the Citizens Redistricting Commission:
  - (A) any individual who currently holds, has held, or who has been a qualified candidate for the office of Mayor or City Councilmember within the two years preceding the date of application;
  - (B) any other individual who holds or has held any City of Berkeley elective office identified in this Charter within the two years preceding the date of application;
  - (C) the immediate family of the Mayor or any Councilmember, as well as immediate family of staff to the Mayor or Councilmember;
  - (D) any employee of the City of Berkeley;
  - (E) any person performing paid services under a contract with the City of Berkeley, including employees of subcontractors;
  - (F) any individual who has served as an officer, paid staff, or paid consultant of a campaign committee of a candidate for Mayor or City Council within the two years preceding the date of the application;
  - (G) any individual who is currently, or within the two years preceding the date of application, has been a paid staff member or unpaid intern to the Mayor or any Councilmember;
  - (H) any individual ineligible to serve in public office under Government Code sections [1021](#), [1021.5](#), [1770](#), or the Constitution and laws of the State of California.
- (ii) If an applicant currently serves on a City of Berkeley board or commission whose members are appointed by the Mayor, a City Councilmember, or the full City Council, they may serve on the Independent Redistricting Commission if selected, provided they resign from the board or commission and they agree not to serve on another City of Berkeley board or commission during their term of office on the Independent Redistricting Commission.
- (iii) If an applicant has made a disclosable monetary or non-monetary contribution to a candidate for Mayor or Councilmember, they shall be permitted to serve on the Independent Redistricting Commission if selected, under the condition that they disclose under penalty of perjury all monetary and non-monetary contributions made within the four years prior to the date of application to a candidate for Mayor or Councilmember in the City of Berkeley.
- (iv) No person, within two years after the termination of their service on the Commission, will be eligible for employment as a paid staff member for the Mayor or any Councilmember or to serve on a City of Berkeley board or commission.

(4) *Outreach.* The City shall widely publicize the fact that an Independent Redistricting Commission will be appointed during the following year, the date by which applications for appointment to the Commission must be received, and such other information as will adequately inform potentially interested residents of the Commission. The City shall conduct outreach throughout the City of Berkeley in order to solicit a large pool of applicants and applicant diversity by race, ethnicity, gender, and geography.

(5) *Application process.* The City Clerk shall initiate and advertise a 30-day nomination period for appointment to the Independent Redistricting Commission. The nomination process shall be open to Berkeley residents who are 18 years of age or older at the time their application is submitted, and be conducted in a manner that promotes a diverse and qualified applicant pool.

(6) *Selection process.*

(i) The City Clerk shall screen all applications submitted to ensure that each applicant satisfies the eligibility criteria of subsection (b)(3)(i). Procedures to implement the nomination and screening process that are not specified in this Section will be specified in the implementing ordinance adopted by Council.

(ii) At a time and place open to the public, and subject to at least ten days' public notice, the City Clerk shall select the initial eight members of the Independent Redistricting Commission. The City Clerk shall randomly select one person from each of the eight council districts. The first person chosen from each pool shall be appointed to the Independent Redistricting Commission. The City Clerk shall then randomly select one additional individual from each of the eight council districts to serve as an alternate for the individual who has been appointed from that district. To implement this paragraph, the City Clerk shall determine a randomized method that meets professional standards and best achieves a random selection.

(iii) The Independent Redistricting Commission, consisting of the initial eight (8) members, shall then convene within ten days for the purpose of selecting the remaining five members and five alternates from the pool of eligible applicants. In appointing the remaining ("at-large") five members, the Independent Redistricting Commission shall attempt to achieve community representation by taking into consideration geographic diversity, race, age and gender. At-large alternates shall be appointed as voting members as the at-large commissioners leave office for any reason. The order in which the alternates shall be seated on the Commission as voting members shall be established by a random method at the time they are selected. All appointments under this paragraph shall be at a noticed meeting of the Independent Redistricting Commission open to the public.

(c) *Commission procedures.*

(1) The Independent Redistricting Commission shall establish and implement an open process for public input and Commission deliberation that shall be promoted through a thorough outreach program to solicit broad public participation in the redistricting process. All Independent Redistricting Commission meetings shall be open to the public unless necessary to convene in closed session under California Government Code sections [54950](#) et seq. Members of the public shall have the opportunity to provide written and oral comments to the Independent Redistricting Commission. The Commission's process must be designed to

provide the widest public access reasonably possible to draft redistricting maps and to provide ample opportunity for the public to observe and participate in the redistricting process.

(2) The City Manager shall produce redistricting plans and maps based on specific direction from the Commission. The Commission shall also accept and consider maps that are submitted by the public.

(d) *Commission redistricting proceedings.*

(1) The Independent Redistricting Commission shall adopt City Council district boundaries no later than February 1st of the second year after the year in which each decennial federal census is taken, or nine months after final adjustments are made to the census data, whichever is later. The boundaries shall be effective until the adoption of new district boundaries following the next decennial federal census. The City Council may not rescind, supersede or revise the district boundaries adopted by the Independent Redistricting Commission.

(2) Decisions by the Independent Redistricting Commission to adopt a redistricting plan shall be by seven votes of the Commission.

(3) Concurrently with its adoption of a redistricting plan, the Commission shall issue a report that explains its decisions in achieving compliance with the criteria listed in this Section and shall include definitions of the terms and standards used in drawing the final City Council districts map. The redistricting plan adopted by the Commission shall be submitted to the City Council at its next regular or special meeting consistent with Berkeley Municipal Code Chapter [2.06](#), and the City Council shall at that meeting adopt a redistricting ordinance that implements the redistricting plan without change.

(4) *Impasse procedure.* If the Commission is unable to achieve seven affirmative votes to adopt a redistricting plan, then the Commission shall submit to the City Council the map which received the most votes of the Commission to be placed on the ballot. In the event that redistricting plan is rejected by the voters, the Commission shall have 30 days to adopt a new redistricting plan by seven affirmative votes. If the Commission, after rejection of the map by the voters, cannot adopt a final redistricting plan by seven affirmative votes, then the Commission shall request that the City Clerk recommend a list of at least three special masters to develop a redistricting plan. The Commission shall consider the recommendations of the City Clerk and select a special master, by majority vote, to develop a redistricting plan. The City Council shall adopt by ordinance the redistricting plan determined by the special master.

(5) A redistricting ordinance adopted by the City Council shall be subject to referendum in the same manner that an ordinance is subject to referendum pursuant to state law and Article XIV of the City Charter. The date of final adoption of the ordinance by the City Council shall be deemed the date of final passage for the purposes of Section [93](#) of the Charter. The procedures of Section 93 shall apply to a referendum of a redistricting ordinance, except that if a referendum petition is signed by the requisite number of qualified electors the City Council shall submit the ordinance to the voters at the next General Municipal Election.

(e) *Removal of Commissioners.*

(1) Commissioners should apply the law in a manner that is impartial and reinforces public confidence and integrity in the redistricting process.

(2) In the event of substantial neglect of duty, gross misconduct in office or inability to discharge the duties of office, or if it is determined that a commissioner is ineligible under subdivision (b)(3), a Commissioner may be removed by a two-thirds vote of the Independent Redistricting Commission, after having been served written notice and provided with an opportunity to respond.

(3) Any vacancy, whether created by removal, resignation, or absence pursuant to Berkeley Municipal Code Section [3.02.020](#) or its successor, shall be filled by the alternate for that Commission seat selected at the time of the original selection. If the alternate is unable to serve, the Independent Redistricting Commission shall fill the vacancy by selecting an applicant from the original pool of applicants by a two-thirds vote at a noticed meeting open to the public. If the seat to be filled is one representing a specific City Council district, the Independent Redistricting Commission shall appoint an individual who resides in that City Council district.

