



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING	AGENDA	LOCATION
Wednesday, September 6, 2023	6:30 PM	West Branch 1125 University 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](mailto:Eve.Franklin@berkeleyca.gov). The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

A. Roll Call

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

C. Public Comment on Non-agenda Matters

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

D. Comments from Library Unions

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

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

E. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of July 5, 2023 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the July 5, 2023 Regular Meeting of the Board of Library Trustees.

B. Amendment to Purchase Authority for the Director

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

C. Request for Proposal - Technology Roadmap

From: Henry Bankhead, Deputy Director

Recommendation: Approve the attached draft Request for Proposal to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

D. Contract Amendment: No. 119062-1, Java Connections, LLC (dba LaptopsAnytime)

From: Alicia Abramson

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$112,091.66 from \$163,480, thereby increasing the Contract’s allowable not-to-exceed amount to \$275,571.66, and, to extend the term of the Contract to April 30, 2027.

III. ACTION CALENDAR

A. Nominations for the Selection of Board President and Vice-President

From: Tess Mayer

Recommendation: Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 2, 2023, for a one-year term. Election of Officers will take place at the October meeting.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Oral Staff Report – State of the Collection – Bae Smith, Supervising Librarian, Collections.

B. Budget Update – 4th Quarter - Nneka Gallaread, Administrative and Fiscal Services Manager

C. BOLT Recruitment Process Report Update – Tess Mayer, Director of Library Services
Provide current status on the BOLT Trustee recruitment process.

D. Monthly Library Director’s Report (written) – Tess Mayer, Director of Library Services

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, tmayer@berkeleyca.gov.

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 August 30, 2023.

//s//



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

**Communications:**

|           |                 |                                                            |
|-----------|-----------------|------------------------------------------------------------|
| 7/5/2023  | Blair Fullerton | PUBLIC COMMENT ITEM #1C                                    |
| 7/7/2023  | Tohurs Alcon    | Stolen electric scooter in front of Central Library        |
| 7/27/2023 | Tony Corman     | Contact for concert series                                 |
| 7/27/2023 | Jenna Brotsky   | Follow up from Labor presentation at the July BOLT meeting |
| 8/17/2023 | K. Llore        | Central Library 2nd floor NOISE                            |
| 8/28/2023 | As the promoter | Growing Community In Place                                 |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, July 5, 2023 6:30 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:** 6:30 pm.  
Present: Trustees Greene, Roth and Selawsky.  
Absent: Trustee Hahn.  
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Amanda Myers, Library Services Manager; Eve Franklin, Administrative Secretary.
- B. Public Comments:** 1 speaker
- C. Comments from Library Unions:**
  - 1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 2 speakers
  - 2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  - 3. Public Employees Union, LOCAL 1 – 0 speakers
- D. Comments from Board of Library Trustees –**
  - 1. **Trustee Greene** – Thank you to the Friends of the Berkeley Public Library for donation.
  - 2. **Trustee Roth** – Want to highlight the Friends and their contributions to the Library and Thank you to Jenna Brotsky for providing information.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R23-030 to approve the consent calendar with corrections to the Minutes.

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

**A. Approve Minutes of the June 7, 2023 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the June 7, 2023 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R23-031 to approve the minutes of June 7, 2023 with corrections.

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

**B. Purchase Authorization in Excess of Director of Library Services' Granted Authority**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Selawsky / Trustee Greene to Adopt a resolution #R23-032 authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

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

### III. INFORMATION CALENDAR

**A. Review Rules for Nominations for the Selection of Board President and Vice-President**

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

**Action:** Received

**B. Board of Library Trustees Schedule FY2024 – Tess Mayer, Director of Library Services**

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

**Action:** Received

**C. BOLT Recruitment Process Report Update – Tess Mayer, Director of Library Services**

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

**Action:** Received

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

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

**Action:** Received

### IV. AGENDA BUILDING

The next regular meeting will be held September 6, 2023.

### V. ADJOURNMENT

Trustee Green / Trustee Selawsky to adjourn the meeting.

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

Adjourned at 7:49 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of July 5, 2023 as approved by the Board of Library Trustees.

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

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

Attachments: none



**CONSENT CALENDAR**

September 6, 2023

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority (Revised Vendor List)

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**FISCAL IMPACT**

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget update for fiscal year 2024 adopted by the Board of Library Trustees on June 7, 2023 by BOLT Resolution No.: R23-029.

**BACKGROUND**

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On June 7, 2023, the board approved BOLT Resolution No.: R23-029 adopting the FY 2024 Budget update, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

Revising vendor list Attachment #2.

Commencing July 1, 2023, the Library will begin processing fiscal year 2024 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2023 and prior years' expenditure levels as a guide, purchases with several vendors may exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. See Attachment 2 to this report for purchase expenses recorded up to June 15, 2023 in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items not associated with a contract number are presented in attached for authorization as a group as per the Resolution presented herein for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized

spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2– during FY 2024. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Tess Mayer, Director of Library Services, 981-6195

Attachments

1. Resolution
2. FY 2024: Vendor Purchased Values > \$10k to for FY 2024 Eligible Vendors



**BOARD OF LIBRARY TRUSTEES**

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

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF  
DIRECTOR OF LIBRARY SERVICES’ GRANTED AUTHORITY FOR FISCAL YEAR 2024 PER ATTACHMENT 2**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on June 7, 2023 passed Resolution No.: R23-029 adopting the Budget for all Library Funds’ revenues and expenditures for fiscal year 2024; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

WHEREAS, staff has revised the vendor list that the Board of Library Trustees approved during the regular meeting held July 5, 2023; Resolution NO: 23-032.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2024 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies that may exceed the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2023 by the following vote:

|              |                                          |
|--------------|------------------------------------------|
| AYES:        | Trustees Hahn, Roth, Greene and Selawsky |
| NOES:        | None                                     |
| ABSENT:      | None                                     |
| ABSTENTIONS: | None                                     |

\_\_\_\_\_  
Amy Roth, Chairperson

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



### FY 2024: Vendor Purchased Values > \$10k to for FY 2024 Eligible Vendors

| Vendor | Vendor Name                   | Funding Source |            |             |             | Grand Total  |
|--------|-------------------------------|----------------|------------|-------------|-------------|--------------|
|        |                               | 101            | 103        | 104         | 105         |              |
| 2224   | BAKER & TAYLOR, INC.          | \$ 680,000.00  |            |             |             | \$680,000.00 |
| 27170  | OVERDRIVE, INC                | \$ 575,000.00  |            |             |             | \$575,000.00 |
| 7887   | PACIFIC GAS & ELECTRIC        | \$ 360,000.00  |            |             |             | \$360,000.00 |
| 17128  | MIDWEST TAPE                  | \$ 360,000.00  |            |             |             | \$360,000.00 |
| 30004  | KANOPY LLC                    | \$ 200,000.00  |            |             |             | \$200,000.00 |
| 8859   | DELL MARKETING LP             | \$ 90,000.00   |            |             |             | \$ 90,000.00 |
| 13151  | EBSCO INFORMATION SERVICES    | \$ 80,000.00   |            |             |             | \$ 80,000.00 |
| 22588  | CALIFA GROUP                  | \$ 73,000.00   |            |             |             | \$ 73,000.00 |
| 24691  | B&H PHOTO                     | \$ 65,000.00   |            |             |             | \$ 65,000.00 |
| 7501   | EBMUD                         | \$ 40,000.00   |            |             |             | \$ 40,000.00 |
| 26277  | PACIFIC LIBRARY PARTNERSHIP   | \$ 33,200.00   |            |             |             | \$ 33,200.00 |
| 54273  | MIDWEST LIBRARY SERVICES      | \$ 32,000.00   |            |             |             | \$ 32,000.00 |
| 18235  | BLAISDELL'S BUSINESS PRODUCTS | \$ 30,000.00   |            |             |             | \$ 30,000.00 |
| 25947  | AMAZON.COM-LIBRARY            | \$ 22,000.00   |            | \$ 5,300.00 |             | \$ 27,300.00 |
| 4886   | OCLC                          | \$ 27,000.00   |            |             |             | \$ 27,000.00 |
| 21636  | T-MOBILE USA                  | \$ 8,000.00    | \$3,500.00 |             | \$15,000.00 | \$ 26,500.00 |
| 53437  | WATSON, LORI A.               | \$ 26,350.00   |            |             |             | \$ 26,350.00 |
| 22038  | AT&T                          | \$ 26,000.00   |            |             |             | \$ 26,000.00 |
| 24099  | PEGASUS BOOKS                 | \$ 2,000.00    |            | \$23,000.00 |             | \$ 25,000.00 |
| 30056  | CIVIC MAKERS                  | \$ 25,000.00   |            |             |             | \$ 25,000.00 |
| 54091  | CIRCLEUP                      | \$ 25,000.00   |            |             |             | \$ 25,000.00 |
| 2020   | INGRAM LIBRARY SERVICES LLC   | \$ 22,000.00   |            |             |             | \$ 22,000.00 |
| 2156   | DEMCO INC                     | \$ 17,700.00   |            |             | \$ 2,500.00 | \$ 20,200.00 |
| 26329  | GOVCONNECTION                 | \$ 20,000.00   |            |             |             | \$ 20,000.00 |
| 17633  | HOME DEPOT, INC               | \$ 19,800.00   |            |             |             | \$ 19,800.00 |
| 27918  | CENGAGE LEARNING INC          | \$ 17,200.00   |            |             |             | \$ 17,200.00 |
| 945    | SAN LEANDRO ELECTRIC          | \$ 14,800.00   |            |             |             | \$ 14,800.00 |
| 15841  | LECTORUM PUBLICATIONS, INC.   | \$ 13,600.00   |            | \$ 500.00   |             | \$ 14,100.00 |
| 30583  | UNITY COURIER SERVICE INC     | \$ 14,000.00   |            |             |             | \$ 14,000.00 |
| 22930  | NEWSBANK, INC.                | \$ 13,300.00   |            |             |             | \$ 13,300.00 |
| 289    | GRAINGER INDUSTRIAL SUPPLY    | \$ 12,400.00   |            |             |             | \$ 12,400.00 |
| 21648  | YSERCO, INC.                  | \$ 12,214.96   |            |             |             | \$ 12,214.96 |
| 19905  | ULINE                         | \$ 12,000.00   |            |             |             | \$ 12,000.00 |
| 26825  | STUART'S CLEAR CHOICE         | \$ 11,004.00   |            |             |             | \$ 11,004.00 |
| 53548  | RIGHT TO BE                   | \$ 10,380.00   |            |             |             | \$ 10,380.00 |
| 21288  | SCHOLASTIC INC.               | \$ 1,200.00    |            | \$ 9,000.00 |             | \$ 10,200.00 |
| 18618  | VERIZON WIRELESS              | \$ 10,000.00   |            |             |             | \$ 10,000.00 |
| 53982  | NPTS, INC                     | \$ 10,000.00   |            |             |             | \$ 10,000.00 |





**CONSENT CALENDAR**

September 6, 2023

To: Board of Library Trustees  
From: Henry Bankhead, Deputy Director of Library Services  
Subject: Request for Proposal for Library Technology Roadmap

**RECOMMENDATION**

Approve the attached draft Request for Proposal to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

**FISCAL IMPACTS OF RECOMMENDATION**

While the Library does not yet know what the responses to the proposal will reflect, the contract can be anticipated to range from at least \$50K to \$100K.

**CURRENT SITUATION AND ITS EFFECTS**

On November 19, 2023, the Board of Library Trustees adopted **RESOLUTION NO: R23- 016** to authorize the Library to issue a Request for Proposal for the engagement of a consultant to produce a Library Technology Roadmap for the Berkeley Public Library. The BOLT now has an opportunity to provide feedback on the attached Request for Proposal and authorize initiating this process.

**BACKGROUND**

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

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

We are seeking to engage the services of an outside consultant for the library technology roadmap in order to make the best decisions about the way we should be approaching the use of technology in the library. As [the Digital Strategic Plan \(DSP\), FUNDS Replacement Program and Website Redesign Project Update March 16, 2021](#), states on page 1, “The plan serves as a crucial tool to not only measure performance, but to push us to look at the possibilities of what we can and should be doing to continue innovating as we deliver

projects and services to the City of Berkeley community.” Similar to the City’s Digital Strategic Plan, we would conceive that our Library Technology Roadmap would be best created by an external party that can encourage us to look at the possibilities we may not be able to fully grasp from an internal perspective. Acknowledging the professionalism of our internal IT staff and the knowledge and experience of Library staff as a whole, the best practices in strategic planning of any sort, including technology planning, advocate for an external party to provide a fresh perspective to reveal the most productive solutions.

#### CURRENT SITUATION AND ITS EFFECTS

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

#### RATIONALE FOR RECOMMENDATION

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

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

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

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

#### CONTACT PERSON

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

#### Attachments:

1. Draft RFP for Library Technology Roadmap

## DRAFT Request for Proposals

| IFB/RFP Title              | Approx. Release Date | Approx. Due Date | Description of Goods or Services To Be Purchased                                                                                                                                                                                                    | Estimated Cost                        | Budget Code To Be Charged                                      | Funds in Acct.?<br>Yes / No | Department / Division | Name and Phone for Additional Information |
|----------------------------|----------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------|-----------------------------|-----------------------|-------------------------------------------|
| Library Technology Roadmap | November 2023        | December 2023    | Library Technology Roadmap and associated community engagement. The Roadmap is a tool to guide the development of a suite of interconnected technology tools for the library to better serve the needs of both the library staff and the community. | \$100,000 over the course of 9 months | PROF SVCS – MISCELLANE OUS 101-22-242-271-0000-000-463-612990- | yes                         | Library               | Henry Bankhead                            |

**Date: September 6, 2023**

**SPECIFICATION NUMBER: TBD**

Revised:

Date issued:

Date to Council: N/A



Finance Department  
General Services Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. [REDACTED]**  
**FOR**  
**NAME OF RFP: Library Technology Roadmap**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

Dear Proposer:

The Berkeley Public Library is soliciting written proposals from qualified firms or individuals experienced in work with libraries and with technology planning to aid in the development and facilitation of a community-focused learning and discovery process resulting in the co-creation of a Library Technology Roadmap. The Roadmap will serve as a tool to guide the development of a suite of interconnected technology tools for the library organization to better serve the needs of both the library staff and the community.

