



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

AGENDA

LOCATION

Wednesday, December 6, 2023

6:30 PM

West Branch
1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Tanir Ami; 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. OATH OR AFFIRMATION OF OFFICE

A. Trustee Tanir Ami

II. PRELIMINARY MATTERS

A. Call to Order

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**

III. PRESENTATIONS

A. **Berkeley READS (Literacy) Update (oral)** – Linda Sakamoto-Jahnke, Literacy Coordinator

B. **Staffing and Recruitment Update (oral)** – My Chan, Sr. Human Resources Analyst

IV. 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 November 1, 2023 Regular Meeting**

From: Tess Mayer, Director of Library Services

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

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

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. Approve a contract with Interact Intranet Inc. for the provision of cloud based intranet services

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt a Resolution authorizing the Director of Library Services to enter into a Contract with Interact Intranet, Inc. for the provision of cloud-based intranet services for the total contract amount not-to-exceed \$45,862.08 for the term December 29, 2023 through December 29, 2025, and to liquidate the remaining funds of \$5,534.81 from previous contract's PO# 22302817 and allocate those funds towards the new contract.

V. ACTION CALENDAR**A. Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancies Policy**

From: Tess Mayer

Recommendation: Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancies Policy as described.

VI. INFORMATION REPORTS

All items for discussion only and no final action.

A. FYTD 2024 - 1st Quarter YTD Budget Report - Nneka Gallaread, Fiscal and Administrative Services Manager**B. Monthly Library Director's Report - Tess Mayer, Director of Library Services****VII. 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**VIII. 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.

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 November 30, 2023.

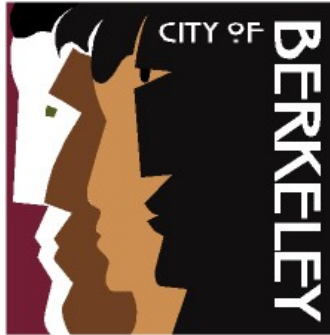
//s//



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

Communications:

- 11/13/2023 Professor Christopher Martin Palacios Station 102 11/9/2023 WILL BE BLAST...
- 11/15/2023 Edora Roeil Partnership with Think Neuro



OATH OR AFFIRMATION

I, Tanir Ami do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Board of Library Trustees

Title of Board/Commission/Committee

The above Oath was subscribed and sworn to before me this 6th day December of 2023.

Tess Mayer, Director of Library Services, City of Berkeley, State of California



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, November 1, 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, Hahn, Roth and Selawsky.
- Absent: None.
- Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Administrative and Fiscal Services Manager; Dia Penning, Program Manager - EDI; Aimee Reeder, Associate Management Analyst; Chenice Jackson, Social Services Specialist; Eve Franklin, Administrative Secretary.
- A. Public Comments:** 5 speakers
- B. Comments from Library Unions:**
 - 1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
 - 2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
 - 3. Public Employees Union, LOCAL 1 – 0 speakers
- C. Comments from Board of Library Trustees –**
 - 1. Trustee Greene - Interested in learning the demographics of part time staff.
 - 2. Trustee Hahn – Invited staff to come speak with her in her office at City Hall.

II. PRESENTATIONS

- A. Oral Staff Report –** Chenice Jackson, Social Services Specialist (Attachment 1)

III. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R23-050 to approve the consent calendar as presented.

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

- A. Approve Minutes of the October 4, 2023 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 4, 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 Hahn to adopt resolution #R23-051 to approve the minutes of October 4, 2023.

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

IV. ACTION CALENDAR

A. Budget Process Update

From: Director of Library Services

Recommendation: Review Budget Process in Preparation for the FY 2025 & FY 2026 Biennial Budget Cycle. (Attachment 2)

Contact: Tess Mayer, Director of Library Services

Tess Mayer, Director of Library Services and Nneka Gallaread, Admin and Fiscal Services Manager reviewed the budget process.

Action: No action taken.

B. Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancy Policy

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancy Policy as described.

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Greene / Trustee Hahn to continue the discussion to the next regular meeting.

V. INFORMATION CALENDAR

A. Monthly Library Director's Report

From: Tess Mayer, Director of Library Services

Action: Received

VI. AGENDA BUILDING

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

- Literacy Report

VII. ADJOURNMENT

M/S/C Trustee Selawsky/Trustee Roth to adjourn the meeting.