(4) No disqualification of a commissioner shall have any effect on the validity of any action by the Commission or any redistricting map it may adopt.

(f) *Criteria for redistricting.*

(1) The Commission shall adjust the boundaries of City Council districts in a manner that complies with the Constitution and statutes of the United States and the State of California, in order that the eight City Council districts shall be as nearly equal in population as may be according to the most recent decennial federal census, except where deviation is required to comply with the federal Voting Rights Act.

(2) In establishing and modifying district boundaries, the Independent Redistricting Commission shall take into consideration topography, geography, cohesiveness, contiguity, integrity and compactness of territory of the districts, as well as existing communities of interest as defined below, and shall utilize easily understood district boundaries such as major traffic arteries and geographic boundaries to the extent they are consistent with communities of interest. The geographic integrity of a neighborhood or community of interest shall be respected to the extent possible without violating State or Federal law or the requirements of this Section. For purposes of this subsection "communities of interest" shall mean the following: A community of interest is a contiguous population which shares common social and economic interests that should be included within a single district for purposes of its effective and fair representation. Such shared interests include but are not limited to those common to areas in which the people share similar living standards, use the same transportation facilities, have similar work opportunities, or have access to the same media of communication relevant to the election process, as well as neighborhoods, students, organized student housing, shared age, and racial demographics. Communities of interest shall not include relationships with political parties, incumbents, or political candidates.

(3) Districts shall not be drawn for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.

(4) The Independent Redistricting Commission may consider existing district boundaries as a basis for developing new district boundaries. Should the Commission deviate substantially in its redistricting plan from

the previous district boundaries in order to reflect population growth, protect communities of interest or better comply with the redistricting criteria in the Charter, it shall issue a report explaining its reasons for doing so.

(5) The Independent Redistricting Commission shall not consider the residence of sitting Councilmembers.

(6) If the Independent Redistricting Commission adopts a redistricting plan that removes the residence of a sitting Councilmember from their then-current district, that Councilmember shall continue to serve on the City Council until the expiration of their term.

(g) *Severability.* Should any provision of this Section be held invalid, the remainder of this Section shall not be affected thereby, and such word, phrase, sentence, part, section, subsection, or other portion shall be severable, and the remaining provisions of this Section shall remain in full force and effect. The voters hereby declare that they would have passed this Section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more, subsections, sentences, clauses or phrases had been declared invalid.

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**The Berkeley Charter is current through November 3, 2020.**

Disclaimer: The City Clerk's Office has the official version of the Berkeley Charter. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.berkeleyca.gov](http://www.berkeleyca.gov)

[Code Publishing Company, A General Code Company](#)

**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 |



# **Bylaws of the City of Berkeley Board of Library Trustees (BOLT)**

Berkeley Public Library strives to build community through its services, programs, and collections. The Library brings people together to share access to books, information, ideas, and culture. The Library is dedicated to building a community of lifelong learners who share an interest in personal and community development and enjoyment through literacies of all types. We serve a diverse community, and our services celebrate that diversity through a wide array of programs and collections that welcome, reflect, and include the diversity of Berkeley.

## **Mission Statement:**

“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.” (May 2020)

The Board of Library Trustees (“BOLT”) shall endeavor to ensure that the mission of the Library is upheld, as well as the American Library Association’s Bill of Rights and the Urban Libraries Council’s Statement on Race and Social Equity.

BOLT is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries (the “Library”) on behalf of the City and citizens of Berkeley, and to provide leadership, governance, and oversight.

## **Article I - Organization**

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”) and Berkeley Municipal Code (“BMC”) Chapter 3.04, BOLT is the governing body of the Library. BOLT delegates duties and powers to the Library Director. BOLT’s duties are enumerated in the Charter and BMC.

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.
2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
  - a. manage and control the Library;
  - b. make and enforce rules, regulations, and bylaws necessary for the administration, governance and protection of the Library and Library property;
  - c. appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
  - d. recommend to the City Council the purchase or lease of real property.

3. Annually evaluate the job performance of the Library Director.
4. Participate in the formation and adoption of a strategic plan for the Library and support achievement of such plan through the Library's programs and budget.
5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.
6. Approve by vote of BOLT library purchases of materials, supplies or equipment of \$50,000 or more, and contracts for services of \$25,000 or more.
7. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control all Library property.
8. Communicate the mission, goals, needs, and other important information about the Library to the City of Berkeley and to the public.
9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT's work over the course of the past year, as well as any other reports and information that may be requested by the City Council.

## **Article II - Membership**

1. **Membership** - The Board of Library Trustees shall consist of five (5) members ("Trustee" or "Trustees"), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.
2. **Appointment** - Four of the five Trustees shall be non-City Councilmembers, appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.
3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.
4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.
5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.

- a. Each Trustee shall serve until a successor is appointed and qualified.
  - b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.
5. **Compensation** - Trustees shall serve without compensation.
  6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk's Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.
  7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. If a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary.
  8. **Leaves of Absence** - If a Trustee must be absent for a period, a leave of absence not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the Council agenda to approve the absence prior to the commencement of the period of absence, in compliance with the procedures in the Commissioners' Manual
  9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

### **Article III - General Responsibilities of Trustees**

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements.
2. Abide by the requirements of the Brown Act and be familiar with Robert's Rules of Order.
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.

4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.
5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council's Statement on Race and Social Equity, The American Library Association's Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.
6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit the Library locations, Central and branches.
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when assigned and complete associated projects.
13. Abide by and uphold BOLT's decisions.

#### **Article IV - Officers**

BOLT Officers shall be the President, Vice President, and Secretary. BOLT shall elect one of its members President, and one of its members Vice-President. The President and Vice-President have full rights to make or second motions. The Director of Library Services shall be ex officio Secretary of the board.

1. **Terms of Office:**
  - a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.

- b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.
- c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.
- d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President; however, the Vice President shall execute the President's duties until a new President is elected
- e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.
- f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.
- g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

## **2. Procedures for Regular and Special Elections of the President and Vice President -**

- a. Regular Elections:
  - i. In August of each year, an information report shall be included on the Regular BOLT Meeting Agenda explaining the rules for elections to the Offices of President and Vice President and the duties of such Officers and calling for nominations to be made at the September BOLT meeting.
  - ii. At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.
  - iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

- iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.
- b. Special Elections:
  - i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

### **3. Duties of the President**

- a. Serve as the Presiding Officer at all meetings and ensure BOLT's work is accomplished.
- b. Ensure that all viewpoints are heard and are considered in a fair and impartial manner, while exerting sufficient control to eliminate irrelevant, repetitious, or otherwise unproductive discussion.
- c. Ensure that the Charter, Berkeley Municipal Code, BOLT Bylaws and other BOLT policies are followed. The President cannot make rules related to the conduct of meetings; only the full BOLT may do so.
- d. Approve the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by other Trustees or staff.
- e. Appoint Trustees to ad hoc subcommittees, subject to the approval of BOLT.
- f. Sign correspondence on behalf of BOLT.
- g. Represent BOLT before the City Council. Other Trustees may represent BOLT before the City Council, but only with formal approval by motion and majority vote of BOLT.
- h. Approve final BOLT reports to Council, without modifying content that was approved by the full BOLT.

### **4. Duties of The Vice President**

- a. Serve as the Presiding Officer in the absence of the President and perform all the functions of the President in their absence or disability.
- b. Perform such functions as may be assigned by the President or BOLT.

### **5. Duties of The Secretary**

- a. Keep a full account of all receipts and expenditures.
- b. Keep a record and full minutes of all proceedings.

- c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner's Manual.

#### **ARTICLE V: Filling BOLT Vacancies**

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."