As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached).

**Proposals must be received no later than 2:00 pm, on Friday, December 1, 2023.** Proposals are to be sent via email with the “**Berkeley Public Library Technology Roadmap**” and **Specification No. [REDACTED]** clearly indicated in the subject line of the email. Please submit one (1) PDF of the proposal with the filename saved as, “**Proposal Vendor Name - YY-##### Name of RFP [REDACTED]**.” Corresponding pricing proposal shall be submitted as a separate document with the filename saved as, “**Pricing Vendor Name - YY-##### Name of RFP [REDACTED]**.”

**Email Proposals to:**

City of Berkeley  
Finance Department/General Services Division  
[purchasing@berkeleyca.gov](mailto:purchasing@berkeleyca.gov)

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For **questions** concerning the anticipated work, or scope of the project, please contact, **Henry Bankhead, Deputy Director of Library Services**, via email at [hbankhead@berkeleyca.gov](mailto:hbankhead@berkeleyca.gov) no later than **Wednesday, November 15th**. Answers to questions will not be provided by telephone or email. Answers to all questions or any addenda will be posted on the City of Berkeley’s site at [Bid & Proposal Opportunities | City of Berkeley \(berkeleyca.gov\)](http://Bid & Proposal Opportunities | City of Berkeley (berkeleyca.gov)). It is the vendor’s responsibility to check this site. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,



Darryl Sweet  
General Services Manager

## **I. BACKGROUND /SUMMARY/or INTRODUCTION**

### **LIBRARY SYSTEM BACKGROUND**

Berkeley Public Library’s current mission statement is: “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.”

The Berkeley Public Library (BPL) has served the people of Berkeley since 1893 and is one of the most heavily used public libraries in California. The Library is supported by a \$25,060,391 budget and 144 staff members. The Library provides access to collections of physical and electronic books, music, articles, and films; offers cultural and learning experiences for community members; provides access to spaces for studying and meeting with others; and develops opportunities for community engagement and skill sharing. The Library has five facilities: Central Library in downtown Berkeley and four neighborhood branches: Claremont, North, Tarea Hall Pittman South, and West branches. The Tarea Hall Pittman South facility includes the Tool Lending Library that provides access to a wide range of borrowable household tools. Although hours vary between the Central Library and the branches, Berkeley Public Library generally offers services seven days a week with some temporary scheduling changes in place due to the impacts of the pandemic.

In 1980, Berkeley citizens passed a special tax to exclusively fund the yearly budget of the Berkeley Public Library. This tax includes a cost-of-living adjustment. The tax continues and currently brings in over \$20 million a year.

### **CITY OF BERKELEY**

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City’s uniquely diverse and culturally rich atmosphere. Residents are highly educated and ethnically, economically, socially and politically diverse.

Berkeley is noted for its activism and community involvement. Berkeley is a thriving creative environment, with more than 100 cultural arts organizations, including the Berkeley Art Museum & Pacific Film Archive, Black Repertory Group Theater, Berkeley Art Center, Berkeley Repertory Theatre, and Aurora Theatre Company. Incomparable weather, over 50 public parks, miles of bike lanes and walking trails, a public marina, Lake Anza in Tilden Park, and the Botanical Garden at UC Berkeley, with 34 acres of plants from all over the world are all resident favorites.

Berkeley Unified School District educates more than 9,400 students in 11 public elementary schools, 3 middle schools, one comprehensive high school, and one alternative high school. The district has 3 preschool facilities and an Adult School serving several thousand students.

The City of Berkeley experiences disparity in socioeconomic levels. While the Bay Area’s technology sector and University of California, Berkeley, represent significant economic influences among others, there is a poverty rate of 17.8% and the city (and surrounding area) is characterized by a high cost of living.

Berkeley’s [Diversity Index](#), the likelihood that two people chosen at random will be from different ethnic groups, increased from 64% in 2010 to 68% in 2020. Berkeley’s population, about 124,000 people, has grown by 10% since 2010. The percentage of Hispanic and Asian residents grew as white and Black/African American populations decreased, according to 2020 U.S. Census Bureau data. Berkeley saw an 11% increase as of 2020 in its density, which is a measure of the city’s population divided by its land area.

<https://www.berkeleyside.org/2021/08/13/2020-census-berkeley-is-denser-and-more-diverse-than-it-was-10-years-ago>

<https://www.census.gov/quickfacts/berkeleycitycalifornia>

BPL libraries are community gathering places for people with many backgrounds, values, interests, and challenges. BPL serves people who are not residents of Berkeley as all California residents are eligible for free cards. Predominant social concerns in the city include access to affordable housing and homelessness, which are also reflected in libraries. Gentrification continues to be a critical issue, as does reimagining public safety and police reform. Berkeley residents and local government are highly focused on climate change and addressing environmental sustainability through local and collective action.

**ADDITIONAL INFORMATION**

Please find attached to this RFP the following documents:

Final Report of the Berkeley Public Library  
Organizational Assessment, Moss Adams LLP (November, 2018)

The City of Berkeley’s Digital Strategic Plan (DSP), FUNDS  
Replacement Program and Website Redesign Project Update (March, 2021)

Board of Library Trustees

The Berkeley Public Library is administered by a Board of Library Trustees [BOLT], the only appointed administrative Board in the City. The Board consists of five Berkeley residents; one member of the Board must also be a member of the City Council.

The Berkeley Public Library is in the midpoint of a strategic planning initiative to better serve community needs as we look to the future. We are currently working with the Pivotal Group in this strategic planning process.

More information about the Library System is available through the Library’s website at <https://www.berkeleypubliclibrary.org>.

**II. SCOPE OF SERVICES**

**The term of the proposed contract:**

February 1, 2024 through June 1, 2024:

February 1, 2024 – June 1, 2024:  
June 15, 2024:

Work performed  
Final deliverables submitted

**Summary of Deliverables**

**Staff and Community Engagement:**

Work with the staff and community using a racial equity lens to explore and develop the functional requirements to create a technology roadmap for the Berkeley Public Library by engaging library staff to identify problems and co-create solutions. Have a clear engagement strategy with community members.

**Functional Needs for Technology Roadmap**

Facilitate and organize the creation of a set of functional needs to illustrate, inform and achieve a technology roadmap for library and community technology solutions to be implemented and developed by the Berkeley Public Library.

**Communication**

Provide ongoing reports, updates and iterations of the planning process in the form of notes, insights, reports and images to illustrate the development of the ongoing process.

### **Final Report and Presentation**

Final report and presentations to the Board of Library Trustees and other stakeholders of the results of the Technology Roadmap Development including specific details, elements, designs, outcomes, branding, timelines and software and hardware solutions.

- List of recommended changes to technology and approaches to technology uses that defines a technology roadmap as connected to needs derived from staff and community learning processes.
- Include the results and insights obtained by the interactive process by which these functional needs were determined.
- A five-year flexible timeline for the staging, sequencing and duration of the phased implementation of the technology roadmap.
- Estimates of budgetary implications.

### **Facilities the City will provide to proposer**

Access to Berkeley Public Library staff, locations, virtual meeting space and physical meeting space.

### **Performance of Services**

Services will be performed remotely and in-person, at Berkeley Public Library locations, based on mutual agreement between the contractor and Berkeley Public Library.

### **Payment**

The contractor will complete all services listed for an agreed upon amount of payment, with any amendments or additional work to be mutually agreed upon in writing between the contractor and the Berkeley Public Library's Director of Library Services.

### **Work should be completed by June 1, 2024**

## **III. SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

#### 1. Contractor Identification:

Provide the name of the firm, the firm's principal place of business (see section VII, F. – Local Vendor Preference), the name and telephone number of the contact person and company tax identification number.

#### 2. Client References: (3-5 References is usual)

Provide a minimum of 3 client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction. Please include examples of projects/deliverables completed under client's direction.

#### 3. Price Proposal:

The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise. Pricing proposals shall be a separate document. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work shall be itemized. Evaluation of price proposals are subject to the local vendor business preference (see section VII.F.)

4. Contract Terminations:

**If your organization has had a contract terminated in the last five (5) years, describe such incident.** Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party’s name, address, and phone number. Present the vendor’s position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

5. *(Other submission requirements needed to evaluate proposals and determine if contractor is qualified to do project.)*

**IV. SELECTION CRITERIA**

The following criteria will be considered, although not exclusively, in determining which firm is hired.

- 1. Project Approach, including how proposal addresses racial equity concerns 50% (xx points or percentage)
- 2. Expertise 20% (xx points or percentage)
- 3. References 20% (xx points or percentage)
- 4. Costs\* 10% (xx point or percentage)

*\* Effective 1/1/2022. Local Vendor Preference. For the purposes of comparing pricing as part of this competitive RFP for goods up to \$100,000 or non-professional services up to \$250,000, 5% shall be deducted from the bid price proposal from any local Berkeley vendor.*

A selection panel will be convened of staff to evaluate and score submittals.

**V. PAYMENT**

***Suggested Language***

**Invoices:** Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. **Email invoices to Accounts Payable and cc’ hbankhead@berkeleyca.gov;** (List on invoice, Attn: Henry Bankhead/Library Administration) and reference the contract number.

Berkeley Public Library  
Accounts Payable  
2031 Bancroft Way  
Berkeley, CA 94704  
Email: LibraryAccountsPayable@berkeleyca.gov  
Phone: 510-981-6118

Payments: The City will make payment to the vendor within 30 days of receipt of a correct, approved and complete invoice.

## VI. CITY REQUIREMENTS

*(Do not modify any part of this section except: Living Wage would not apply if commodities are being purchased and Equal Benefits would not apply if the contract amount will be less than \$25,000. If this is the case, do not delete the section just note next to it **“Does Not Apply to this Request for Proposal”**)*

### A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than \$3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants.

**Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.**

### B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

### C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution Nos. 59,853-N.S., 60,382-N.S., and 70,606-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work.

**Bidders must submit the attached Oppressive States Disclosure Form with their proposal.**

### D. Sanctuary City Contracting Ordinance:

Chapter 13.105 of the Berkeley Municipal Code prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security (“ICE”).

**Bidders must submit the attached Sanctuary City Compliance Statement with their proposal.**

### E. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

**F. Berkeley Living Wage Ordinance:**

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The current Living Wage rate can be found here: [Information for Vendors | City of Berkeley \(berkeleyca.gov\)](https://www.berkeleyca.gov/information-for-vendors). The Living Wage rate is adjusted automatically effective June 30<sup>th</sup> of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

**G. Berkeley Equal Benefits Ordinance:**

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

**H. Statement of Economic Interest:**

The City’s Conflict of Interest Code designates “consultants” as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

**VII. OTHER REQUIREMENTS**

**A. Insurance**

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insured.

***Insurance not Necessary: If the services are such that the risk of exposure to liability is very low, insurance may not be required. An example of such a service is an individual using his/her computer at home to lay out a newsletter for the City.***

***\*\* This determination must be made by the Risk Manager in writing before the RFP is issued. \*\****

***Insurance Waiver: A situation in which insurance is not necessary is different from a case in which insurance may be waived. An insurance waiver is appropriate where insurance would usually be necessary but when, as a policy matter, the City is willing to take the risk of allowing an uninsured or under-insured individual or business to perform the work (usually when the risk of liability is low). An insurance waiver may be granted only by the Risk Manager in writing with the approval of the City Manager. If a potential bidder expresses an inability to meet the insurance requirement, he or she should be encouraged to contact the Project Manager & Risk Manager for assistance in obtaining insurance.)***



**B. Worker's Compensation Insurance:**

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

**C. Business License**

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. Warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305). Persons who, by reason of physical infirmity, unavoidable misfortune, or unavoidable poverty, may be granted an exemption of one annual free license at the discretion of the Director of Finance. (See B.M.C. sections 9.04.290).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

**D. Recycled Paper**

**Any printed reports for the City required during the performance of the work shall be on 100% recycled paper, and shall be *printed on both sides of the page* whenever practical.**

**E. State Prevailing Wage:**

Certain labor categories under this project may be subject to prevailing wages as identified in the State of California Labor Code commencing in Section 1770 et seq. These labor categories, when employed for any "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," constitute a "Public Work" within the definition of Section 1720(a)(1) of the California Labor Code requiring payment of prevailing wages.

Wage information is available through the California Division of Industrial Relations web site at: [http://www.dir.ca.gov/OPRL/statistics\\_and\\_databases.html](http://www.dir.ca.gov/OPRL/statistics_and_databases.html)

**F. Local Vendor Preference**

***City of Berkeley applies a local vendor preference for comparing pricing submittals in RFP responses (City Council Resolution No. 69,890-N.S.)***

A **local business** is defined as "a business firm with fixed offices or distribution points located within the City of Berkeley boundaries and listed in the Permits and License Tax paid file, with a Berkeley business street address."