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

Adjourned at 8:22 PM.

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

//s// _____

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

Attachments:

1. Social Services Presentation

BERKELEY PUBLIC LIBRARY SOCIAL SERVICES

2023 November
BOLT Report

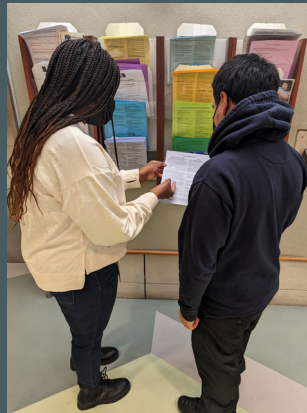
SUPPORTING COLLEAGUES

- Consulting with Central and Branch colleagues
- De-escalation and Trauma Informed Skills
- Mental Health First Aid Training
- SCU – Specialized Care Unit



LIBRARY RESOURCE FLYERS

- Meals
- Shelter, Shower, Laundry
- Emergency Resources
- Employment
- Legal Support
- Veteran Support
- Substance Use Support
- Mental Health Support
- Youth Services



CARE KIT PROGRAM

- The Library distributed over 300 care kits in less than 3 months
- Available for anyone who needs one
- Initial funding by the Berkeley Public Library Foundation
- Service sustained by donations from Berkeley Rotary Club, which delivers over 121 care kits, bundles of socks, and feminine products to the Library a month



HOMELESS ACTION CENTER

Attorney helps patrons apply & maintain eligibility for:

- General Assistance
- Supplemental Nutrition Assistance Program (SNAP)
- CalFresh
- Med-Cal
- SSI & SSDI



BAY AREA COMMUNITY SERVICES (BACS)

Assists unhoused patrons (individuals) in Albany, Berkeley, and Emeryville. BACS provides:

- Housing assessments
- Employment counseling,
- Housing problem-solving
- Shelter coordination & more



ALAMEDA HEALTH SYSTEM MOBILE HEALTH CLINIC

Patrons receive assistance with urgent care, linkage to primary physician care, & referrals to community resources. Patrons have also received help with the following:

- Medical Services
- Dental Services
- Insurance Verification
- Vaccinations
- Financial Counseling



THANK YOU!

Questions?

Budget Process Overview

FY 2025-26



Finalize Strategic Plan —————> Set Budget Priorities



Strategic Plan Phases & Timing

Phase 1: Evaluate

Spring 2023

- Assess Current State
- Establish Steering Committee
- Identify Project Goals & Approach

PHASE 2: Validate

June - September 2023

- Gather External Stakeholder Feedback
- Gather Internal Feedback
- Mission, Vision, Values Alignment

Phase 3: Educate

October - December 2023

- Workshops: Identify Strategies
- Edit/Test & Finalize Plan
- Communicate Plan



Strategic Plan Presentation for BOLT: January 2024

Budget Process - Timeline

FINANCE:

REVIEW OF EXISTING
Position control review

Oct 2023

BOLT:
Budget process
overview
Nov 2023

BOLT:
Strategic plan presentation
Jan 2024

FINANCE:
Budget workshops
for all staff
March 2024

BOLT:
Draft budget
April 2024

BOLT:
Recommendation to City
Council for final adoption of
budget
June 2024

Oct & Nov 2023
FINANCE:
Budget meetings by
library division

Dec 2023
BPL HUMAN
RESOURCES:
Personnel report &
analysis to BOLT

Feb 2024
BOLT:
Set budget priorities
FINANCE:
FY24 mid year report

March 2024
BOLT:
Budget workshop

May 2024
BOLT:
• Adoption of tax rate
• Tentative adoption
of budget

July 1, 2024
New fiscal year
begins - FY 2025

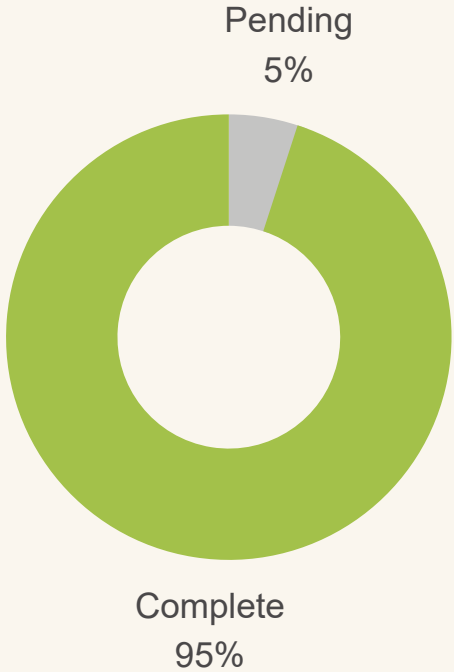
1:1 Budget Meetings

- Branch Supervisors - 4
- Supervising Librarians at Central - 4
- Facilities Manager
- Library Director

Supporting Attendees: Library Services Managers, Supervising Library Assistants, Deputy Director of Library Services

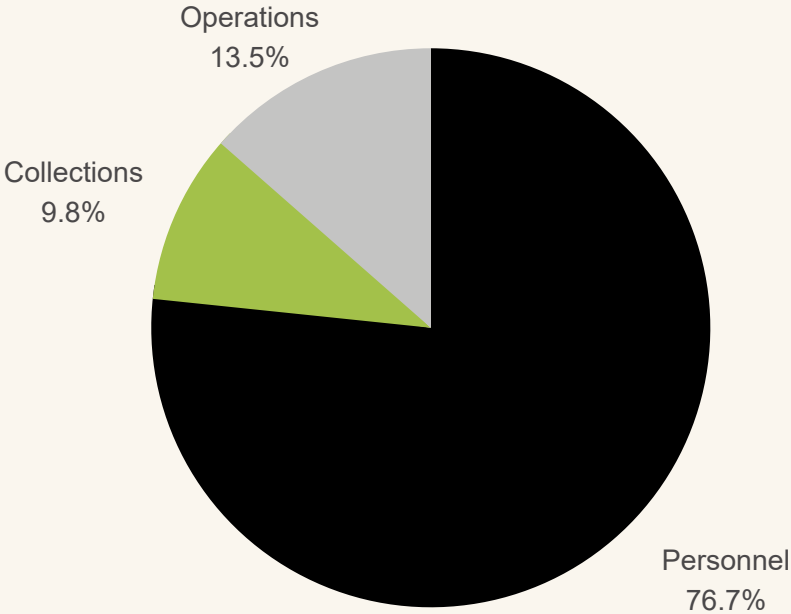
Topics Covered

- Budget Process & Funding Sources
- Prior & Current Allocations per Division vs Actuals
- Supplies & Technology
- Facilities/Capital Improvements
- Staffing, Schedules, Operating Hours & Service Models
- Programming
- Collections

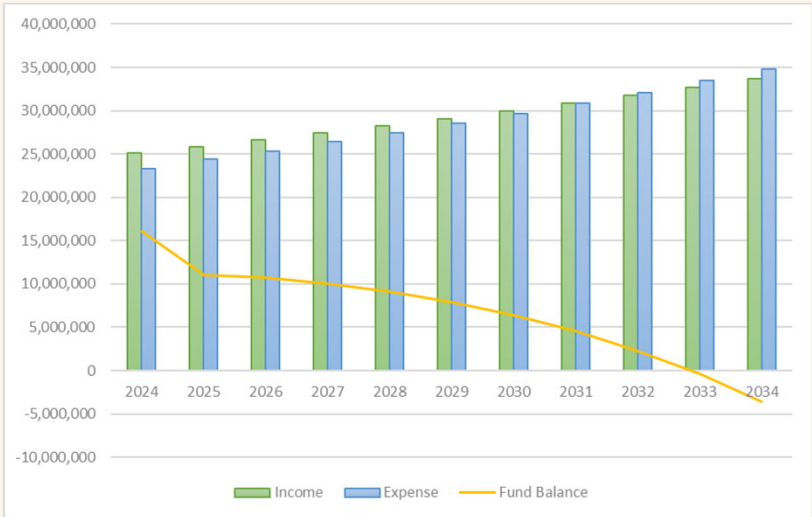


FY 2023 Expenditures (Actuals)

Recap from 9.6.23 Bolt Meeting
Personnel costs continue to be the majority of expenditures.