Per Section 3.04.010 of the Berkeley Municipal Code ("BMC"):

"Vacancies on the Board of Library Trustees from whatever cause, except temporary vacancies as hereinafter provided, shall be filled by the City Council for the unexpired term. Each member of the board shall serve until his successor is appointed and qualified. A majority vote of all the members of the City Council shall be required to appoint a member to the board, or to fill any vacancy thereon, or to remove any member from the board prior to the expiration of his term of office."

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.
2. **Process** – BOLT shall adopt and update a process for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, and a selection process.
3. **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.

#### **Article VI - BOLT Meetings**

1. **Brown Act:** All meetings must be conducted in compliance with the Brown Act.
2. **Regular Meetings:** A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution of BOLT.
3. **Agenda and Notice Requirements:** Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
  - a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted

- or discussed at the meeting, including items to be discussed in closed session, if any.
- b. Agenda titles should fully describe the issue or action to be discussed and/or taken.
  - c. The agenda shall specify the time and location of the regular meeting.
  - d. The agenda shall include, but is not limited to, the following:
    - i. Call to Order
    - ii. Public Comment on Non-Agendized, Consent, and Information Items
    - iii. Comment from Unions
    - iv. Approval of Minutes
    - v. Consent Items
    - vi. Action Items
    - vii. Information Reports
    - viii. Communications
    - ix. Adjournment
  - e. The agenda must be posted in the following locations:
    - i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
    - ii. At the Central Library and all Branch Library locations
    - iii. The location where the meeting will be held if not held in one of the Library branches
    - iv. On the Berkeley Public Library website
  - f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
    - i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.
    - ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
    - iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

#### **4. Special meetings**

- a. Special meetings of BOLT may be called at any time by the President or by any three (3) Trustees, by written notice at least twenty-four (24) hours before the time of the proposed meeting, or at any time by the President with the written consent of all BOLT members.
- b. Notice and agenda requirements for Special Meetings shall conform to the Commissioner's Manual.
- c. Subcommittee meetings are considered Special Meetings for the purposes of noticing and agenda requirements.



**5. Meeting Conduct:** All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).

- a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
- b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

**6. Cancellation of Meetings**

Upon notification that a quorum of Board members will not be present at a meeting, the President may elect to cancel or reschedule the meeting. Public notice of cancelled or rescheduled meetings shall conform to the Commissioner's Manual.

**Article VII – General Conduct of Trustees**

1. By accepting board membership, a trustee is committing to honor the following code of conduct:
  - a. As a trustee, I shall do my utmost to ensure that Berkeley Public Library performs its mission and achieves its goals. As a trustee I agree to:
  - b. Act with honesty and integrity.
  - c. Support in a positive manner all actions taken by the board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
  - d. Participate in annual strategic planning retreats and work sessions to evaluate the Library Director; participate in board self-evaluation programs; and participate in board development workshops, seminars, and other educational events that enhance my skills as a board member.
  - e. Keep confidential information confidential.
  - f. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
  - g. Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
  - h. Always act for the good of the organization and represent the interests of all people served by the organization.
  - i. Always represent this organization in a positive and supportive manner.
  - j. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
  - k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.

- l. Accept my responsibility for providing oversight of the financial condition of the organization.
    - m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner's Manual.
    - n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library's policies related to ethical conduct of staff and officials.
    - o. Abide by these board Bylaws.
2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.
3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: "I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley."
4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

#### **Article VIII - Quorum and Resolution Adoption of the Berkeley BOLT**

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.
2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

#### **Article IX - Ad Hoc Subcommittees**

1. From time-to-time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview, and a tenure of up to one year, as established by BOLT.

2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner's Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee's work.
4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

#### **Article X - The Director**

1. Duties of the Director
  - a. Duties of the Director shall be to oversee the day-to-day operation of the Library.
  - b. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff.
  - c. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000.
  - d. The Director shall also have the authority to hire employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.
  - e. The Library Director shall act as secretary as defined in Article IV of these Bylaws.

#### **Article XI - Amendments of the Bylaws of the Berkeley BOLT**

1. Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda.



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, June 26*

**Berkeley, California (March 2, 2023)** –The City of Berkeley begins accepting applications tomorrow, Thursday, June 8, 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 June 26, 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 in time for the September 6, 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





**ACTION CALENDAR**

June 7, 2023

To: Board of Library Trustees  
From: Nneka Gallaread, Administrative and Fiscal Services Manager  
Subject: Proposed Budget FY 2024 – All Library Funds (Biennial Update)

**INTRODUCTION**

The proposed FY 2024 Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Budget for all Library Funds for FY 2024 projects revenue of \$24,705,328 and expenditures of \$25,060,391. The following table reflects the dollar values by Fund grouping.

**Proposed Budget**

| Fund                           | FY 2024             |                     |
|--------------------------------|---------------------|---------------------|
|                                | Revenue             | Expense             |
| Library Tax (101)              | \$25,122,748        | \$ 24,642,865       |
| Grants (103)                   | \$68,420            | \$67,526            |
| Friends and Gifts (104)        | \$105,000           | \$150,000           |
| BPL Foundation (105)           | \$100,000           | \$200,000           |
| <b>Berkeley Public Library</b> | <b>\$25,396,168</b> | <b>\$25,060,391</b> |

The Board of Library Trustees established the FY23 and FY 24 Budget Priorities as adopted by Resolution No.: **R21-125 on November 3, 2021:**

Budget Priorities for FY 2023 and FY 2024:

1. Provide state-of the-art, well maintained infrastructure, amenities, facilities, and library collections
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services, programs, and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

The priorities seek to achieve the optimum utilization of public and library resources throughout the budget period and to ensure proposed budget changes are aligned with the board’s immediate and long-term objectives and goals.

**FISCAL IMPACT OF RECOMMENDATION**

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal year 2024.

#### *Library Tax Fund*

The Library Tax Fund is projected to achieve revenues of \$25,122,748 in FY 2024, with expenditures of \$24,642,865. Projected revenue is forecasted to increase \$754,225 over Mid-year FY 2024 expected receipts based on the City's applied default rate. Miscellaneous receipts, primarily attributable to lost and damaged material fees and vendor price adjustments, remain as provided for in the base budget.

Planned expenditure budgets total \$24,642,865. Excluding estimated City pass-through expenses for fiscal year 2024 are \$24,606,899. Personnel expenses are projected at \$17,300,578; equal to 70.2% of fund expenditures while non-personnel costs constitute \$7,342,287; equal to 29.8% of fund expenditures for FY2024. The overall operations budget was not adjusted from the original projection last year, with the exception of changes for expenditures relating to normal inflation for personnel-associated costs (CALPERS, benefits, etc.).

#### *Grants Fund*

The Grants Funds primarily reflects activity related to the BerkeleyREADS literacy program.

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS projected award for fiscal year 2024 is \$68,420; with expenditures projected at \$67,526.

#### *Gifts Fund*

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, and direct receipts from individuals, organizations, trusts, and estates.

FY 2024 includes a placeholder amount for estimated annual award receipts of \$105,000 from the Friends of the Berkeley Public Library and \$150,000 for other expenditures. Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous donations to the Library in general and the BerkeleyREADS program specifically, and other Fund balance support as directed by the Director of Library Services.

#### *Foundation Fund*

The Foundation is committed to being an important contributor to public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, furnishings for the newly constructed Teen Room at the Central Library, the culinary collection at the Tool Lending Library, the Chromebooks and Hotspots Lending pilot program, the Conscious Kits collection pilot, and the wayfinding system at Central. Fiscal year 2024 includes a \$100,000 placeholder for revenue and \$200,000 for expenditures.