**VIII. SCHEDULE (Dates are subject to change)**

|                                                                    |                                      |
|--------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Issue RFP to Potential Bidders:           | November 1, 2023                     |
| <input type="checkbox"/> Questions Due                             | November 15, 2023                    |
| <input type="checkbox"/> Proposals Due from Potential Bidders      | December 1, 2023                     |
| <input type="checkbox"/> Complete Selection Process                | January 1, 2024                      |
| <input type="checkbox"/> Council Approval of Contract (over \$50k) | January 16, 2024 <b>Council Date</b> |
| <input type="checkbox"/> Award of Contract                         | January 17, 2024                     |
| <input type="checkbox"/> Sign and Process Contract                 | February 1, 2024                     |
| <input type="checkbox"/> Notice to Proceed                         | February 2, 2024                     |

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

**Attachments:**

|                                                 |              |
|-------------------------------------------------|--------------|
| • Check List of Required items for Submittal    | Attachment A |
| • Non-Discrimination/Workforce Composition Form | Attachment B |
| • Nuclear Free Disclosure Form                  | Attachment C |
| • Oppressive States Form                        | Attachment D |
| • Sanctuary City Compliance Statement           | Attachment E |
| • Living Wage Form                              | Attachment F |
| • Equal Benefits Certification of Compliance    | Attachment G |
| • Right to Audit Form                           | Attachment H |
| • Insurance Endorsement                         | Attachment I |

## ATTACHMENT A

### CHECKLIST

- Proposal describing service (one (1) PDF of proposal)
- Contractor Identification and Company Information
- Client References
- Costs proposal by task, type of service & personnel (as a separate document from the proposal)
- The following forms, completed and **signed in blue ink** (attached):
  - Non-Discrimination/Workforce Composition Form Attachment B
  - Nuclear Free Disclosure Form Attachment C
  - Oppressive States Form Attachment D
  - Sanctuary City Compliance Statement Attachment E
  - Living Wage Form (*may be optional*) Attachment F
  - Equal Benefits Certification (EBO-1) (*may be optional*) Attachment G

### **ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT.**

- Provide **original-signed in blue ink** Evidence of Insurance
  - Auto
  - Liability
  - Worker's Compensation
- Right to Audit Form Attachment H
- Commercial General & Automobile Liability Endorsement Form Attachment I
- Berkeley Business License (Current Year Certificate)

**For informational purposes only: Sample of Personal Services Contract can be found on the City's website on the current bid and proposal page at the top of the page.**

**NON-DISCRIMINATION/WORKFORCE COMPOSITION FORM FOR NON-CONSTRUCTION CONTRACTS**

To assist the City of Berkeley in implementing its Non-Discrimination policy, it is requested that you furnish information regarding your personnel as requested below and return it to the City Department handling your contract:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Business Lic. #: \_\_\_\_\_

| Occupational Category:<br>(See reverse side for explanation of terms) | Total Employees |      | White Employees |      | Black Employees |      | Asian Employees |      | Hispanic Employees |      | Other Employees |      |
|-----------------------------------------------------------------------|-----------------|------|-----------------|------|-----------------|------|-----------------|------|--------------------|------|-----------------|------|
|                                                                       | Female          | Male | Female          | Male | Female          | Male | Female          | Male | Female             | Male | Female          | Male |
| Official/Administrators                                               |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Professionals                                                         |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Technicians                                                           |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Protective Service Workers                                            |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Para-Professionals                                                    |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Office/Clerical                                                       |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Skilled Craft Workers                                                 |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Service/Maintenance                                                   |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Other (specify)                                                       |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |
| Totals:                                                               |                 |      |                 |      |                 |      |                 |      |                    |      |                 |      |

Is your business MBE/WBE/DBE certified? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, by what agency? \_\_\_\_\_

If yes, please specify: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Indicate ethnic identifications: \_\_\_\_\_

Do you have a Non-Discrimination policy? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

City of Berkeley Contract Compliance Officer

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX

**Attachment B** (page 1)

## Occupational Categories

**Officials and Administrators** - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy superintendents, unit supervisors and kindred workers.

**Professionals** - Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, and kindred workers.

**Technicians** - Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) and kindred workers.

**Protective Service Workers** - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, guards, sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

**Para-Professionals** - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of a staff development and promotion under a "New Transporters" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

**Office and Clerical** - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearings reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

**Skilled Craft Workers** - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairpersons, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

**Service/Maintenance** - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX

**Attachment B** (page 2)

**CITY OF BERKELEY**  
**Nuclear Free Zone Disclosure Form**

I (we) certify that:

1. I am (we are) fully cognizant of any and all contracts held, products made or otherwise handled by this business entity, and of any such that are anticipated to be entered into, produced or handled for the duration of its contract(s) with the City of Berkeley. (To this end, more than one individual may sign this disclosure form, if a description of which type of contracts each individual is cognizant is attached.)
2. I (we) understand that Section 12.90.070 of the Nuclear Free Berkeley Act (Berkeley Municipal Code Ch. 12.90; Ordinance No. 5784-N.S.) prohibits the City of Berkeley from contracting with any person or business that knowingly engages in work for nuclear weapons.
3. I (we) understand the meaning of the following terms as set forth in Berkeley Municipal Code Section 12.90.130:

"Work for nuclear weapons" is any work the purpose of which is the development, testing, production, maintenance or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management or administration of such work.

"Nuclear weapon" is any device, the intended explosion of which results from the energy released by reactions involving atomic nuclei, either fission or fusion or both. This definition of nuclear weapons includes the means of transporting, guiding, propelling or triggering the weapon if and only if such means is destroyed or rendered useless in the normal propelling, triggering, or detonation of the weapon.

"Component of a nuclear weapon" is any device, radioactive or non-radioactive, the primary intended function of which is to contribute to the operation of a nuclear weapon (or be a part of a nuclear weapon).

4. Neither this business entity nor its parent nor any of its subsidiaries engages in work for nuclear weapons or anticipates entering into such work for the duration of its contract(s) with the City of Berkeley.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Entity: \_\_\_\_\_

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX

**CITY OF BERKELEY**  
**Oppressive States Compliance Statement**

The undersigned, an authorized agent of \_\_\_\_\_ (hereafter "Vendor"), has had an opportunity to review the requirements of Berkeley City Council Resolution Nos. 59,853-N.S., 60,382-N.S., and 70,606-N.S., (hereafter "Resolutions"). Vendor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with those Business Entities which maintain business relationships with morally repugnant regimes. Vendor understands the meaning of the following terms used in the Resolution:

"Business Entity" means "any individual, firm, partnership, corporation, association or any other commercial organization, including parent-entities and wholly-owned subsidiaries" (to the extent that their operations are related to the purpose of the contract with the City).

"Oppressive State" means: **Tibet Autonomous Region and the Provinces of Aho, Kham and U-Tsang; and Burma (Myanmar)**

"Personal Services" means "the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship."

Contractor understands that it is not eligible to receive or retain a City contract if at the time the contract is executed, or at any time during the term of the contract it provides Personal Services to:

- a. The governing regime in any Oppressive State.
- b. Any business or corporation organized under the authority of the governing regime of any Oppressive State.
- c. Any person for the express purpose of assisting in business operations or trading with any public or private entity located in any Oppressive State.

Vendor further understands and agrees that Vendor's failure to comply with the Resolution shall constitute a default of the contract and the City Manager may terminate the contract and bar Vendor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

The undersigned is familiar with, or has made a reasonable effort to become familiar with, Vendor's business structure and the geographic extent of its operations. By executing the Statement, Vendor certifies that it complies with the requirements of the Resolution and that if any time during the term of the contract it ceases to comply, Vendor will promptly notify the City Manager in writing.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Entity: \_\_\_\_\_

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX

I am unable to execute this Statement; however, Vendor is exempt under Section VII of the Resolution. I have attached a separate statement explaining the reason(s) Vendor cannot comply and the basis for any requested exemption.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF BERKELEY**  
**Sanctuary City Compliance Statement**

The undersigned, an authorized agent of \_\_\_\_\_ (hereafter "Contractor"), has had an opportunity to review the requirements of Berkeley Code Chapter 13.105 (hereafter "Sanctuary City Contracting Ordinance" or "SCCO"). Contractor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE"). Contractor understands the meaning of the following terms used in the SCCO:

- a. "Data Broker" means either of the following:
  - i. The collection of information, including personal information about consumers, from a wide variety of sources for the purposes of reselling such information to their customers, which include both private-sector business and government agencies;
  - ii. The aggregation of data that was collected for another purpose from that for which it is ultimately used.
- b. "Extreme Vetting" means data mining, threat modeling, predictive risk analysis, or other similar services." Extreme Vetting does not include:
  - i. The City's computer-network health and performance tools;
  - ii. Cybersecurity capabilities, technologies and systems used by the City of Berkeley Department of Information Technology to predict, monitor for, prevent, and protect technology infrastructure and systems owned and operated by the City of Berkeley from potential cybersecurity events and cyber-forensic based investigations and prosecutions of illegal computer-based activity.

Contractor understands that it is not eligible to receive or retain a City contract if at the time the Contract is executed, or at any time during the term of the Contract, it provides Data Broker or Extreme Vetting services to ICE.

Contractor further understands and agrees that Contractor's failure to comply with the SCCO shall constitute a material default of the Contract and the City Manager may terminate the Contract and bar Contractor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

By executing this Statement, Contractor certifies that it complies with the requirements of the SCCO and that if any time during the term of the Contract it ceases to comply, Contractor will promptly notify the City Manager in writing. Any person or entity who knowingly or willingly supplies false information in violation of the SCCO shall be guilty of a misdemeanor and up to a \$1,000 fine.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, California.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Business Entity: \_\_\_\_\_

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX





**CITY OF BERKELEY**  
**Living Wage Certification for Providers of Services**

**TO BE COMPLETED BY ALL PERSONS OR ENTITIES ENGAGING IN A CONTRACT FOR PERSONAL SERVICES WITH THE CITY OF BERKELEY.**

The Berkeley Municipal Code Chapter 13.27, Berkeley's Living Wage Ordinance (LWO), provides that contractors who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City in any twelve (12) month period of time shall comply with all provisions of this Ordinance. The LWO requires a City contractor to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, please respond to the questions below. Please note that the LWO applies to those contracts where the contractor has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, subsequent contracts may be subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Contractor's employees' changes (i.e. additional employees are hired) so that Contractor falls within the scope of the Ordinance.

**Section I.**

**1. IF YOU ARE A FOR-PROFIT BUSINESS, PLEASE ANSWER THE FOLLOWING QUESTIONS**

a. During the previous twelve (12) months, have you entered into contracts, **including the present contract**, bid, or proposal, with the City of Berkeley for a **cumulative amount of \$25,000.00 or more?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If **no**, this contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If **yes**, please continue to question **1(b)**.

b. Do you have six (6) or more employees, including part-time and stipend workers?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If you have answered, **"YES"** to questions **1(a)** and **1(b)** this contract **IS** subject to the LWO. If you responded "NO" to 1(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

**2. IF YOU ARE A NON-PROFIT BUSINESS, AS DEFINED BY SECTION 501(C) OF THE INTERNAL REVENUE CODE OF 1954, PLEASE ANSWER THE FOLLOWING QUESTIONS.**

a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid or proposal, with the City of Berkeley for a cumulative amount of \$100,000.00 or more?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If no, this Contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If yes, please continue to question 2(b).

b. Do you have six (6) or more employees, including part-time and stipend workers?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If you have answered, **"YES"** to questions **2(a)** and **2(b)** this contract **IS** subject to the LWO. If you responded "NO" to 2(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

**Section II**

**Please read, complete, and sign the following:**

THIS CONTRACT **IS** SUBJECT TO THE LIVING WAGE ORDINANCE.

THIS CONTRACT **IS NOT** SUBJECT TO THE LIVING WAGE ORDINANCE.

Contract Description/Specification No: Library Technology Roadmap /XX-XXXXX

The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Berkeley's Living Wage Ordinance, and the applicability of the Living Wage Ordinance, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the Living Wage Ordinance, as mandated in the Berkeley Municipal Code, Chapter 13.27. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the City Manager in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract and the City Manager may terminate the contract and bar Contractor from future contracts with the City for five (5) years from the effective date of the Contract termination. If the contractor is a for-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 25% or more of their compensated time engaged in work directly related to the contract with the City. If the contractor is a non-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 50% or more of their compensated time engaged in work directly related to the contract with the City.

These statements are made under penalty of perjury under the laws of the state of California.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Entity: \_\_\_\_\_

**Section III**

- 
- **\*\* FOR ADMINISTRATIVE USE ONLY -- PLEASE PRINT CLEARLY \*\***

I have reviewed this Living Wage Certification form, in addition to verifying Contractor's total dollar amount contract commitments with the City in the past twelve (12) months, and determined that this Contract IS / IS NOT (circle one) subject to Berkeley's Living Wage Ordinance.

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Department Representative

To be completed by  
Contractor/Vendor



**Form EBO-1  
CITY OF BERKELEY**

**CERTIFICATION OF COMPLIANCE WITH EQUAL BENEFITS ORDINANCE**

If you are a **contractor**, return this form to the originating department/project manager. If you are a **vendor** (supplier of goods), return this form to the Purchasing Division of the Finance Dept.