2031 expenses exceed income + 2033 fund balance is depleted



Assumes the following:

- NO changes in position control
- NO increases in hours of service delivery
- 2% average annual COLA, a conservative estimate
- 20% benefits increase in FY 2025, projected by City HR
- 1% annual revenue increase
- Capital improvement no longer part of expenditure budget line per BOLT direction - budget line of \$5,000,000
- Maintains mandated emergency reserve policy of 6% per BOLT resolution April 2021



CONSENT CALENDAR

December 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 (revised)

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.

WHEREAS, staff has revised the vendor list that the Board of Library Trustees approved during the regular meeting held September 6, 2023; Resolution NO: 23-035.

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 Ami, 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

WHEREAS, staff has revised the vendor list that the Board of Library Trustees approved during the regular meeting held September 6, 2023; Resolution NO: 23-035.

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	KANOPIY LLC	\$ 200,000.00				\$ 200,000.00
13151	EBSCO INFORMATION SERVICES	\$ 80,000.00				\$ 90,000.00
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
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
24691	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

December 6, 2023

To: Board of Library Trustees
From: Alicia Abramson, Manager, Library Information Technology
Subject: Approve a Contract with Interact Intranet Inc. for the Provision of Cloud-Based Intranet Services

RECOMMENDATION

Adopt a Resolution authorizing the Director of Library Services to enter into a Contract with Interact Intranet, Inc. for the provision of cloud-based intranet services for the total contract amount not-to-exceed \$45,862.08 for the term December 29, 2023 through December 29, 2025, and to liquidate the remaining funds of \$5,534.81 from previous contract's PO# 22302817 and allocate those funds towards the new contract.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the software, maintenance, support, and hosted cloud storage is available in the Library's FY 24 & FY 25 account 101-22-242-271-0000-000-463-613130 (Tech Services & Software Maintenance) as outlined below.

Cost Summary

\$22,931.04	Total FY2024: Maint, support, hosted cloud storage and optional additional user licenses.
\$22,931.04	Total FY2025: Maint, support, hosted cloud storage and optional additional user licenses.
\$45,862.08	Grand Total FY 2024-2025

CURRENT SITUATION AND ITS EFFECTS

The Library currently houses its staff intranet site on Interact Intranet Inc.'s cloud based platform and has done so since mid-2016. Due to an administrative lapse, the contract with Interact Intranet, Inc., which was to expire on December 31, 2022 was not extended per the contract management practices the Library usually follows. At the same time, the Library paid, with funds available on the expired contract, for another year of service (December 31, 2022-December 31, 2023). Interact Intranet, has provided these services in good faith. However, in order to comply with City of Berkeley Purchasing rules and continue to do business with Interact Internet, the Library must execute a new contract. The Library recommends that this be a sole-source contract due to the fact that all of the Library's staff intranet data is stored on the Interact platform, and there is not yet a viable alternative for the Library to transition to at the moment. The Library is exploring creating a new intranet site using the City of Berkeley's Microsoft SharePoint intranet solution, but this will require creating a timeline and budget for the project as well as creating an implementation team to create the new site, all of which requires a significant amount of time to develop.

BACKGROUND

In December, 2015, by the authority of the Director of Library Services, the Library entered into a two-year contractual agreement with Interact Intranet, Inc. (contract No. 108383) for the purchase of a cloud-based Intranet system for staff for a total, not-to-exceed amount of \$40,206.00 for a term from December 28, 2015 – December 31, 2017.

**BERKELEY PUBLIC LIBRARY
CONSENT OR ACTION CALENDAR REPORT**

Approve a contract with Interact Intranet Inc. for the provision of cloud-based intranet services

Page 2

As Interact Intranet, Inc. successfully fulfilled their contractual obligations, in September 2017, the Board of Library Trustees authorized, by BOLT Resolution R17-046, a contract amendment with Interact Intranet, Inc. for a total not-to-exceed amount of \$110,000.00 (an addition of \$69,794.00 to the original contract amount), and extended the term of the contract to December 31, 2020.