CURRENT SITUATION

This package incorporates the approved tax rate of 4.44% using the personal income growth factor published May 2023. (BOLT R23-022)

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services, the Fund generates 99% of total revenues and bears 98% of total expenses. In the proposed FY 2024 budget, excess equity in the Fund to fund large-scale projects – principally physical plant upgrades, repairs, and equipment replacement – assists in meeting planned expenditures as the Library, especially at Central, enters a period of essential facility maintenance and technology projects.

The Library believes the FY 2024 proposed budgets contained herein directly addresses each budget priority in a balanced approach. The Library remains determined to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

On adoption by the Library Board of Trustees the Library will report the final budget to the City Manager's Office for inclusion into the consolidated budget for the City.

Attachments:

1. Resolution
2. Proposed FY 2024 Revenue Budgets by Fund
3. Proposed FY 2024 Expenditure Budgets by Fund
4. Library Tax Fund (101) 5-Year Fund Analysis
5. Grants Fund (103) 5-Year Fund Analysis
6. Friends & Gifts Fund (104) 5-Year Fund Analysis
7. Foundation Fund (105) 5-Year Analysis





**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**APPROVE THE PROPOSED REVENUE BUDGETS FOR FY 2024 OF \$25,396,168 AND THE PROPOSED EXPENDITURE BUDGETS FOR FY 2024 OF \$25,060,391**

WHEREAS, on November 3, 2021, the Board of Library Trustees by Resolution No.: 21-125 adopted budget priorities for FY 2023 and FY 2024; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY2024 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the FY 2024 budgets no later than June 27, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2024 of revenue of \$25,396,168 and expenditures of \$25,060,391, as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley during the meeting held on June 7, 2023 by the following vote:

AYES: .  
NOES: .  
ABSENT: .  
ABSTENTIONS: .

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

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



## PROPOSED FY 2024 REVENUE BUDGETS BY FUND

| Sum of 2024 PROPOSED Budget |        |                               | FUND                   |                    |                     |                     |                        |
|-----------------------------|--------|-------------------------------|------------------------|--------------------|---------------------|---------------------|------------------------|
| OBJECT TYPE                 | OBJECT | Account Description           | 101                    | 103                | 104                 | 105                 | Grand Total            |
| Revenue                     | 412110 | SPECIAL ASSESSMENT TAX        | (25,050,748.00)        |                    |                     |                     | (25,050,748.00)        |
|                             | 432110 | OPERATING GRANTS - STATE      | -                      | (68,420.00)        |                     |                     | (68,420.00)            |
|                             | 433390 | OTHER - COUNTY AND LOCAL      |                        | -                  |                     |                     | -                      |
|                             | 434110 | OPERATING GRANTS - OTHER      |                        | -                  |                     |                     | -                      |
|                             | 451310 | LIBRARY FINES                 | (40,000.00)            |                    |                     |                     | (40,000.00)            |
|                             | 461230 | RENTALS - OTH SHORT TERM      | -                      |                    |                     |                     | -                      |
|                             | 471110 | INTEREST - INVESTMENT POOL    |                        |                    |                     | -                   | -                      |
|                             | 481110 | MISC REV - DONATIONS RECEIVED |                        |                    | (105,000.00)        | (100,000.00)        | (205,000.00)           |
|                             | 483110 | MISC REV - OVER/SHORT         | -                      |                    |                     |                     | -                      |
|                             | 483990 | MISC REV - OTHER              | (32,000.00)            |                    |                     |                     | (32,000.00)            |
|                             | 491011 | TRANSFER FROM FUND 011        | -                      |                    |                     |                     | -                      |
|                             | 491102 | TRANSFER FROM FUND 102        | -                      |                    |                     |                     | -                      |
|                             | 491900 | TRANSFER FROM LEGACY FUNDS    | -                      |                    |                     |                     | -                      |
|                             | 493110 | GAIN/LOSS ON SALE OF ASSET    | -                      |                    |                     | -                   | -                      |
|                             | 493111 | GAIN/LOSS ASSET PROCEEDS      | -                      |                    |                     | -                   | -                      |
| <b>Revenue Total</b>        |        |                               | <b>(25,122,748.00)</b> | <b>(68,420.00)</b> | <b>(105,000.00)</b> | <b>(100,000.00)</b> | <b>(25,396,168.00)</b> |
| <b>Grand Total</b>          |        |                               | <b>(25,122,748.00)</b> | <b>(68,420.00)</b> | <b>(105,000.00)</b> | <b>(100,000.00)</b> | <b>(25,396,168.00)</b> |

\*Revenue shows as a negative in ERMA



**PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 1 of 3)**

| Sum of 2024 PROPOSED Budget       |        |                                | FUND                 |                  |     |     |                      |
|-----------------------------------|--------|--------------------------------|----------------------|------------------|-----|-----|----------------------|
| OBJECT TYPE                       | OBJECT | Account Description            | 101                  | 103              | 104 | 105 | Grand Total          |
| Personnel - Wages                 | 511110 | WAGES - REG - MONTHLY MISC     | 11,213,692.00        |                  |     | -   | 11,213,692.00        |
|                                   | 511140 | WAGES - REG - OTHER - WORK COM | -                    |                  |     |     | -                    |
|                                   | 511160 | WAGES - REG - SALARY SAVINGS   | (800,000.00)         |                  |     |     | (800,000.00)         |
|                                   | 512110 | WAGES - HOURLY                 | 260,914.47           | 34,042.05        |     | -   | 294,956.52           |
|                                   | 513110 | WAGES - OT - MISCELLANEOUS     | 13,446.07            | -                |     | -   | 13,446.07            |
| <b>Personnel - Wages Total</b>    |        |                                | <b>10,688,052.54</b> | <b>34,042.05</b> |     | -   | <b>10,722,094.59</b> |
| Personnel - Benefits              | 520110 | EMP FB - MEDICAL               | 1,802,426.00         |                  |     | -   | 1,802,426.00         |
|                                   | 520120 | EMP FB - DENTAL                | 192,291.00           |                  |     | -   | 192,291.00           |
|                                   | 520130 | EMP FB - CASH-IN-LIEU          | 18,312.00            |                  |     |     | 18,312.00            |
|                                   | 520140 | EMP FB - LIFE INSURANCE        | 6,258.00             |                  |     | -   | 6,258.00             |
|                                   | 520210 | EMP FB - MEDICARE              | 144,378.00           | -                |     | -   | 144,378.00           |
|                                   | 520220 | EMP FB - SRIP                  | 327,895.00           |                  |     | -   | 327,895.00           |
|                                   | 520310 | EMP FB - PERS - MISC           | 3,317,614.00         |                  |     | -   | 3,317,614.00         |
|                                   | 520350 | EMP FB - PARS                  | 9,782.48             | 1,276.17         |     | -   | 11,058.65            |
|                                   | 520410 | EMP FB - OPEB - RETIREE MEDICA | 255,658.00           | 847.00           |     | -   | 256,505.00           |
|                                   | 520510 | EMP FB - WORKERS COMPENSATION  | 137,763.00           | -                |     | -   | 137,763.00           |
|                                   | 520520 | EMP FB - TERMINAL PAYOUT       | 210,927.00           |                  |     | -   | 210,927.00           |
|                                   | 520530 | EMP FB - ALLOWANCES            | 2,016.00             |                  |     |     | 2,016.00             |
|                                   | 520540 | EMP FB - COMMUTER CHECK        | 2,117.00             |                  |     | -   | 2,117.00             |
|                                   | 520550 | EMP FB - OTHER FRINGE BENEFITS | 185,088.00           |                  |     | -   | 185,088.00           |
| <b>Personnel - Benefits Total</b> |        |                                | <b>6,612,525.48</b>  | <b>2,123.17</b>  |     | -   | <b>6,614,648.65</b>  |

PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 2 of 3)

| Sum of 2024 PROPOSED Budget |        | FUND                           |              |           |            |            | Grand Total  |
|-----------------------------|--------|--------------------------------|--------------|-----------|------------|------------|--------------|
| OBJECT TYPE                 | OBJECT | Account Description            | 101          | 103       | 104        | 105        | Grand Total  |
| Operating                   | 514110 | STIPENDS - ELECTED OFFICIALS   | -            |           |            | -          | -            |
|                             | 612110 | PROF SVCS - LGL - OUTSIDE COUN | -            |           |            |            | -            |
|                             | 612240 | PROF SVCS - MGMT CONSULTING    | -            |           |            |            | -            |
|                             | 612310 | PROF SVCS - ENGINEERING SVCS   | -            |           |            |            | -            |
|                             | 612410 | PROF SVCS - PHYS AND MED PROF  | -            |           |            |            | -            |
|                             | 612990 | PROF SVCS - MISCELLANEOUS      | 1,223,700.00 |           |            | -          | 1,223,700.00 |
|                             | 613120 | TECH SVCS - EQUIPMENT MAINT    | 60,450.00    |           |            |            | 60,450.00    |
|                             | 613130 | TECH SVCS - SOFTWARE MAINT     | 177,000.00   |           |            | -          | 177,000.00   |
|                             | 613910 | TECH SVCS - HAZMAT HANDLING    | 2,500.00     |           |            |            | 2,500.00     |
|                             | 621110 | UTILITIES - GAS/ELECTRIC       | 350,000.00   |           |            | -          | 350,000.00   |
|                             | 621120 | UTILITIES - WATER/SEWER        | 43,500.00    |           |            | -          | 43,500.00    |
|                             | 621130 | UTILITIES - REFUSE             | 34,252.00    |           |            |            | 34,252.00    |
|                             | 622110 | CUSTODIAL - JANITORIAL SVCS    | 425,000.00   |           |            |            | 425,000.00   |
|                             | 624110 | PROPERTY REPAIRS & MAINT       | 424,800.00   |           |            |            | 424,800.00   |
|                             | 625110 | RENTAL OF REAL PROPERTY        | 1,500.00     |           |            | -          | 1,500.00     |
|                             | 625120 | RENTAL OF EQUIPMENT            | 41,575.00    |           | -          |            | 41,575.00    |
|                             | 632110 | COMM SVCS - TELE - LANDLINE    | 87,200.00    |           |            | -          | 87,200.00    |
|                             | 632120 | COMM SVCS - TELE - CELLULAR    | 14,550.00    |           |            |            | 14,550.00    |
|                             | 632190 | COMM SVCS - OTHER              | -            |           |            |            | -            |
|                             | 633110 | ADVERTISING                    | 15,000.00    |           |            | -          | 15,000.00    |
|                             | 634110 | TRAIN AND CONF - TRAIN COSTS   | -            |           | -          | -          | -            |
|                             | 634120 | TRAIN AND CONF - REGISTRATION  | 40,000.00    |           | -          | -          | 40,000.00    |
|                             | 634210 | TRAVEL - AIRFARE               | 10,000.00    |           | -          | -          | 10,000.00    |
|                             | 634220 | TRAVEL - LODGING               | 10,000.00    |           | -          | -          | 10,000.00    |
|                             | 634230 | TRAVEL - OTHER TRANSPORTATION  | -            |           | -          | -          | -            |
|                             | 634240 | TRAVEL - MEALS                 | -            |           | -          | -          | -            |
|                             | 635110 | PRINTING AND BINDING           | 49,850.00    | 1,661.00  |            | -          | 51,511.00    |
|                             | 636990 | GRANT PMTS - OTHER             | -            |           |            |            | -            |
|                             | 637110 | GOV PMTS - PERMIT FEES         | -            |           |            | -          | -            |
|                             | 637990 | GOV PMTS - MISC FEE AND TAXES  | 5,000.00     |           |            |            | 5,000.00     |
|                             | 639110 | FEES - BANK FEES               | 3,000.00     |           |            |            | 3,000.00     |
|                             | 639120 | FEES - PROF DUES AND FEES      | 47,250.00    |           |            |            | 47,250.00    |
|                             | 639130 | COURIER AND DELIVERY SERVICES  | 17,000.00    |           |            |            | 17,000.00    |
|                             | 639990 | OTHER SERVICES                 | -            | 20,000.00 | 150,000.00 | 200,000.00 | 370,000.00   |

**PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 3 of 3)**

| Sum of 2024 PROPOSED Budget    |        |                                | FUND                 |                  |                   |                   |                      |
|--------------------------------|--------|--------------------------------|----------------------|------------------|-------------------|-------------------|----------------------|
| OBJECT TYPE                    | OBJECT | Account Description            | 101                  | 103              | 104               | 105               | Grand Total          |
|                                | 641110 | SUPPLIES - OFFICE              | 35,715.00            | 3,000.00         |                   | -                 | 38,715.00            |
|                                | 641120 | SUPPLIES - POSTAGE             | 15,500.00            | 500.00           |                   | -                 | 16,000.00            |
|                                | 642120 | SUPPL - FIELD - TOOLS AND PART | 6,780.00             | -                |                   |                   | 6,780.00             |
|                                | 642990 | SUPPL - FIELD - OTHER          | 185,825.00           | 5,000.00         |                   | -                 | 190,825.00           |
|                                | 643110 | SUPPLIES - BOOKS AND SUBSCRIP  | 2,230,000.00         | -                |                   | -                 | 2,230,000.00         |
|                                | 644110 | SUPPLIES - FOOD - NON-EMPLOYEE | 1,000.00             | 1,200.00         |                   | -                 | 2,200.00             |
|                                | 651110 | NON-CAP - COMP, SOFTWARE & OFE | 313,400.00           | -                |                   | -                 | 313,400.00           |
|                                | 651120 | NON-CAP - FURNITURE & FIXTURE  | 25,052.00            | -                |                   | -                 | 25,052.00            |
|                                | 651990 | NON-CAP - MISCELLANEOUS        | -                    |                  |                   |                   | -                    |
| <b>Operating Total</b>         |        |                                | <b>5,896,399.00</b>  | <b>31,361.00</b> | <b>150,000.00</b> | <b>200,000.00</b> | <b>6,277,760.00</b>  |
| <b>Capital</b>                 | 662110 | CAP - FA - BUILDINGS           | -                    |                  |                   | -                 | -                    |
|                                | 663110 | CAP - FA - IMPR OTHR THAN BLDG | 900,000.00           |                  |                   |                   | 900,000.00           |
|                                | 664110 | CAP - FA - MACHINERY & EQUIPME | 4,000.00             |                  |                   | -                 | 4,000.00             |
|                                | 664120 | CAP - FA - VEHICLES            | -                    |                  |                   | -                 | -                    |
|                                | 664130 | CAP - FA - FURNITURE & FIXTURE | 100,000.00           |                  |                   | -                 | 100,000.00           |
|                                | 664140 | CAP - FA - COMPUTER EQUIPMENT  | 245,000.00           |                  |                   | -                 | 245,000.00           |
|                                | 665110 | CAP - INFR - ROADWAY/STREETS   | -                    |                  |                   | -                 | -                    |
|                                | 666110 | CAP - FA - INTANGIBLES         | -                    | -                |                   | -                 | -                    |
| <b>Capital Total</b>           |        |                                | <b>1,249,000.00</b>  | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>1,249,000.00</b>  |
| <b>Internal Services</b>       | 670140 | INT SVC - TECH COST ALLOC FUND | 179,624.00           |                  |                   |                   | 179,624.00           |
|                                | 670150 | INT SVC - MAIL SERVICES        | 1,764.00             |                  |                   |                   | 1,764.00             |
|                                | 670160 | INT SVC - CITY VEHICLE REPLACE | -                    |                  |                   |                   | -                    |
|                                | 670180 | INT SVC - CITY VEHICLE FUEL/MA | 15,000.00            |                  |                   |                   | 15,000.00            |
|                                | 670190 | INT SVC - CITY PKG PERMITS     | 500.00               |                  |                   |                   | 500.00               |
|                                | 670240 | INT SVC - REFUSE CHARGES       | -                    | -                |                   | -                 | -                    |
| <b>Internal Services Total</b> |        |                                | <b>196,888.00</b>    | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>196,888.00</b>    |
| <b>Grand Total</b>             |        |                                | <b>24,642,865.02</b> | <b>67,526.22</b> | <b>150,000.00</b> | <b>200,000.00</b> | <b>25,060,391.24</b> |