**SECTION 1. CONTRACTOR/VENDOR INFORMATION**

|                 |       |             |      |
|-----------------|-------|-------------|------|
| Name:           |       | Vendor No.: |      |
| Address:        | City: | State:      | ZIP: |
| Contact Person: |       | Telephone:  |      |
| E-mail Address: |       | Fax No.:    |      |

**SECTION 2. COMPLIANCE QUESTIONS**

- A. The EBO is inapplicable to this contract because the contractor/vendor has no employees.  
 Yes  No (If "Yes," proceed to Section 5; if "No", continue to the next question.)
- B. Does your company provide (or make available at the employees' expense) any employee benefits?  
 Yes  No  
 If "Yes," continue to Question C.  
 If "No," proceed to Section 5. (The EBO is not applicable to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee? .....  Yes  No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee? .....  Yes  No

**If you answered "No" to both Questions C and D, proceed to Section 5. (The EBO is not applicable to this contract.) If you answered "Yes" to both Questions C and D, please continue to Question E. If you answered "Yes" to Question C and "No" to Question D, please continue to Section 3.**

- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of the employee? .....  Yes  No

**If you answered "Yes,"** proceed to Section 4. (You are in compliance with the EBO.)  
**If you answered "No,"** continue to Section 3.

**SECTION 3. PROVISIONAL COMPLIANCE**

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
  - By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor submits evidence of taking reasonable measures to comply with the EBO; or
  - At such time that administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor's infrastructure, not to exceed three months; or
  - Upon expiration of the contractor's current collective bargaining agreement(s).

B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? \* .....  Yes  No

\* The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.

**SECTION 4. REQUIRED DOCUMENTATION**

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statements, etc.) to verify that you do not discriminate in the provision of benefits.

**SECTION 5. CERTIFICATION**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Berkeley Municipal Code and in the terms of the contract or purchase order with the City.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal ID or Social Security Number

**FOR CITY OF BERKELEY USE ONLY**

- Non-Compliant (The City may not do business with this contractor/vendor)
  - One-Person Contractor/Vendor                       Full Compliance                       Reasonable Measures
  - Provisional Compliance Category, Full Compliance by Date: \_\_\_\_\_
- Staff Name (*Sign and Print*): \_\_\_\_\_ Date: \_\_\_\_\_

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX

**Attachment G** (page 2)

**CITY OF BERKELEY**  
**Right to Audit Form**

The contractor agrees that pursuant to Section 61 of the Berkeley City Charter, the City Auditor's office may conduct an audit of Contractor's financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the Auditor with reasonable access to Contractor's employees and make all such financial, performance and compliance records available to the Auditor's office. City agrees to provide Contractor an opportunity to discuss and respond to/any findings before a final audit report is filed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX

Please direct questions regarding this form to the Auditor's Office, at (510) 981-6750.

**Attachment H**

**CITY OF BERKELEY**  
**Commercial General and Automobile Liability Endorsement**

The attached Certificates of Insurance are hereby certified to be a part of the following policies having the following expiration dates:

| <b>Policy No.</b> | <b>Company Providing Policy</b> | <b>Expir. Date</b> |
|-------------------|---------------------------------|--------------------|
| _____             | _____                           | _____              |
| _____             | _____                           | _____              |
| _____             | _____                           | _____              |
| _____             | _____                           | _____              |

The scope of the insurance afforded by the policies designated in the attached certificates is not less than that which is afforded by the Insurance Service Organization's or other "Standard Provisions" forms in use by the insurance company in the territory in which coverage is afforded.

Such Policies provide for or are hereby amended to provide for the following:

1. The named insured is \_\_\_\_\_.
2. CITY OF BERKELEY ("City") is hereby included as an additional insured with respect to liability arising out of the hazards or operations under or in connection with the following agreement:  
\_\_\_\_\_.

The insurance provided applies as though separate policies are in effect for both the named insured and City, but does not increase the limits of liability set forth in said policies.

3. The limits of liability under the policies are not less than those shown on the certificate to which this endorsement is attached.
4. Cancellation or material reduction of this coverage will not be effective until thirty (30) days following written notice to \_\_\_\_\_, Department of \_\_\_\_\_, Berkeley, CA.
5. This insurance is primary and insurer is not entitled to any contribution from insurance in effect for City.

The term "City" includes successors and assigns of City and the officers, employees, agents and volunteers.

\_\_\_\_\_  
Insurance Company

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Underwriter's  
Authorized Representative

Contract Description/Specification No: Library Technology Roadmap /XX-XXXX

**Attachment I**







**CONSENT REPORTS**  
September 6, 2023

**TO:** Board of Library Trustees  
**FROM:** Alicia Abramson, Manager, Library Information Technology  
**SUBJECT:** Contract Amendment: No. 119062-1, Java Connections, LLC (dba LaptopsAnytime)

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$112,091.66 from \$163,480, thereby increasing the Contract’s allowable not-to-exceed amount to \$275,571.66, and, to extend the term of the Contract to April 30, 2027.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding for procurement and implementation for two laptop kiosks for West and North Branches is available from the Library Foundation’s grant to the Library of \$32,964.76 for the purchase of two new laptop kiosks for West and North Branch; the remaining funds for the first year of the Contract will be drawn from the Library Tax Fund and are appropriated in the Library’s Information Technology Division’s 2024 fiscal year expenditure budget. Funding for the ongoing maintenance of all of the Library’s laptop kiosks for FY25-FY26 will be available in the Library Tax Fund to be budgeted in the Library’s 2025-2026 Fiscal Years’ budget. The addition of the following allocations for FY2024-2026 will bring the new total not-to-exceed value of the contract to \$275,571.66.

| <b>FY 2024</b>     | <b>Description</b>                                             | <b>Funding Source</b>                                               |
|--------------------|----------------------------------------------------------------|---------------------------------------------------------------------|
| \$16,482.38        | West Branch Kiosk                                              | Library Foundation 105-22-242-271-0000-000-463-664140 LB2340        |
| \$16,482.38        | North Branch Kiosk                                             | Library Foundation 105-22-242-271-0000-000-463-664140 LB2341        |
| \$7,149.71         | Maintenance Cost for New Kiosks Only: Oct 2023- April 30, 2024 | Library Tax Fund, IT Division Budget 101-22-242-271-0000-000-613120 |
| \$23,992.40        | Maintenance & Support All Kiosks April 30, 2024-April 30, 2025 | Library Tax Fund, IT Division Budget 101-22-242-271-0000-000-613120 |
| <b>\$64,106.86</b> | <b>FY2024 Subtotal</b>                                         |                                                                     |

| <b>FY 2025-2026</b> | <b>Description</b>          | <b>Funding Source</b>                                               |
|---------------------|-----------------------------|---------------------------------------------------------------------|
| \$47,984.80         | Maintenance & Support       | Library Tax Fund, IT Division Budget 101-22-242-271-0000-000-613120 |
| <b>\$112,091.66</b> | <b>FY2024-2026 Subtotal</b> |                                                                     |

| <b>Contract Value</b> | <b>Description</b>                        |
|-----------------------|-------------------------------------------|
| \$163,480.00          | Previous not-to-exceed value              |
| \$112,091.66          | New additions for FY2024-2027             |
| <b>\$275,571.66</b>   | <b>Total Contract Not to Exceed Value</b> |

**BACKGROUND**

In Fiscal Year 2018, The Berkeley Public Library Foundation awarded the Library \$25,000 to use as seed money for a project to evaluate the benefits of implementing a self-service laptop lending kiosk at the Central Library. The goal of the project was to make borrowing laptops at the Library easier for patrons and staff, and to increase patron awareness about the availability of laptops for loan. Prior to installing the self-service kiosk, laptops could only be borrowed by requesting one from a staff member at a service desk, with staff manually checking the devices out to patrons.

The original kiosk contributed to a dramatic increase in laptop loans at the Central Library, almost doubling the number of laptops normally borrowed in a year within six months of installation. The installation of the kiosk at Tarea Hall Pittman South Branch also led to an increase in the number of laptops borrowed at that location, though year-over-year statistics are not representative due to the interruption in Library services due to the March 2020 Shelter-in-place order and subsequent reductions in access to Library facilities in 2020 and 2021. In the past two Fiscal Years, the total number of in-Library laptop loans (excluding Chromebooks which are counted differently) was:

| <b>Number of loans</b> | <b>Location</b>                         | <b>Timeframe</b>                  |
|------------------------|-----------------------------------------|-----------------------------------|
| 3,487                  | Central Library                         | July 1, 2021-June 30, 2022 (FY22) |
| 1,074                  | Tarea Hall Pittman South Branch         | July 1, 2021-June 30, 2022 (FY22) |
| 5,792                  | Central Library                         | July 1, 2022-June 30, 2023 (FY23) |
| 1,240                  | Tarea Hall Pittman South Branch         | July 1, 2022-June 30, 2023 (FY23) |
| <b>11,593</b>          | <b>Total Laptop Loans All Locations</b> | <b>FY2022-FY2023</b>              |

The Library, in partnership with the Berkeley Public Library Foundation, now wishes to continue building upon the success of this program by adding self-service laptop kiosks to locations that would benefit from this service. As part of the Branch Refresh project being undertaken this year, it was determined that patrons at both the West and North Branches would benefit from laptop lending kiosks. Public computer use at these locations is high and providing laptops will give users more options as they are first-come first-serve (no-reservations), and the use-time on the laptops is two hours a day vs. 90 minutes a day in the case of the public desktop computers. Additionally, as has been observed in other locations with kiosks, laptops are an attractive option for users wishing to work in greater comfort and privacy than may be achieved at a one of the fixed computer desks.

**CURRENT SITUATION AND EFFECTS**

The Berkeley Public Library entered into Contract No. 119062-1 with Java Connections LLC dated April 13, 2018 for an amount not-to-exceed \$49,000 as authorized by the Acting Director of Library Services. At its February 6, 2019 meeting with BOLT Resolution No.: 19-007, the Board of Library Trustees approved a contract increase in a not-to-exceed contract amount of \$86,011 in order to add a second self-service

laptop kiosk at the Tarea Hall Pittman South Branch and to pay for ongoing support and maintenance of that kiosk.

At its April 7, 2021 meeting, with BOLT Resolution No.: 21-085, the Board of Library Trustees approved a contract increase in a not-to-exceed contract amount of \$163,480.00 in order to purchase a second self-service laptop lending kiosk for the Central Library as part of the second-floor renovations project, and, to extend the term of the Contract to April 30, 2024.

In this amendment, the Library is requesting an incremental increase of \$112,091.66 resulting in a revised not-to-exceed contract value of \$275,571.66 in order to add one laptop kiosk at the West Branch and one laptop kiosk at the North Branch. The increased contract amount will also include ongoing hardware and software support and maintenance services for the new kiosks, and, will extend the term of the contract to April 30, 2027. The amended contract is expected to take effect October 2024 once the new kiosks are installed.

**FUTURE ACTION**

No future action is necessary.

**Attachments**

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 23-**

**CONTRACT NO. 119062-1AMENDMENT: JAVA CONNECTIONS LLC DBA LAPTOPSANYTIME**

WHEREAS, the Library and Java Connections, LLC entered into Contract Number 119062-1 for the period from April 13, 2018 through April 13, 2021 in an amount not to exceed \$49,000, for which Contract was authorized by the Acting Director of Library Services; and

WHEREAS, On February 6, 2019 the Board of Library Trustees authorized, by Resolution No.: R19-007, to amend Contract No. 119062-1 to increase the authorized not-to-exceed amount to \$86,011 in order to purchase an additional self-service laptop lending kiosk for the Tarea Hall Pittman South Branch including ongoing maintenance and support services for the new kiosk; and

WHEREAS, On April 7, 2021 the Board of Library Trustees authorized, by Resolution No.: R21-085 to amend Contract No. 119062-1 to increase the authorized not-to-exceed amount to \$77,469 in order to purchase an additional self-service laptop lending kiosk for the second floor of the Central Library including ongoing maintenance and support services for the new kiosk; and

WHEREAS, to date Java Connections, LLC has successfully fulfilled contracted services to provide three self-service laptop lending kiosks including hardware and software support services at the Central and Tarea Hall Pittman Branch locations of the Berkeley Public Library; and

WHEREAS, the Library wishes to expand this service to the West Branch and North Branch locations of the Berkeley Public Library; and

WHEREAS, funds in the amount of \$32,964.76 are available from the Berkeley Public Library Foundation to purchase laptop kiosks for the West and North Branches and are appropriated to the BPL Foundation Fund, lines 105-22-242-271-0000-000-463-664140 LB2340 (West) and 105-22-242-271-0000-000-463-664140 LB2341 (North), and funds in the amount of \$79,126.9 for the installation and annual hardware and software maintenance of the kiosk are appropriated to the Library Tax Fund, line 101-22-242-271-0000-000-613120.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend Contract No. 119062-1 to provide for an increase of \$112,091.66, thereby increasing the Contract's allowable not-to-exceed amount to \$275,571.66 for laptop kiosks for West and North Branches, the provision of hardware and software maintenance for all kiosks, and, to extend the term of the Contract to April 30, 2027.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a meeting held on September 6, 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 Trustees





**ACTION CALENDAR**  
September 6, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Nominations for the Selection of Board President and Vice-President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 2, 2023, for a one-year term.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President elections occurred on November 2, 2022. Trustee Roth was elected President and Trustee Hahn Vice-President, to serve through the time of the next election in November 2023 or until a successor is elected.

*Process*

Per the amended adopted Bylaws of the Board of Library Trustees, in July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and calling for nominations to be made at the September BOLT meeting.

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. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

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.

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.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 2, 2023.

FUTURE ACTION

Election of Officers will take place at the November meeting.

CONTACT PERSON

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

Attachments:

1. Bylaws of the City of Berkeley Board of Library Trustees (BOLT)



# **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 July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing 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.