## LIBRARY TAX FUND (101) 5-YEAR FUND ANALYSIS

|                                                      | FY 2020<br>Actual    | FY 2021<br>Actual    | FY 2022<br>ADOPTED    | FY 2022<br>Actual (2nd Cls) | FY 2023<br>Mid-Yr    | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED | FY 2026<br>PROJECTED |
|------------------------------------------------------|----------------------|----------------------|-----------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                        | \$ 10,266,639        | \$ 12,027,796        | \$ 13,187,635         | \$ 13,187,635               | \$ 17,492,296        | \$ 16,968,295        | \$ 17,448,178        | \$ 17,543,686        |
| <b>Revenues</b>                                      |                      |                      |                       |                             |                      |                      |                      |                      |
| Library Services Tax                                 | \$ 20,431,021        | \$ 20,596,293        | \$ 21,704,603         | \$ 22,429,364               | \$ 23,837,768        | \$ 25,050,748        | \$ 25,551,763        | \$ 26,062,798        |
| Fines/Fees                                           | 26,477               | 17,688               | 40,000                | 16,147                      | 40,000               | 40,000               | 40,000               | 40,000               |
| Donations/Private Contributions                      |                      |                      |                       |                             |                      |                      |                      |                      |
| Misc. Revenue / Interest / Refunds                   | 29,617               | 101,396              | 101,396               | 136,791                     | 32,000               | 32,000               | 32,000               | 32,000               |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 20,487,115</b> | <b>\$ 20,715,377</b> | <b>\$ 21,845,999</b>  | <b>\$ 22,582,302</b>        | <b>\$ 23,909,768</b> | <b>\$ 25,122,748</b> | <b>\$ 25,623,763</b> | <b>\$ 26,134,798</b> |
| <b>Expenditures</b>                                  |                      |                      |                       |                             |                      |                      |                      |                      |
| <b>Operations</b>                                    |                      |                      |                       |                             |                      |                      |                      |                      |
| Salaries, Wages, Benefits                            | \$ 13,377,244        | \$ 12,972,590        | \$ 16,731,595         | \$ 12,770,581               | \$ 18,291,479        | \$ 18,100,578        | \$ 18,462,590        | \$ 18,831,841        |
| <b>Salaries, Wages, Benefits</b>                     |                      |                      |                       |                             |                      |                      |                      |                      |
| less: Labor Vacancy Savings                          |                      |                      | 800,000               |                             | 800,000              | 800,000              | 800,000              | 800,000              |
| Personnel                                            | \$ 13,377,244        | \$ 12,972,590        | \$ 15,931,595         | \$ 12,770,581               | \$ 17,491,479        | \$ 17,300,578        | \$ 17,662,590        | \$ 18,031,841        |
| Non-Personnel                                        | 1,247,772            | 823,605              | 1,496,905             | 907,785                     | 1,515,766            | 1,334,170            | 1,700,000            | 1,700,000            |
| Library Materials (incl Tool Lndng)                  | 1,690,248            | 1,826,324            | 2,055,000             | 1,985,551                   | 2,230,000            | 2,230,000            | 2,230,000            | 2,230,000            |
| Misc. Professional Services                          | 765,382              | 497,462              | 872,450               | 772,555                     | 1,184,150            | 1,463,650            | 973,700              | 973,700              |
| Utilities+Telephone                                  | 367,116              | 459,787              | 554,502               | 516,401                     | 529,402              | 529,502              | 500,000              | 500,000              |
| Janitorial                                           | 362,798              | 360,565              | 425,000               | 379,273                     | 425,000              | 425,000              | 400,000              | 400,000              |
| Software Maintenance                                 | 114,873              | 147,178              | 346,000               | 238,664                     | 177,000              | 177,000              | 275,000              | 275,000              |
| RFID Loan Repayment                                  |                      |                      |                       |                             |                      |                      |                      |                      |
| Computer & Software Purchase (CAP)                   | 120,933              | 121,859              | 70,000                |                             | 245,000              | 245,000              | 249,000              | 249,000              |
| Building/Infrastructure                              | 652,098              | 2,315,233            | 3,250,000             | 686,457                     | 600,000              | 900,000              | 1,500,000            | 1,500,000            |
| <b>Subtotal:</b>                                     | <b>\$ 18,698,464</b> | <b>\$ 19,524,603</b> | <b>\$ 25,001,452</b>  | <b>\$ 18,257,267</b>        | <b>\$ 24,397,797</b> | <b>\$ 24,604,900</b> | <b>\$ 25,490,290</b> | <b>\$ 25,859,541</b> |
| <b>Charges From Other Depts</b>                      |                      |                      |                       |                             |                      |                      |                      |                      |
| Finance - Billing (341)                              | \$ 18,977            | \$ 19,503            | 19,842                | 20,240                      | \$ 20,783            | \$ 21,443            | \$ 21,443            | \$ 21,443            |
| Facilities - Enviro Compliance (693)                 | 8,517                | 11,432               | 16,564                | 134                         | 15,189               | 16,522               | 16,522               | 16,522               |
| Interfund Transfers                                  |                      |                      |                       |                             |                      |                      |                      |                      |
| <b>Subtotal:</b>                                     | <b>\$ 27,494</b>     | <b>\$ 30,935</b>     | <b>\$ 36,406</b>      | <b>\$ 20,374</b>            | <b>\$ 35,972</b>     | <b>\$ 37,965</b>     | <b>\$ 37,965</b>     | <b>\$ 37,965</b>     |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$ 18,725,958</b> | <b>\$ 19,555,538</b> | <b>\$ 25,037,858</b>  | <b>\$ 18,277,641</b>        | <b>\$ 24,433,769</b> | <b>\$ 24,642,865</b> | <b>\$ 25,528,255</b> | <b>\$ 25,897,506</b> |
| <b>Projected Surplus/(Shortfall)<br/>{Rev - Exp}</b> | <b>\$ 1,761,157</b>  | <b>\$ 1,159,839</b>  | <b>\$ (3,191,859)</b> | <b>\$ 4,304,661</b>         | <b>\$ (524,001)</b>  | <b>\$ 479,883</b>    | <b>\$ 95,508</b>     | <b>\$ 237,292</b>    |
| <b>GROSS FUND BALANCE<br/>{Bal + Rev - Exp}</b>      | <b>\$ 12,027,796</b> | <b>\$ 13,187,635</b> | <b>\$ 9,995,776</b>   | <b>\$ 17,492,296</b>        | <b>\$ 16,968,295</b> | <b>\$ 17,448,178</b> | <b>\$ 17,543,686</b> | <b>\$ 17,780,978</b> |
| Annual Committed Reserve                             | 1,500,000            | 1,500,000            | 1,250,000             | 1,250,000                   | 1,430,266            | 1,503,045            | 1,533,106            | 1,563,768            |
| <b>Uncommitted Fund Balance</b>                      | <b>\$ 10,527,796</b> | <b>\$ 11,687,635</b> | <b>\$ 8,745,776</b>   | <b>\$ 16,242,296</b>        | <b>\$ 15,538,029</b> | <b>\$ 15,945,133</b> | <b>\$ 16,010,581</b> | <b>\$ 16,217,210</b> |