**INFORMATION REPORTS**

September 6, 2023

To: Board of Library Trustees  
From: Nneka Gallaread, Administrative and Fiscal Services Manager  
Subject: FYTD 2023 – 4<sup>th</sup> Quarter YTD Budget Report

**INTRODUCTION**

Library fiscal year 2023 results at end of 4Q by Fund are as follows:

| Fund                  | Revenue      |        | Expenditures (xcl Encmb) |       |
|-----------------------|--------------|--------|--------------------------|-------|
|                       | Actual 4Q    | YoY    | Actual 4Q                | YoY   |
| Library Tax (101)     | \$24,095,640 | 6.7%   | \$20,056,337             | 98.9% |
| Grants (103)          | \$81,952     | 30.2%  | \$82,574                 | 1.1%  |
| Friends & Gifts (104) | \$165,836    | 79.6%  | \$112,116                | 0.6%  |
| Foundation (105)      | \$13,657     | -99.9% | \$29,9617                | 0.1%  |

**BACKGROUND**

FY 2023 is an annual budget that was adopted by the Board of Library Trustees on May 23, 2022 via approval of Resolution No.: 22-027. On November 2, 2022, by approval of Resolution No.: 22-059, the board accepted into the expenditure budgets an adjustment of \$573,875 in fiscal year 2022 carry-over encumbered values, into the FY 2023 budget via the City’s amendment to the FY 2023 Annual Appropriations Ordinance.

**CURRENT SITUATION AND ITS EFFECTS**

*LIBRARY TAX FUND (101)*

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the fourth and final quarter, revenues at \$24,095,640 increased by 6.7%. Fourth quarter year-to-date revenue from library tax receipts ended up year-over at \$1,640,490 and was 7.3% above the FY22 Q4 received amount. Other revenue amounting to \$25,786 was fully attributable to library fines and small one-time donations.

Library Tax Fund expenditures excluding encumbrances at \$20,056,337 rose 9.7% from the prior year period, an increase of \$1,778,697. In comparison to the prior fiscal year period, salary and wage costs were up by 20.2%. Excluding encumbrances, non-labor year-over costs fell \$803,806. Other larger non-staffing year-to-date actual expenditures include \$1,968,106 in library materials, \$271,516 for software maintenance and licensing, and \$438,193 for miscellaneous professional services spanning items such as cost reimbursement to other City departments for services rendered, and vendor landscaping, security guard, and alarm services, etc.

Comparing actual expenditures (net of encumbrances) against the revised budget at the end of 4<sup>th</sup> quarter or fiscal year end benchmark, period spending was at 87.77% with contributed salary savings of \$2.1M encompassing lower than budgeted costs for salary and wages, medical insurance, and CalPERS retirement expense.

*GRANTS FUND (103)*

The Grants Fund is typically composed of funding from California State Library administered programs for the California Library Literacy Services (CLLS) program, the Library Services and Technology Act, as well as any other governmental or

private grant awarded to the Library. Currently we participated in two grant programs in the Fund; the California Library Literacy Services that targets its support to the BerkeleyREADS adult literacy program and Lunch @ the Library (LATL) which provides food/programming to children and families during the summer.

By the end of the 4<sup>th</sup> quarter the Fund received payment of \$81,952, constituting all of the installments for the FY 2022-2023 CLLS award of \$68,420 and 1<sup>st</sup> installment for the 2023 LATL award. Fund expenditures to date are 124% over budget as the LATL grant wasn't introduced until late FY23. This includes staff time to administer both grants and technology, supplies, food and other programming needs to meet approved grantor activities.

#### *FRIENDS & GIFTS FUND (104)*

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

The Fund's receipts were comprised of private gifts totaling \$14,201 and \$151,635 from Friends. Expenditures at \$112,116 increased on a year-over basis by 43.1% due to reopening of Library facilities stemming from the pandemic and the resultant shift to exclusively online presentation of a reduced offering of public programming. Nonetheless, in this exceptional period of reduced programming, funding from the Friends continued to support programs that spanned the interests from Children to Adults, and sustained the Summer Reading and City Reads programs that promote reading as an activity.

#### *FOUNDATION FUND (105)*

This Fund captures all funding support received either directly from the Berkeley Public Library Foundation or passed through the Foundation.

During the fiscal year, receipts from the Foundation totaling \$13,657 targeted support for the Library's continued effort to reopen limited in-person services to the public; and the expansion of the Chromebook and Hotspot Lending Pilot Project, a program designed to support the Library's work to bridge technology service gaps affecting those most vulnerable and underserved in the City of Berkeley. To date expenditures of \$29,961 supported Library programs as follows. Going forward Foundation will provide revenues on a reimbursement basis based on approved proposals expenditures.

#### SUMMARY OF OPERATIONS EXPENSES

Library expenditures are stabilizing as we have greatly reduced our vacancy rate and looking to be more consistent with the programming provided to our patrons. At end of the fourth quarter, actual expenses excluding encumbrances across all Library Funds were 20.7% below the revised budget. The Library projected in the Mid-year Budget Projection to end the fiscal year at 86.86% of the revised budget across all Fund groups and we ended at 79.3%.

#### CONTACT PERSON

Nneka Gallaread, Administrative and Fiscal Services Manager (email: [ngallaread@berkeleyca.gov](mailto:ngallaread@berkeleyca.gov) )

#### Attachments:

- 1: 4Q-FYTD 2023 Revenues by Fund
- 2: 4Q-FYTD 2023 Expenditures by Fund
- 3: Library Tax Fund (101): 5-Year Fund Analysis
- 4: Grant Fund (103): 5-Year Fund Analysis
- 5: Friends & Gifts Fund (104): 5-Year Fund Analysis
- 6: Foundation Fund (105): 5-Year Fund Analysis

## 4Q-FYTD 2023 REVENUES BY FUND

| BERKELEY PUBLIC LIBRARY : REVENUES JUN FY23 |                        |                     |                   |                   |               |                |               | 12                | 100.0%        |
|---------------------------------------------|------------------------|---------------------|-------------------|-------------------|---------------|----------------|---------------|-------------------|---------------|
| Berkeley Public Library + CoB               |                        |                     |                   | Actuals           |               |                |               | YTD FY23          |               |
| Elmnt-                                      |                        | Bdgt ORG            | Bdgt RVSD         | Lib Dscr          | Grants        | Frnd/Gift      | Fndtn         | Actual            | % RVSD        |
| Object                                      | Description            | FY23                | FY23              | 101               | 103           | 104            | 105           | FY23              | Rcvd          |
| 412110                                      | Special Assessment T   | (23,837,768)        | 23,837,768        | 24,069,854        | 0             | 0              | 0             | 24,069,854        | 101.0%        |
| 432110                                      | Operating Grants - S   | (68,420)            | 68,420            | 0                 | 81,952        | 0              | 0             | 81,952            | 119.8%        |
| 443220                                      | Refuse - Residential   | 0                   | 0                 | 0                 | 0             | 0              | 0             | 0                 | 0.0%          |
| 451310                                      | Library Fines          | (40,000)            | 40,000            | 17,689            | 0             | 0              | 0             | 17,689            | 44.2%         |
| 461230                                      | Rentals - Oth Short    | 0                   | 0                 | 0                 | 0             | 0              | 0             | 0                 | 0.0%          |
| 471110                                      | Interest - Investments | 0                   | 0                 | 0                 | 0             | 14,201         | 0             | 14,201            | 0.0%          |
| 481110                                      | Misc Rev - Donations   | (205,000)           | 205,000           | 2,072             | 0             | 151,635        | 13,657        | 167,364           | 81.6%         |
| 483110                                      | Misc Rev - Over/Short  | 0                   | 0                 | 0                 | 0             | 0              | 0             | 0                 | 0.0%          |
| 483990                                      | Misc Rev - Other       | (32,000)            | 32,000            | 6,024             | 0             | 0              | 0             | 6,024             | 18.8%         |
| 493110                                      | Gain/Loss on Sale      | 0                   | 0                 | 0                 | 0             | 0              | 0             | 0                 | 0.0%          |
| 499100                                      | AAO Carryover          | 0                   | 0                 | 0                 | 0             | 0              | 0             | 0                 | 0.0%          |
| <b>Berkeley Public Library + CoB</b>        |                        | <b>(24,183,188)</b> | <b>24,183,188</b> | <b>24,095,640</b> | <b>81,952</b> | <b>165,836</b> | <b>13,657</b> | <b>24,357,085</b> | <b>100.7%</b> |





4Q-FYTD 2023 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY23 |                                |                   |                   |                      |               |                  |              | 12                | 100.0%          |
|-------------------------------------------------|--------------------------------|-------------------|-------------------|----------------------|---------------|------------------|--------------|-------------------|-----------------|
| Berkeley Public Library + CoB                   |                                |                   |                   | Actuals+Encumbrances |               |                  |              | YTD JUN           |                 |
| Elmnt-<br>Object                                | Description                    | Bdgt ORG<br>FY23  | Bdgt RVSD<br>FY23 | Lib Dscr<br>101      | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105 | Actual<br>FY23    | % RVSD<br>Spent |
| 511110                                          | Wages - Reg - Monthly Misc     | 11,197,434        | 11,171,628        | 9,197,681            | 3,500         | 0                | 0            | 9,201,180         | 82.4%           |
| 511140                                          | Wages - Reg - Other Work Com   | 0                 | 0                 | 180                  | 0             | 0                | 0            | 180               | 0.0%            |
| 512110                                          | Wages - Hourly                 | 292,036           | 292,036           | 80,986               | 52,455        | 0                | 0            | 133,441           | 45.7%           |
| 513110                                          | Wages - OT - Miscellaneous     | 13,313            | 13,313            | 1,430                | 0             | 0                | 0            | 1,430             | 10.7%           |
| <b>Prsnl Svcs-Salaries and Wages</b>            |                                | <b>11,502,783</b> | <b>11,476,977</b> | <b>9,280,277</b>     | <b>55,954</b> | <b>0</b>         | <b>0</b>     | <b>9,336,231</b>  | <b>81.3%</b>    |
| 520110                                          | Emp FB - Medical               | 1,798,028         | 1,798,028         | 1,416,754            | 253           | 0                | 0            | 1,417,006         | 78.8%           |
| 520120                                          | Emp FB - Dental                | 171,776           | 171,776           | 150,830              | 32            | 0                | 0            | 150,862           | 87.8%           |
| 520130                                          | Emp FB - Cash-In-Lieu          | 19,139            | 19,139            | 121,639              | 0             | 0                | 0            | 121,639           | 635.6%          |
| 520140                                          | Emp FB - Life Insurance        | 5,489             | 5,489             | 6,078                | 1             | 0                | 0            | 6,079             | 110.8%          |
| 520210                                          | Emp FB - Medicare              | 142,605           | 142,605           | 122,634              | 778           | 0                | 0            | 123,412           | 86.5%           |
| 520220                                          | Emp FB - SRIP                  | 323,839           | 323,839           | 303,842              | 6             | 0                | 0            | 303,848           | 93.8%           |
| 520310                                          | Emp FB - Pers - Misc           | 3,591,796         | 3,577,602         | 3,206,230            | 1,181         | 0                | 0            | 3,207,411         | 89.7%           |
| 520350                                          | Emp FB - Pars                  | 10,949            | 10,949            | 2,738                | 1,967         | 0                | 0            | 4,705             | 43.0%           |
| 520410                                          | Emp FB - Opeb - Retiree Medica | 254,670           | 254,670           | 194,101              | 70            | 0                | 0            | 194,171           | 76.2%           |
| 520510                                          | Emp FB - Workers Compensation  | 179,039           | 179,039           | 146,220              | 675           | 0                | 0            | 146,895           | 82.0%           |
| 520520                                          | Emp FB - Terminal Payout       | 208,879           | 208,879           | 170,354              | 67            | 0                | 0            | 170,421           | 81.6%           |
| 520530                                          | Emp FB - Allowances            | 1,773             | 1,773             | 2,412                | 0             | 0                | 0            | 2,412             | 136.0%          |
| 520540                                          | Emp FB - Commuter Check        | 16,844            | 16,844            | 83,579               | 0             | 0                | 0            | 83,579            | 496.2%          |
| 520550                                          | Emp FB - Other Fringe Benefits | 203,319           | 203,319           | 165,624              | 63            | 0                | 0            | 165,687           | 81.5%           |
| <b>Prsnl Svcs-Fringe Benefits</b>               |                                | <b>6,928,145</b>  | <b>6,913,952</b>  | <b>6,093,035</b>     | <b>5,093</b>  | <b>0</b>         | <b>0</b>     | <b>6,098,128</b>  | <b>88.2%</b>    |
| 511160                                          | Wages - Reg - Salary Savings   | (800,000)         | (800,000)         | 0                    | 0             | 0                | 0            | 0                 | 0.0%            |
| <b>Personal Services-Employee</b>               |                                | <b>17,630,928</b> | <b>17,590,928</b> | <b>15,373,311</b>    | <b>61,047</b> | <b>0</b>         | <b>0</b>     | <b>15,434,359</b> | <b>87.7%</b>    |

## 4Q-FYTD 2023 EXPENDITURES BY FUND

Attachment 2

| BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY23 |                                |                  |                   |                      |               |                  |               | 12               | 100.0%          |
|-------------------------------------------------|--------------------------------|------------------|-------------------|----------------------|---------------|------------------|---------------|------------------|-----------------|
| Berkeley Public Library + CoB                   |                                |                  |                   | Actuals+Encumbrances |               |                  |               | YTD JUN          |                 |
| Elmnt-<br>Object                                | Description                    | Bdgt ORG<br>FY23 | Bdgt RVSD<br>FY23 | Lib Dscr<br>101      | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105  | Actual<br>FY23   | % RVSD<br>Spent |
| 612240                                          | Prof Svcs - Mgmt Consulting    | 0                | 25,191            | 14,861               | 0             | 0                | 0             | 14,861           | 59.0%           |
| 612250                                          | Prof Svcs - Temporary Agencies | 0                | 75,000            | 108,960              | 0             | 0                | 0             | 108,960          | 145.3%          |
| 612310                                          | Prof Svcs - Engineering Svcs   | 0                | 27,854            | 19,952               | 0             | 0                | 0             | 19,952           | 71.6%           |
| 612990                                          | Prof Svcs - Miscellaneous      | 1,123,700        | 1,296,621         | 708,625              | 3,000         | 55,414           | 5,750         | 772,788          | 59.6%           |
| 613120                                          | Tech Svcs - Equipment Maint    | 60,450           | 109,032           | 191,971              | 0             | 0                | 0             | 191,971          | 176.1%          |
| 613130                                          | Tech Svcs - Software Maint     | 177,000          | 178,397           | 325,478              | 0             | 0                | 0             | 325,478          | 182.4%          |
| 613910                                          | Tech Svcs - Hazmat Handling    | 2,500            | 2,500             | 0                    | 0             | 0                | 0             | 0                | 0.0%            |
| <b>Purchased Prof &amp; Tech Svcs</b>           |                                | <b>1,363,650</b> | <b>1,714,596</b>  | <b>1,369,847</b>     | <b>3,000</b>  | <b>55,414</b>    | <b>5,750</b>  | <b>1,434,010</b> | <b>83.6%</b>    |
| 621110                                          | Utilities - Gas/Electric       | 350,000          | 392,287           | 392,812              | 0             | 0                | 0             | 392,812          | 100.1%          |
| 621120                                          | Utilities - Water/Sewer        | 43,500           | 51,360            | 46,942               | 0             | 0                | 0             | 46,942           | 91.4%           |
| 621130                                          | Utilities - Refuse             | 34,252           | 34,252            | 22,409               | 0             | 0                | 0             | 22,409           | 65.4%           |
| 622110                                          | Custodial - Janitorial Svcs    | 425,000          | 425,000           | 359,059              | 0             | 0                | 0             | 359,059          | 84.5%           |
| 624110                                          | Property Repairs & Maint       | 424,800          | 464,649           | 254,583              | 0             | 0                | 0             | 254,583          | 54.8%           |
| 625110                                          | Rental of Real Property        | 1,500            | 3,500             | 1,710                | 0             | 2,740            | 460           | 4,910            | 140.3%          |
| 625120                                          | Rental of Equipment            | 41,575           | 42,890            | 32,500               | 0             | 0                | 0             | 32,500           | 75.8%           |
| 632110                                          | Comm Svcs - Tele - Landline    | 87,200           | 170,120           | 104,859              | 4,396         | 0                | 16,100        | 125,355          | 73.7%           |
| 632120                                          | Comm Svcs - Tele - Cellular    | 14,550           | 15,398            | 5,670                | 0             | 0                | 0             | 5,670            | 36.8%           |
| 632190                                          | Comm Svcs - Other              | 0                | 0                 | 0                    | 0             | 0                | 0             | 0                | 0.0%            |
| 633110                                          | Advertising                    | 15,000           | 15,940            | 11,867               | 0             | 500              | 0             | 12,367           | 77.6%           |
| 634110                                          | Train and Conf - Train Costs   | 0                | 0                 | 20,337               | 0             | 990              | 0             | 21,327           | 0.0%            |
| 634120                                          | Train and Conf - Registration  | 40,000           | 40,000            | 63,370               | 0             | 0                | 0             | 63,370           | 158.4%          |
| 634210                                          | Travel - Airfare               | 10,000           | 10,000            | 9,674                | 0             | 0                | 0             | 9,674            | 96.7%           |
| 634220                                          | Travel - Lodging               | 10,000           | 10,000            | 21,840               | 0             | 0                | 0             | 21,840           | 218.4%          |
| 634230                                          | Travel - Other Transportation  | 0                | 0                 | 1,062                | 0             | 0                | 0             | 1,062            | 0.0%            |
| 634240                                          | Travel - Meals                 | 0                | 0                 | 1,404                | 0             | 0                | 0             | 1,404            | 0.0%            |
| 635110                                          | Printing and Binding           | 51,511           | 51,971            | 1,639                | 0             | 4,631            | 0             | 6,269            | 12.1%           |
| 636990                                          | Grant Pmts - Other             | 0                | 0                 | 0                    | 0             | 0                | 0             | 0                | 0.0%            |
| 637110                                          | Gov Pmts - Permit Fees         | 0                | 0                 | 0                    | 0             | 0                | 0             | 0                | 0.0%            |
| 637990                                          | Gov Pmts - Misc Fee and Taxes  | 5,000            | 5,000             | 4,042                | 0             | 44               | 0             | 4,086            | 81.7%           |
| 639110                                          | Fees - Bank Fees               | 3,000            | 3,000             | 802                  | 0             | 0                | 0             | 802              | 26.7%           |
| 639120                                          | Fees - Prof Dues and Fees      | 47,250           | 47,250            | 48,701               | 0             | 0                | 0             | 48,701           | 103.1%          |
| 639130                                          | Courier and Delivery Services  | 17,000           | 17,000            | 272                  | 0             | 0                | 0             | 272              | 1.6%            |
| 639990                                          | Other Services                 | 370,000          | 207,137           | 500                  | 0             | 0                | 0             | 500              | 0.2%            |
| <b>Other Purchased Services</b>                 |                                | <b>1,991,138</b> | <b>2,006,753</b>  | <b>1,406,056</b>     | <b>4,396</b>  | <b>8,904</b>     | <b>16,560</b> | <b>1,435,916</b> | <b>71.6%</b>    |

4Q-FYTD 2023 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY23 |                                 |                   |                      |                   |               |                  |               | 12                | 100.0%          |
|-------------------------------------------------|---------------------------------|-------------------|----------------------|-------------------|---------------|------------------|---------------|-------------------|-----------------|
| Berkeley Public Library + CoB                   |                                 |                   | Actuals+Encumbrances |                   |               |                  |               | YTD JUN           |                 |
| Elmnt-<br>Object                                | Description                     | Bdgt ORG<br>FY23  | Bdgt RVSD<br>FY23    | Lib Dscr<br>101   | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105  | Actual<br>FY23    | % RVSD<br>Spent |
| 641110                                          | Supplies - Office               | 38,715            | 46,053               | 47,127            | 0             | 0                | 0             | 47,127            | 102.3%          |
| 641120                                          | Supplies - Postage              | 16,000            | 22,403               | 649               | 0             | 0                | 0             | 649               | 2.9%            |
| 642120                                          | Suppl - Field - Tools and Part  | 6,780             | 7,374                | 8,853             | 0             | 0                | 0             | 8,853             | 120.1%          |
| 642990                                          | Suppl - Field - Other           | 190,825           | 266,276              | 186,702           | 14,167        | 48,934           | 2,635         | 252,439           | 94.8%           |
| 643110                                          | Supplies - Books and Subscrip   | 2,230,000         | 2,440,173            | 2,441,308         | 0             | 0                | 0             | 2,441,308         | 100.0%          |
| 644110                                          | Supplies - Food - Non-Employee  | 2,200             | 14,026               | 326               | 0             | 11,333           | 0             | 11,659            | 83.1%           |
| <b>Supplies</b>                                 |                                 | <b>2,484,520</b>  | <b>2,796,305</b>     | <b>2,684,965</b>  | <b>14,167</b> | <b>60,268</b>    | <b>2,635</b>  | <b>2,762,035</b>  | <b>98.8%</b>    |
| 651110                                          | Non-Cap - Comp, Software, & OfE | 313,400           | 320,057              | 175,578           | 5,741         | 0                | 0             | 181,319           | 56.7%           |
| 651120                                          | Non-Cap - Furniture & Fixture   | 25,052            | 25,077               | 9,884             | 0             | 0                | 0             | 9,884             | 39.4%           |
| <b>Property Under Cap Limit</b>                 |                                 | <b>338,452</b>    | <b>345,134</b>       | <b>185,462</b>    | <b>5,741</b>  | <b>0</b>         | <b>0</b>      | <b>191,203</b>    | <b>55.4%</b>    |
| 662110                                          | Cap - FA - Buildings            | 300,000           | 305,870              | 72,310            | 0             | 0                | 0             | 72,310            | 23.6%           |
| 663110                                          | Cap - FA - Impr Othr Than Bldg  | 300,000           | 300,000              | 0                 | 0             | 0                | 0             | 0                 | 0.0%            |
| 664110                                          | Cap - FA - Machinery & Equip    | 4,000             | 4,000                | 0                 | 0             | 0                | 0             | 0                 | 0.0%            |
| 664120                                          | Cap - FA - Vehicles             | 0                 | 0                    | 47,673            | 0             | 0                | 0             | 47,673            | 0.0%            |
| 664130                                          | Cap - FA - Furniture & Fixture  | 100,000           | 100,000              | 7,236             | 0             | 0                | 16,929        | 24,166            | 24.2%           |
| 664140                                          | Cap - FA - Computer Equipment   | 245,000           | 213,568              | 129,979           | 0             | 0                | 0             | 129,979           | 60.9%           |
| <b>Property</b>                                 |                                 | <b>949,000</b>    | <b>923,438</b>       | <b>257,199</b>    | <b>0</b>      | <b>0</b>         | <b>16,929</b> | <b>274,129</b>    | <b>29.7%</b>    |
| 670140                                          | Int Svc - Tech Cost Alloc Fund  | 179,624           | 179,624              | 179,624           | 0             | 0                | 0             | 179,624           | 100.0%          |
| 670150                                          | Int Svc - Mail Services         | 1,764             | 1,764                | 1,764             | 0             | 0                | 0             | 1,764             | 100.0%          |
| 670180                                          | Int Svc - City Vehicle Fuel/Ma  | 15,000            | 15,000               | 13,527            | 0             | 0                | 0             | 13,527            | 90.2%           |
| 670190                                          | Int Svc - City Pkg Permits      | 500               | 500                  | 0                 | 0             | 0                | 0             | 0                 | 0.0%            |
| <b>Internal Services</b>                        |                                 | <b>196,888</b>    | <b>196,888</b>       | <b>194,915</b>    | <b>0</b>      | <b>0</b>         | <b>0</b>      | <b>194,915</b>    | <b>99.0%</b>    |
| <b>Other Expenses</b>                           |                                 | <b>7,323,648</b>  | <b>7,983,114</b>     | <b>6,098,444</b>  | <b>27,305</b> | <b>124,586</b>   | <b>41,875</b> | <b>6,292,209</b>  | <b>78.8%</b>    |
| <b>Berkeley Public Library + CoB</b>            |                                 | <b>24,954,576</b> | <b>25,574,042</b>    | <b>21,471,755</b> | <b>88,352</b> | <b>124,586</b>   | <b>41,875</b> | <b>21,726,567</b> | <b>85.0%</b>    |



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

Attachment 3

|                                                      | FY 2020<br>Actual    | FY 2021<br>Actual    | FY 2022<br>Actual    | FY 2023<br>Actual (2nd Cls) | 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        | \$ 17,492,296               | \$ 21,531,599        | \$ 21,067,267        | \$ 20,316,562        |
| <b>Revenues</b>                                      |                      |                      |                      |                             |                      |                      |                      |
| Library Services Tax                                 | \$ 20,431,021        | \$ 20,596,293        | \$ 22,429,364        | \$ 24,069,854               | \$ 25,050,748        | \$ 25,551,763        | \$ 26,062,798        |
| Fines/Fees                                           | 26,477               | 17,688               | 16,147               | 17,689                      | 17,689               | 17,689               | 17,689               |
| Donations/Private Contributions                      |                      |                      |                      |                             |                      |                      |                      |
| Misc. Revenue / Interest / Refunds                   | 29,617               | 101,396              | 136,791              | 8,096                       | 8,096                | 8,096                | 8,096                |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 20,487,115</b> | <b>\$ 20,715,377</b> | <b>\$ 22,582,302</b> | <b>\$ 24,095,640</b>        | <b>\$ 25,076,534</b> | <b>\$ 25,577,549</b> | <b>\$ 26,088,584</b> |
| <b>Expenditures</b>                                  |                      |                      |                      |                             |                      |                      |                      |
| <b>Operations</b>                                    |                      |                      |                      |                             |                      |                      |                      |
| Salaries, Wages, Benefits                            | \$ 13,377,244        | \$ 12,972,590        | \$ 12,770,581        | \$ 15,347,723               | \$ 18,100,578        | \$ 18,462,590        | \$ 18,831,841        |
| <b>Salaries, Wages, Benefits</b>                     |                      |                      |                      |                             |                      |                      |                      |
| less: Labor Vacancy Savings                          |                      |                      |                      |                             |                      |                      |                      |
| Personnel                                            | \$ 13,377,244        | \$ 12,972,590        | \$ 12,770,581        | \$ 15,347,723               | \$ 18,100,578        | \$ 18,462,590        | \$ 18,831,841        |
| Non-Personnel                                        | 1,247,772            | 823,605              | 907,785              | 53,622                      | 1,334,170            | 1,700,000            | 1,700,000            |
| Library Materials (incl Tool Lndng)                  | 1,690,248            | 1,826,324            | 1,985,551            | 2,441,308                   | 2,230,000            | 2,230,000            | 2,230,000            |
| Misc. Professional Services                          | 765,382              | 497,462              | 772,555              | 728,284                     | 1,463,650            | 973,700              | 973,700              |
| Utilities+Telephone                                  | 367,116              | 459,787              | 516,401              | 572,693                     | 529,502              | 500,000              | 500,000              |
| Janitorial                                           | 362,798              | 360,565              | 379,273              | 359,059                     | 425,000              | 400,000              | 400,000              |
| Software Maintenance                                 | 114,873              | 147,178              | 238,664              | 325,478                     | 275,000              | 275,000              | 275,000              |
| RFID Loan Repayment                                  |                      |                      |                      |                             |                      |                      |                      |
| Computer & Software Purchase (CAP)                   | 120,933              | 121,859              |                      | 129,979                     | 245,000              | 249,000              | 249,000              |
| Building/Infrastructure                              | 652,098              | 2,315,233            | 686,457              | 72,310                      | 900,000              | 1,500,000            | 1,500,000            |
| <b>Subtotal:</b>                                     | <b>\$ 18,698,464</b> | <b>\$ 19,524,603</b> | <b>\$ 18,257,267</b> | <b>\$ 20,030,457</b>        | <b>\$ 25,502,900</b> | <b>\$ 26,290,290</b> | <b>\$ 26,659,541</b> |
| <b>Charges From Other Depts</b>                      |                      |                      |                      |                             |                      |                      |                      |
| Finance - Billing (341)                              | \$ 18,977            | \$ 19,503            | 20,240               | \$ 20,636                   | \$ 21,443            | \$ 21,443            | \$ 21,443            |
| Facilities - Enviro Compliance (693)                 | 8,517                | 11,432               | 134                  | 5,245                       | 16,522               | 16,522               | 16,522               |
| Interfund Transfers                                  |                      |                      |                      |                             |                      |                      |                      |
| <b>Subtotal:</b>                                     | <b>\$ 27,494</b>     | <b>\$ 30,935</b>     | <b>\$ 20,374</b>     | <b>\$ 25,880</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>\$ 18,277,641</b> | <b>\$ 20,056,337</b>        | <b>\$ 25,540,865</b> | <b>\$ 26,328,255</b> | <b>\$ 26,697,506</b> |
| <b>Projected Surplus/(Shortfall)<br/>{Rev - Exp}</b> | <b>\$ 1,761,157</b>  | <b>\$ 1,159,839</b>  | <b>\$ 4,304,661</b>  | <b>\$ 4,039,303</b>         | <b>\$ (464,331)</b>  | <b>\$ (750,706)</b>  | <b>\$ (608,922)</b>  |
| <b>GROSS FUND BALANCE<br/>{Bal + Rev - Exp}</b>      | <b>\$ 12,027,796</b> | <b>\$ 13,187,635</b> | <b>\$ 17,492,296</b> | <b>\$ 21,531,599</b>        | <b>\$ 21,067,267</b> | <b>\$ 20,316,562</b> | <b>\$ 19,707,639</b> |
| Annual Committed Reserve                             | 1,500,000            | 1,500,000            | 1,250,000            | 1,444,191                   | 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>\$ 16,242,296</b> | <b>\$ 20,087,407</b>        | <b>\$ 19,564,223</b> | <b>\$ 18,783,456</b> | <b>\$ 18,143,871</b> |