## GRANTS FUND (103) 5-YEAR FUND ANALYSIS

|                                                                                                             | FY 2020<br>Actual | FY 2021<br>Actual  | FY 2022<br>ADOPTED | FY 2022<br>Actual (2nd Cls) | FY 2023<br>Mid-Yr | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED | FY 2026<br>PROJECTED |
|-------------------------------------------------------------------------------------------------------------|-------------------|--------------------|--------------------|-----------------------------|-------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                                                                               | \$ 30,819         | \$ 82,280          | \$ 51,004          | \$ 51,004                   | \$ 32,274         | \$ 32,274            | \$ 33,168            | \$ 33,168            |
| <b>Revenues</b>                                                                                             |                   |                    |                    |                             |                   |                      |                      |                      |
| Direct Loan Fund                                                                                            |                   |                    |                    |                             |                   |                      |                      |                      |
| Literacy Services & LSTA                                                                                    | 92,252            | 56,568             | 60,000             | 62,927                      | 68,420            | 68,420               | 68,420               | 68,420               |
| Miscellaneous Grant Revenue                                                                                 |                   |                    |                    |                             |                   |                      |                      |                      |
| Public Library Fund (SB 358)                                                                                |                   |                    |                    |                             |                   |                      |                      |                      |
| Other                                                                                                       |                   |                    |                    |                             |                   |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                                                                        | <b>\$ 92,252</b>  | <b>\$ 56,568</b>   | <b>\$ 60,000</b>   | <b>\$ 62,927</b>            | <b>\$ 68,420</b>  | <b>\$ 68,420</b>     | <b>\$ 68,420</b>     | <b>\$ 68,420</b>     |
| <b>Expenditures</b>                                                                                         |                   |                    |                    |                             |                   |                      |                      |                      |
| <b>Operations</b>                                                                                           |                   |                    |                    |                             |                   |                      |                      |                      |
| Personnel                                                                                                   | \$ 36,364         | \$ 46,778          | \$ 33,528          | \$ 57,700                   | \$ 45,000         | \$ 36,165            | \$ 45,000            | \$ 45,000            |
| Non-Personnel                                                                                               | 2,477             | 41,066             | 31,361             | 23,957                      | 23,420            | 31,361               | 23,420               | 23,420               |
| Library Materials                                                                                           |                   |                    |                    |                             |                   |                      |                      |                      |
| Transfer Out (PLF 305)                                                                                      |                   |                    |                    |                             |                   |                      |                      |                      |
| <b>Subtotal:</b>                                                                                            | <b>\$ 38,841</b>  | <b>\$ 87,844</b>   | <b>\$ 64,889</b>   | <b>\$ 81,657</b>            | <b>\$ 68,420</b>  | <b>\$ 67,526</b>     | <b>\$ 68,420</b>     | <b>\$ 68,420</b>     |
| <b>Carryover</b>                                                                                            |                   |                    |                    |                             |                   |                      |                      |                      |
| Encumbered                                                                                                  |                   |                    |                    |                             |                   |                      |                      |                      |
| Unencumbered                                                                                                |                   |                    |                    |                             |                   |                      |                      |                      |
| <b>Subtotal:</b>                                                                                            | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>                 | <b>\$ -</b>       | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>TOTAL EXPENDITURES</b>                                                                                   | <b>\$ 38,841</b>  | <b>\$ 87,844</b>   | <b>\$ 64,889</b>   | <b>\$ 81,657</b>            | <b>\$ 68,420</b>  | <b>\$ 67,526</b>     | <b>\$ 68,420</b>     | <b>\$ 68,420</b>     |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b>                                                          | <b>\$ 53,411</b>  | <b>\$ (31,276)</b> | <b>\$ (4,889)</b>  | <b>\$ (18,730)</b>          | <b>\$ -</b>       | <b>\$ 894</b>        | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>                                                             | <b>\$ 84,230</b>  | <b>\$ 51,004</b>   | <b>\$ 46,115</b>   | <b>\$ 32,274</b>            | <b>\$ 32,274</b>  | <b>\$ 33,168</b>     | <b>\$ 33,168</b>     | <b>\$ 33,168</b>     |
| <b>Other</b>                                                                                                |                   |                    |                    |                             |                   |                      |                      |                      |
| <b>3% Personnel COLA</b>                                                                                    |                   |                    |                    |                             |                   |                      |                      |                      |
| <b>Revised Gross Fund Balance {Gross<br/>Fund Balance - Budget<br/>Recommendations and<br/>Adjustments}</b> | <b>\$ 84,230</b>  | <b>\$ 51,004</b>   | <b>\$ 46,115</b>   | <b>\$ 32,274</b>            | <b>\$ 32,274</b>  | <b>\$ 33,168</b>     | <b>\$ 33,168</b>     | <b>\$ 33,168</b>     |



## FRIENDS &amp; GIFTS FUND (104) 5-YEAR FUND ANALYSIS

|                                                      | FY 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>ADOPTED | FY 2022<br>Actual (2nd CIs) | FY 2023<br>Mid-Yr  | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED | FY 2026<br>PROJECTED |
|------------------------------------------------------|-------------------|-------------------|--------------------|-----------------------------|--------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                        | \$ 373,536        | \$445,378         | \$471,886          | \$ 471,886                  | \$ 485,882         | \$ 440,882           | \$ 395,882           | \$ 350,882           |
| <b>Revenues</b>                                      |                   |                   |                    |                             |                    |                      |                      |                      |
| Friends of BPL                                       | \$ 120,000        | \$ 91,824         | \$105,000          | \$ 92,318                   | \$ 105,000         | \$ 105,000           | \$ 105,000           | \$ 105,000           |
| BPL Foundation                                       |                   |                   |                    |                             |                    |                      |                      |                      |
| Donations/Private                                    | 10,778            | 113               |                    |                             |                    |                      |                      |                      |
| Interest/Misc. Revenues                              | 5,181             |                   |                    |                             |                    |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 135,959</b> | <b>\$ 91,937</b>  | <b>\$105,000</b>   | <b>\$ 92,318</b>            | <b>\$ 105,000</b>  | <b>\$ 105,000</b>    | <b>\$ 105,000</b>    | <b>\$ 105,000</b>    |
| <b>Expenditures</b>                                  |                   |                   |                    |                             |                    |                      |                      |                      |
| <b>Operations</b>                                    |                   |                   |                    |                             |                    |                      |                      |                      |
| Personnel                                            |                   |                   |                    |                             |                    |                      |                      |                      |
| Non-Personnel                                        | 24,231            | 28,850            | 150,000            | 78,322                      | 150,000            | 150,000              | 150,000              | 150,000              |
| Professional Services                                | 39,886            | 36,578            |                    |                             |                    |                      |                      |                      |
| Library Materials                                    |                   |                   |                    |                             |                    |                      |                      |                      |
| <b>Subtotal:</b>                                     | <b>\$ 64,117</b>  | <b>\$ 65,428</b>  | <b>\$150,000</b>   | <b>\$ 78,322</b>            | <b>\$ 150,000</b>  | <b>\$ 150,000</b>    | <b>\$ 150,000</b>    | <b>\$ 150,000</b>    |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$ 64,117</b>  | <b>\$ 65,428</b>  | <b>\$150,000</b>   | <b>\$ 78,322</b>            | <b>\$ 150,000</b>  | <b>\$ 150,000</b>    | <b>\$ 150,000</b>    | <b>\$ 150,000</b>    |
| <b>Projected Surplus /<br/>(Deficit) (Rev - Exp)</b> | <b>\$ 71,842</b>  | <b>\$ 26,509</b>  | <b>\$ (45,000)</b> | <b>\$ 13,996</b>            | <b>\$ (45,000)</b> | <b>\$ (45,000)</b>   | <b>\$ (45,000)</b>   | <b>\$ (45,000)</b>   |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>      | <b>\$ 445,378</b> | <b>\$ 471,886</b> | <b>\$ 426,886</b>  | <b>\$ 485,882</b>           | <b>\$ 440,882</b>  | <b>\$ 395,882</b>    | <b>\$ 350,882</b>    | <b>\$ 305,882</b>    |



## FOUNDATION FUND (105) 5-YEAR FUND ANALYSIS

|                                                                                                         | FY 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>ADOPTED | FY 2022<br>Actual (2nd CIs) | FY 2023<br>Mid-Yr | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED | FY 2026<br>PROJECTED |
|---------------------------------------------------------------------------------------------------------|-------------------|-------------------|--------------------|-----------------------------|-------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                                                                           | \$ 930,840        | \$ 885,878        | \$ 458,510         | \$ 458,510                  | \$ 588,625        | \$ 488,625           | \$ 388,625           | \$ 488,625           |
| <b>Revenues</b>                                                                                         |                   |                   |                    |                             |                   |                      |                      |                      |
| Foundation                                                                                              | \$ 19,079         | \$ 150,000        | \$ 100,000         | \$ 190,392                  | \$ 100,000        | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| Misc./ Interest                                                                                         |                   |                   |                    |                             |                   |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                                                                    | \$ 19,079         | \$ 150,000        | \$ 100,000         | \$ 190,392                  | \$ 100,000        | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| <b>Expenditures</b>                                                                                     |                   |                   |                    |                             |                   |                      |                      |                      |
| Personnel                                                                                               |                   |                   |                    |                             |                   |                      |                      |                      |
| Consultants                                                                                             |                   |                   |                    |                             |                   |                      |                      |                      |
| Furniture and Fixtures                                                                                  | 3,099             | 501,386           | 350,000            |                             | 200,000           | 200,000              |                      |                      |
| Equipment                                                                                               | 37,867            | 38,931            |                    | 26,540                      |                   |                      |                      |                      |
| Building                                                                                                |                   |                   |                    |                             |                   |                      |                      |                      |
| Miscellaneous/Other                                                                                     | 23,075            | 37,051            |                    | 33,737                      |                   |                      |                      |                      |
| <b>Subtotal:</b>                                                                                        | \$ 64,041         | \$ 577,368        | \$ 350,000         | \$ 60,277                   | \$ 200,000        | \$ 200,000           | \$ -                 | \$ -                 |
| <b>TOTAL EXPENDITURES</b>                                                                               | \$ 64,041         | \$ 577,368        | \$ 350,000         | \$ 60,277                   | \$ 200,000        | \$ 200,000           | \$ -                 | \$ -                 |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b>                                                      | \$ (44,962)       | \$ (427,368)      | \$ (250,000)       | \$ 130,115                  | \$ (100,000)      | \$ (100,000)         | \$ 100,000           | \$ 100,000           |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>                                                         | \$ 885,878        | \$ 458,510        | \$ 208,510         | \$ 588,625                  | \$ 488,625        | \$ 388,625           | \$ 488,625           | \$ 588,625           |
| <b>Other</b>                                                                                            | \$ (570,893)      | \$ (458,510)      | \$ (458,510)       | \$ (458,510)                | \$ (458,510)      | \$ (458,510)         | \$ (458,510)         | \$ (458,510)         |
| <b>Revised Gross Fund Balance {Gross<br/>Fund Balance - Budget<br/>Recommendations and Adjustments}</b> | \$ 314,985        | \$ (0)            | \$ (250,000)       | \$ 130,115                  | \$ 30,115         | \$ (69,885)          | \$ 30,115            | \$ 130,115           |







**INFORMATION REPORTS**

June 7, 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): interviews
- Library Assistant (2) – Circulation, due to internal promotions: pending recruitment
- Library Aide at West
- Library Aide at THPS, due to internal promotion
- Library Aide at Claremont, due to internal promotion
- Associate Management Analyst in Administrative Services: interviews
- Information System Specialist (2): pending interviews

At the time of this writing, the Library has a total of 10 vacancies out of 144 positions (7% vacancy rate), down from 40 vacancies (that included 5 new positions) in December 2021.

**Update on the Restoration of Sunday Hours**

The Joint Labor Management Committee and the Library Council have both had conversations regarding the restoration of Sunday hours, and possible considerations. The present goal is to restore hours to the same schedule that was held prior to the closure, the way that the Library has restored its evening hours. After Library staff has an opportunity to collect more usage data over the next year and gather feedback during strategic planning, there may be proposals to make some changes to operating schedules. Prior to the pandemic closure, the Central Library was open 1-5 pm on Sundays. These hours relied heavily on the participation of intermittent staff. Since the pandemic closure, it has been necessary to onboard new intermittent workers. The Library is currently recruiting for intermittent Librarians, Library Assistants, and Tool Lending support. This will better position the Central Library to be prepared to reopen on Sundays.

**Free Comic Book Day and Bay Area Book Festival at the Central Library**

May 6 was a fun and busy day at the Central Library! Staff across the system coordinated activities celebrating Free Comic Book Day, an event designed to foster awareness and joy of comics in the community. People of all ages were encouraged to create their own comics and take pictures with a variety of costumed luminaries like Spiderman on the 3<sup>rd</sup> Floor. Meanwhile, the Bay Area Book Festival held a variety of programs in multiple places in the Central Library throughout the whole day—in the Teen Area, the Community Meeting Room, and in the Children's area. Panels included a wide variety of authors and some youth talking about their work and process and responding to questions from the audience. One program in Children's was interactive and involved making food literacy concepts come alive for younger children. The Storytime Band performed to a very full and excited audience later in the afternoon. The Library is excited to continue to foster this partnership and looks forward to more quality programming to come. Thanks and congratulations to Supervising Librarians Heather Cummins and Elaine Tai for their oversight of the Central Library on a very busy and exciting day.

### **Friends of the Library Book Sale Returns**

After many months of hard work and preparation, the Friends of the Library hosted a very successful two-day book sale in the Community Meeting Room of the Central Library on Friday, May 12, and Saturday, May 13. Eager shoppers waited outside the library before opening on Friday morning to be the first to access the sale! The Community Meeting Room remained busy throughout both days. Friends volunteers continued to replenish the inventory throughout the sale.



### **Heather McGhee Program on May 23**

Berkeley Public Library staff Aimee Reeder (Communications), Raylene Ezike (Supervising Library Assistant-West), Chinyere Keita (Library Specialist-Tarea Hall Pittman South) and Robyn Brown (Teen Services, North) make up the Racial Justice Advisory Group All Staff Read subcommittee and they produced a terrific event on May 23 featuring author Heather McGhee. Savala Nolan, Executive Director of the Thelton E. Henderson Center for Social Justice at UC Berkeley School of Law, facilitated an engaging dialog with McGhee about her book, *The Sum of Us*. McGhee and Nolan explored the book's themes around how the zero-sum attitudes and thinking around policy informed by the history of racism within the United States hurt everyone. The discussion was also hopeful as McGhee pointed to the pitfalls of individualized anti-racism work and the importance of working collectively and in coalition. They also responded to questions from the audience, including one that addressed how to explain the case for reparations.

In the Fall, the All Staff Read book club will follow a similar three-month model and author Richard Rothstein will present in person with his daughter and the co-author of his upcoming book, Leah Rothstein. The goal of the All Staff Read is to encourage continued discussions about race, racism, how we are doing at the library, and what we could be doing better. The fall program is currently planned to take place at the Black Repertory Theater in Berkeley.



### CONTACT PERSON

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

Attachments: none.