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

Attachment 4

|                                                                                                             | FY 2020<br>Actual | FY 2021<br>Actual  | FY 2022<br>ADOPTED | FY 2022<br>Actual  | FY 2023<br>Actual (2nd Cls) | 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                   | \$ 31,652            | \$ 32,546            | \$ 32,546            |
| <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               |
| Lunch @ the Library                                                                                         |                   |                    |                    |                    | 13,532                      |                      |                      |                      |
| 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>\$ 81,952</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             | 61,047                      | 36,165               | 45,000               | 45,000               |
| Non-Personnel                                                                                               | 2,477             | 41,066             | 31,361             | 23,957             | 21,527                      | 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>\$ 82,574</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>\$ 82,574</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>\$ (622)</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>\$ 31,652</b>            | <b>\$ 32,546</b>     | <b>\$ 32,546</b>     | <b>\$ 32,546</b>     |
| <b>Other</b>                                                                                                |                   |                    |                    |                    |                             |                      |                      |                      |
| 3% Personnel COLA                                                                                           |                   |                    |                    |                    |                             |                      |                      |                      |
| <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>\$ 31,652</b>            | <b>\$ 32,546</b>     | <b>\$ 32,546</b>     | <b>\$ 32,546</b>     |





**FRIENDS & GIFTS FUND (104): 5-YEAR FUND ANALYSIS**

|                                                      | FY 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>ADOPTED | FY 2022<br>Actual | FY 2023<br>Actual (2nd Cls) | 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                  | \$ 539,602           | \$ 494,602           | \$ 449,602           |
| <b>Revenues</b>                                      |                   |                   |                    |                   |                             |                      |                      |                      |
| Friends of BPL                                       | \$ 120,000        | \$ 91,824         | \$105,000          | \$ 92,318         | \$ 151,635                  | \$ 105,000           | \$ 105,000           | \$ 105,000           |
| BPL Foundation                                       |                   |                   |                    |                   |                             |                      |                      |                      |
| Donations/Private                                    | 10,778            | 113               |                    |                   |                             |                      |                      |                      |
| Interest/Misc. Revenues                              | 5,181             |                   |                    |                   | 14,201                      |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 135,959</b> | <b>\$ 91,937</b>  | <b>\$105,000</b>   | <b>\$ 92,318</b>  | <b>\$ 165,836</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            | 112,116                     | 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>\$ 112,116</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>\$ 112,116</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>\$ 53,720</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>\$ 539,602</b>           | <b>\$ 494,602</b>    | <b>\$ 449,602</b>    | <b>\$ 404,602</b>    |



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

Attachment 6

|                                                                                                         | FY 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>ADOPTED | FY 2022<br>Actual | FY 2023<br>Actual (2nd Cls) | 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                  | \$ 572,321           | \$ 472,321           | \$ 572,321           |
| <b>Revenues</b>                                                                                         |                   |                   |                    |                   |                             |                      |                      |                      |
| Foundation                                                                                              | \$ 19,079         | \$ 150,000        | \$ 100,000         | \$ 190,392        | \$ 13,657                   | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| Misc./ Interest                                                                                         |                   |                   |                    |                   |                             |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                                                                    | \$ 19,079         | \$ 150,000        | \$ 100,000         | \$ 190,392        | \$ 13,657                   | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| <b>Expenditures</b>                                                                                     |                   |                   |                    |                   |                             |                      |                      |                      |
| Personnel                                                                                               |                   |                   |                    |                   |                             |                      |                      |                      |
| Consultants                                                                                             |                   |                   |                    |                   |                             |                      |                      |                      |
| Furniture and Fixtures                                                                                  | 3,099             | 501,386           | 350,000            |                   | 7,772                       | 200,000              |                      |                      |
| Equipment                                                                                               | 37,867            | 38,931            |                    | 26,540            |                             |                      |                      |                      |
| Building                                                                                                |                   |                   |                    |                   |                             |                      |                      |                      |
| Miscellaneous/Other                                                                                     | 23,075            | 37,051            |                    | 33,737            | 22,189                      |                      |                      |                      |
| <b>Subtotal:</b>                                                                                        | \$ 64,041         | \$ 577,368        | \$ 350,000         | \$ 60,277         | \$ 29,961                   | \$ 200,000           | \$ -                 | \$ -                 |
| <b>TOTAL EXPENDITURES</b>                                                                               | \$ 64,041         | \$ 577,368        | \$ 350,000         | \$ 60,277         | \$ 29,961                   | \$ 200,000           | \$ -                 | \$ -                 |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b>                                                      | \$ (44,962)       | \$ (427,368)      | \$ (250,000)       | \$ 130,115        | \$ (16,304)                 | \$ (100,000)         | \$ 100,000           | \$ 100,000           |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>                                                         | \$ 885,878        | \$ 458,510        | \$ 208,510         | \$ 588,625        | \$ 572,321                  | \$ 472,321           | \$ 572,321           | \$ 672,321           |
| <b>Other</b>                                                                                            | \$ (570,893)      | \$ (570,893)      | \$ (570,893)       | \$ (570,893)      | \$ (567,435)                | \$ (567,435)         | \$ (567,435)         | \$ (567,435)         |
| <b>Revised Gross Fund Balance {Gross<br/>Fund Balance - Budget<br/>Recommendations and Adjustments}</b> | \$ 314,985        | \$ (112,382)      | \$ (362,382)       | \$ 17,733         | \$ 4,887                    | \$ (95,113)          | \$ 4,887             | \$ 104,887           |





**INFORMATION CALENDAR**

September 6, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: BOLT Recruitment Process Report Update

**INTRODUCTION**

Provide current status on the BOLT Trustee recruitment process.

**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 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.

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.

It was also determined by the City Attorney’s Office that Gallegos-Diaz’s appointment to the Board may not be delayed for one year.

In response to a request by Councilmember and Vice President Hahn, the City Clerk’s Office has confirmed that they will update the Commissioner Application Form used by City commissions to ensure that there is a disclaimer that addresses the issue of people having served on the Redistricting Commission within the past two years not being eligible to serve on other City boards and commissions.

At the June 7 Board meeting, Trustees Hahn, Greene, Roth and Selawsky discussed how to proceed with the current vacancy.

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 was necessary for the Board to act to delineate the process. If this did not occur, the process would default to the existing process enumerated for new vacancies in the BOLT Vacancies Policy.

The recommendation was 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 was placed on the June 7 meeting agenda. Due to the complexity of the situation, the Trustees decided to postpone the amendment of the Bylaws to and focus on the situation at hand.

A motion to follow the following process carried at the June 7 BOLT meeting:

**Process:**

- 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

Additionally, President Roth appointed a new ad hoc subcommittee including herself and Vice President Hahn.

President Roth, Vice President Hahn, and Secretary Mayer met on Wednesday June 21, 2023 and determined that staff would send an inquiry to all current applicants, inquiring as to whether they still want to be considered for the current vacancy. Then, the subcommittee met on August 3 to review the applications of those expressing continued interest and prepare to recommend to BOLT a subset of candidates to interview at an upcoming BOLT meeting. After consulting with the City of Berkeley Clerk in addition to the City Attorney's Office to ensure that voting procedures established are in accordance with the Brown Act, Secretary Mayer met with President Roth and Vice President Hahn to review and confirm the approach to voting to be used in the future.

#### CURRENT SITUATION AND ITS EFFECTS

BOLT will schedule a special meeting in September to conduct interviews of the candidates selected to participate that confirm their participation. Then, at the October 4 regular BOLT meeting, the trustees will vote on which candidate they recommend for nomination to the City Council, following discussion.

The voting will proceed as follows:

- 1) The President calls for nominations for the Trustee vacancy. Every Board member has the opportunity to share their nomination for the vacancy at this time, in the beginning of the process. No one is required to make a nomination.
- 2) A random voting order for each name is established.
- 3) Each Trustee receives one vote per round.
- 4) When each name is called, Trustees may vote yes, no, or abstain.
- 5) Any candidate that receives three votes will be the nominee for the BOLT vacancy that will be submitted to City Council.
- 6) The candidates that follow the candidate having received three votes will not be the nominee.
- 7) If no one receives a majority of the votes, the President will call for nominations for a second round.
- 8) A random voting order for each name will be established again.
- 9) The process will continue until a candidate receives a majority (three) of the votes.

The benefit to this approach is that every Trustee will know all of their choices when they cast their first vote. If they wish to withhold a "yes" vote on someone because they want to vote "yes" for a different candidate, they will have the opportunity. If no one receives a majority, they have time to see who other Trustees favor and think about how they might vote differently in a future round.

#### CONTACT PERSON

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







**INFORMATION REPORTS**

September 6, 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
- Library Assistant (2): Circulation, due to internal promotions; proposed to be combined to single full-time during budget process
- Circulation Manager: recruitment initiated; incumbent still in position
- Supervising Library Assistant (North): interviews
- Accounting Office Specialist III: pending referral to eligible candidates
- Library Aide (Circulation): pending interviews

At the time of this writing, the Library has a total of 6 vacancies out of 144 positions (4% vacancy rate), down from 40 vacancies (that included 5 new positions) in December 2021.

**Branch Programming**

In July, West held 32 events and outreach visits with a grand total of 708 participants.

Program highlights include:

- The first library-sponsored Death Café brought 16 attendees. Death Cafés provide participants with opportunities to share and discuss topics related to death and dying in a comfortable setting. This program also received a lot of positive feedback on social media, with 173 likes! Sessions are scheduled for August and September and may continue if it remains popular.
- Children's Librarian Lissette's Bilingual Baby Bounce Storytime hit a record number of attendees on 7/28 with 62 children and caregivers.

Tarea Hall Pittman South had 19 programs with 430 attendees in July. The Vivarium program had a staggering 83 participants. Many patrons left the program very happy and enthusiastic about reptiles and a good number of families spent time in the Children's Area to browse and check out materials. Children's Librarian Josh's Baby and Toddler storytimes continue to have big numbers as well. The average this summer has been around 50-60 participants. It's clear that there is a demand for more children's and family programming and staff is adding the MOCHA (Museum of Children's Arts) program which will add more variety to offerings.

North Branch held 44 events this month with 1063 people attending. Special events for kids included a puppet show, graphic novel book club, Mandarin classes and a magic show. Storytime continued to draw about 100 people per week. Friday Fun crafts included a slime making craft and pajama storytime has yet to develop a following.

For adults, there were two author events including the book launch for *Berkeley Walks* which featured a guided walk around North Berkeley followed by a party with cake and book sales. The event drew about 180 people, much more than the authors expected. The authors sold 60 copies of the book afterwards (their entire stock), a very high number for this kind of event.

North hosted another book launch later in the month for Hannah Michell's new novel. Again, they had great turnout with 36 people on hand. Pegasus handled book sales and David Roderick from Left Margin Lit interviewed Hannah for the event. She also did a reading. Thanks to Sr. Librarian Rosie for connecting Dan, branch supervisor, with Hannah and David. David will return to offer a Poetry Writing Workshop in the Fall.

Other events included free Bike Repair, family games night, Knitting Group and a wildly popular chess tournament. Teen Librarian Robyn also hosted a Stranger Things themed party for teens. Summer programming for Teens is always challenging and a small crowd showed up and enjoyed the waffles.

### **Caltopia Outreach**

Supervising Librarian Heather Cummins coordinated a robust outreach presence at Caltopia for BPL's second year in a row. Over Caltopia is UC Berkeley's annual back-to-school community resource fair. Staff signed up over 800 students for Library cards in two days!!

At this **very** busy event, staff from different divisions across the system promoted library resources to the Cal community and hosted a very popular bracelet-making craft event. Students expressed interest in volunteering, access to ebooks, places to study, programs/events, jobs and more.

Overheard walking back from the event, from one attendee to another: information sharing about BPL's fantastic [Discover and Go program!](#)



### **Narcan Administration Training**

Thank you to Library Services Manager, Bill Kolb, who coordinated the application for a Naloxone Standing Order from the California Department of Public Health on behalf of BPL that allows library staff to both distribute and administer Naloxone (Narcan) through an intranasal delivery method, an opioid antagonist that inhibits the effect of opioids (like heroin or fentanyl) and rapidly reverses opioid overdoses. The library used this standing order to apply to the state for a supply of Narcan for use by staff in the library and received 48 two-dose boxes.

Staff are not required to participate in this program and are required to complete the training prior to being a designated administrator. Kolb has distributed Narcan kits to all of the BPL service points, and will publish (for staff, internally) the list of people who are participating in the program. We have 16 staff who have completed the training and there is at least one trained person at each BPL location and public service point at Central. It is anticipated that more people participate in this program as it continues.

Library staff are also working with [Berkeley NEED](#) (Needle Exchange Emergency Distribution) to make Fentanyl test strips available at the library for distribution to the public. This will allow users to check the

drugs they are using to see if they are laced with fentanyl (or the new, more potent fluorofentanyl) – which is increasingly responsible for accidental overdose. This resource is not yet available.

Thanks also to Social Services Specialist Chenice Jackson for supporting the roll-out of this program.

### **First Amendment Audit of Berkeley's Central Library**

On Tuesday, August 22, the Central Library had a visit from an individual named George who was walking through the library filming on his phone (indicating that he was live-streaming) and asserting his right to do so in a public building.

He interacted with library and security staff on the first floor, and Library Services Manager Bill Kolb was called and approached the situation with calm and diplomacy. Kolb affirmed his right to film in the public space, and he continued to make his way through the building.

Bill informed staff of his presence and reminded them that:

- He has a right to be in and film public spaces in the library, including staff and other patrons
- Staff should give him their first name if he asks
- Staff can refer individuals to managers for additional assistance
- If staff is uncomfortable interacting with him they also are free to excuse themselves to staff-only spaces, like workrooms or breakrooms, where he is not allowed to follow

Although managers had facilitated conversations around this kind of behavior and situation in past supervisors' meetings, it became clear that more training and support is necessary to ensure that staff feel confident in handling these situations. Some staff directed the person to stop filming, which is not the correct way to handle this situation as it is a protected right.

### **Strategic Planning Updates**

#### ***Internal and External Outreach***

The Pivotal Group's strategic planning outreach and in-reach has been extensive to date. The team has employed a variety of methods for collecting feedback and input from external and internal sources.

#### **At a Glance—Outreach Approach:**

##### *External*

- Community survey in 5 languages
- Berkeley Public High School Survey
- 1:1 interviews with individuals identified as knowledgeable about a Berkeley community
- Feedback Boards at every Library location
- Open Focus Groups (in-person and virtual) at each Library location
- Invite-Only Focus Groups (participants identified as knowledgeable about a Berkeley community)

##### *Internal*

- Steering Committee guidance and background information
- Staff Conversations at each Library location
- Meetings with Racial Justice Advisory Board team
- All-Staff meetings: please see the attachment Vision Brainstorm Staff Meeting Summary to review the feedback from the All Staff meeting on June 30 at the Central Library during which staff discussed the Library's Mission, Vision, and Values.

**At a Glance–Survey Communication:**

- Newsletter and Facebook
- City of Berkeley press release
- City of Berkeley Newsletter
- Physical displays/flyers at each Library location and existing outreach events
- TV
- Select Regional Media ads (Sing Tao Daily, Visión Hispana, The Daily Californian-UC Berkeley)
- Direct Mail to targeted households zip codes: 5,000 flyers delivered to households in routes based on zip codes with the highest needs (census data) cross referenced by neighborhoods that are likely served by South, West, and Central Libraries
- Direct messaging to affinity groups, relevant organizations, etc. to request survey distribution to their networks
- Affinity Facebook Group posts: examples include Latinx Racial Equity Project, Street Life Connect, Berkeley History
- Regional Messaging Boards: examples include Craigslist Berkeley Community Posts, Berkeley Parents Network, and Healthy Black Families Newsletter
- Emails

***Library Street Team***

Library staff has developed a new approach to outreach. Rather than attending a gathering already coordinated, such as a festival, street fair, or farmer's market, staff are approaching people in everyday settings, like parks, laundry mats, busy business districts, etc.

The goal is to regularly connect with current or future patrons to answer questions, hear feedback and promote library collections, services & programs.



Chenice Jackson, Janine Bedon, Kelsey Ockert and Aimee Reeder piloted this in August and it was impactful. They received incredibly helpful feedback and we were able to tell people about services and programs they had no idea the library offered. They were also able to promote the strategic planning survey.

The team indicated that for future outreach, it would be very helpful to have a Spanish-speaker participate.

Staff from all classifications and any library location are invited to participate.

***TV Spot on Live in the Bay***

Dr. Lyn Corbett, President of The Pivotal Group consultants, and Director Mayer participated in a live TV broadcast of *Live in the Bay* with Olivia Horton. They discussed the Library's strategic planning process and the important of community engagement and participation in shaping the process and shared how to participate. Many thanks to Dr. Corbett for arranging for the appearance.



**CONTACT PERSON**

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

**Attachments:**

1. Vision Brainstorm Staff Meeting Summary





# STAFF MEETING

Discussion Summary

## TEAM BRAINSTORM

Staff gathered at Central branch on 6.30.23 to dialogue about ways to take the library from “good to great” and consider the components of good vision statement.

## VISION WORDS & PHRASES

The group was tasked to list key words and phrases that best exhibit the ideal vision of the Berkeley Public Library. The top results from this activity are shown in the word cloud below (see page 3 for full results).

The larger the word, the more frequently it was used or commented on.



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*Style Idea: “Present vision in digestible fashion--for example, using bullet points and including pictures!”*

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## HOW DO WE TAKE THINGS FROM “GOOD TO GREAT”

In small breakout groups, staff discussed ideas for taking the Library to the next level. This exercise preceded the visioning activity to demonstrate the value in envisioning beyond the existing status quo.

Ideas generally fell into the following categories:

1. **Staff / Organization Needs**
2. **External Communication/Outreach**
3. **Physical Spaces**
4. **Programs and Services**
5. **Mindset and Culture**

*Note: starred items are those that received recognition for resonating with the group.*

### Topic: Staff/Organization Needs

- Strategic use of staff in all classifications
- Staffing-rethink how we serve/allocate staff
- More training opportunities for all job classifications, engagement, clear trajectories for role
- Schedule flexibility that caters to all job classifications
- \*\*30-hour positions
- More opportunities for collaboration
- More cross-location collabs
- More opportunities for all staff to voice opinions (example: feedback meetings, surveys)
- More consensus in communication, consistent clear communication to all staff (ex: procedures, onboarding, etc.)
- Clearly written procedures/processes=efficiency
- Education and training for all new and old staff
- Mentoring new staff
- Social meet-ups
- \*More staff=more time off desk

### Topic: External Communication/Outreach

- Inform
- \*\*Communication
- Anticipate need
- More and varied community outreach
- Try new ways to promote BPL and get others excited about it
- \*\*Radio station WBPL
- \*social media
- Social media resources
- Reaching out to different populations
- Outreach to/by teens
- Teen outreach (social media, in classrooms, lunch, tabling)
- Better branding
- Outreach specialists

### Topic: Physical Spaces

- \*Coffee bar (café vibe)
- Comfortable place to hang out
- Better use of space
- \*\*Dedicated work space in teen room
- \*\*More space for larger tools at TLL
- Lab space
- Expansive library “doing” space



### Topic: Programs and Services

- Refine services
- Building Equity and Inclusion through program and collections
- \*Better collections for English learners
- Targeted collection development
- Making our collection accessible to everyone and inclusive
- Having more inclusive programming
- Fixing issue with programs being open to the public
- New Tools
- \*Programming in the tool library
- \*\*Late night events
- Events
- Networking
- \*\*\*Live music more often
- \*Entrepreneurial Technology program
- Tech
- \*\*Better tech for patrons
- Dedicated laptops for program
- Expand digital literacy (ex. Creative software and coding programs)
- \*Having hot spots open to the public
- \*\*\*Teen/youth involvement
- \*Senior community
- \*\*Access for disabilities (and materials)
- \*Community-led programs
- Community partnerships
- \*Embedded programs
- More people in the library
- \*Weekly programs build
- \*\*\*Annual programs
- Authenticate sources
- Mobile library

### Topic: Mindset and Culture

- Mindfulness
- \*Using less paper
- \*Evolving with the times
- \*More fun
- \*\*Internal respect & communication
- Value staff morale
- Build community on my team
- Growth learning new things and applying that knowledge to work
- Customer service
- Wide spectrum of viewpoints
- Not accepting the status quo, being willing to incorporate changes
- Flexibility
- Culture of respect in engagement and clear expectations
- \*Connect with staff and patrons
- Living History (crowdsourced community story)
- Expanding our ecosystem
- \*The stereotype and practice/expectation “shhhing” is racist, different volumes inside libraries is good + healthy
- Co-creation
- Truth/discernment
- Follow-through

## (VISIONING EXERCISE) ALL RESPONSES

|                                              |                                 |                                                                         |
|----------------------------------------------|---------------------------------|-------------------------------------------------------------------------|
| Access                                       | Engage                          | Modern tech                                                             |
| Access                                       | Engage                          | ***New experiences                                                      |
| Access                                       | ***Engage                       | Openness                                                                |
| *Access to resources/spaces                  | Engagement                      | *One                                                                    |
| Access to information, services and learning | Engaging Community              | * Outreach                                                              |
| ***Accessible                                | Enjoy                           | ****Outreach into community                                             |
| *****Accessible                              | Enjoy                           | Play                                                                    |
| *Art                                         | ***Enjoyable & Fun              | Passions                                                                |
| Art, Books, Information                      | Entertainment                   | ***Positivity                                                           |
| Anarchy/No-Rules                             | Entertainment                   | Providing safe space                                                    |
| Autonomy                                     | Equal                           | Reliable                                                                |
| Berkeley                                     | ***ESL (for newcomers + others) | **Resources                                                             |
| Beyond Reading                               | Evolve                          | Resource                                                                |
| Books/Reading                                | Exchange                        | Responsive                                                              |
| *Comfortable                                 | Excitement                      | Responsive                                                              |
| Comfortable space                            | Explore                         | **Responsiveness                                                        |
| **Communal Art                               | Exploration                     | *Respect                                                                |
| *****Community                               | *Events                         | Revolution (music /dance /tech/learning)                                |
| Community                                    | *Flexible                       | Sanctuary                                                               |
| Community                                    | Flexibility                     | *****Safe                                                               |
| Community                                    | **For Everyone                  | Safe + welcoming place where immigrants can feel they have a community. |
| Community building                           | *For you/all                    | Safety                                                                  |
| **Community (place of belonging)             | Free                            | Science Experiment                                                      |
| **Collaboration                              | Free                            | *Self-Improvement                                                       |
| *Collaborative                               | Free                            | “seeks to”                                                              |
| Connect                                      | Free                            | Serve community (not just residents)                                    |
| ***Connection                                | Fun                             | Sharing                                                                 |
| Connected                                    | Fun                             | *Sharing Place                                                          |
| Connected                                    | *Fun                            | Space                                                                   |
| Create                                       | Grow                            | ***Space to make noise                                                  |
| Creativity                                   | Growth                          | Solidarity                                                              |
| Culture                                      | Inclusive                       | ***Support                                                              |
| Curiosity                                    | ****Inclusive                   | Support                                                                 |
| Curiosity                                    | *Innovative                     | **Sustainable                                                           |
| *Curiosity                                   | ***Inspiring                    | Sustainability                                                          |
| ****Create permission to fail                | *Interactive                    | Transparency                                                            |
| Delight                                      | Inter-generational              | *Trust                                                                  |
| *Delight                                     | International                   | *Try                                                                    |
| **Delight and Surprise                       | Intercultural                   | **Unbiased                                                              |
| Desirable destination                        | Integrity                       | Visibility                                                              |
| Diversity                                    | Joy                             | We welcome community (welcoming space)                                  |
| ***Dynamic                                   | Joy                             | *****Welcoming                                                          |
| *Empower                                     | **Joy                           | *Welcoming                                                              |
| *Empower                                     | *****Kindness                   |                                                                         |
| *Empower (not help)                          | Learning                        |                                                                         |
| Empowering                                   | Learning                        |                                                                         |
| **Empowerment                                | Local                           |                                                                         |

\*Welcoming  
\*\*\*Welcoming All  
Welcome Community  
Welcoming/inviting

Focal point for the  
community to come and  
learn with each other.

A space where the patrons  
can come and grow as well  
rounded individuals.