In December 2020, as funds remained on the contract prior to its expiration date, the Library Director chose to extend the contract from December 31, 2020 to December 31, 2022 by letter, a standard practice that is specified within the contract language.

As discussed in "Current Situation and Effects", in January of 2023, the Library paid Interact Intranet, Inc. for another year of service (through December 31, 2023) on the contract's open Purchase Order, however the contract lapsed on January 1, 2023, thus requiring that a new contract be executed in order to continue the services that the vendor provides.

RATIONALE FOR RECOMMENDATION

The Library's staff intranet, known locally as "Bloop", is a well-used resource by staff, who visit it daily to obtain forms, post and read meeting minutes, access the bi-weekly Library Newsletter and more. The Library is actively exploring migrating away from Interact Intranet's platform to the City of Berkeley's preferred Intranet product, Microsoft SharePoint. However this project requires an extended period of time to organize and execute, so currently, the Library's best alternative is to continue to contract with Interact Intranet, Inc. for the provision of cloud based intranet services until that project can be planned, staffed and implemented.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology

Attachments:

1: Resolution.

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 23-__

Approve a Contract with Interact Intranet Inc. for the Provision of Cloud-Based Intranet Services.

WHEREAS, In December, 2015, by the authority of the Director of Library Services, the Library entered into a two-year contractual agreement with Interact Intranet, Inc. for the purchase of a cloud based Intranet system for staff for a total, not-to-exceed amount of \$40,206.00 for a term from December 28, 2015 – December 31, 2017; and

WHEREAS, In September 2017, the Board of Library Trustees authorized, through BOLT Resolution R17-046, a contract amendment with Interact Intranet, Inc. for a total not-to-exceed amount of \$110,000.00 (an addition of \$69,794.00 to the original contract amount), and extended the term of the contract to December 31, 2020; and

WHEREAS, In December of 2020, as funds remained on the amended contract prior to its expiration date, the Library Director extended the contract from December 31, 2020 to December 31, 2022 by letter; and

WHEREAS, On December 31, 2022, the Library’s contract with Interact Intranet, Inc. subsequently expired prior to being amended; and

WHEREAS, At the same time, the Library paid Interact Intranet, Inc., with funds available on the expired contract, for another year of service (December 31, 2022-December 31, 2023); and

WHEREAS, Interact Intranet, Inc., has provided these services in good faith; and

WHEREAS, City Purchasing Rules require the Library to execute a new contract with Interact Intranet in order to continue doing business with the company.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a Resolution authorizing the Director of Library Services to enter into a Contract with Interact Intranet, Inc. for the provision of cloud based intranet services for the total contract amount not-to-exceed \$45,862.08 for the term December 29, 2023 through December 29, 2025, and to liquidate the remaining funds of \$5,534.81 from previous contract’s PO# 22302817 and allocate those funds towards the new contract.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, December 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

December 6, 2023

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancies Policy

RECOMMENDATION

Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancies Policy as described below.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Board of Library Trustees adopted Bylaws on May 4, 2022. The Bylaws were then updated on September 7, 2022 to reflect a change under Article IV – Officers that an informational overview will be provided at the July Board meeting explaining the rules for elections of officers as opposed to August, what was originally written.

Since that time, there have been a number of other areas that the Board has acknowledged need to be either reviewed, rewritten, or further explicated.

The Board of Library Trustees Vacancies Policy, also effective May 4, 2022, is designed to address more specifically the procedures for the Board in managing a trustee Vacancies and nomination process. This policy also needs to be updated.

CURRENT SITUATION AND ITS EFFECTS

There are three different concerns that would ideally be addressed in a revision to both the Bylaws and BOLT Vacancies Policy:

- 1) The Board of Library Trustee Vacancies Policy was created as a companion to the Bylaws in order to enumerate the more specific procedures around trustee vacancies. There is some redundant language between the two documents that should be eliminated as this is not a best practice.

For this reason, the Bylaws will be edited to remove the redundant language and simply state that the procedures associated with filling a Board vacancy are available in the BOLT Vacancies Policy.

- 2) This year, the Board needed to address the situation of a nominee to the Board not being able to serve. The current policy and Bylaws do not speak to this concern. Therefore, it is necessary to establish a procedure in the event that this occurs in the future. The recommendation is to update the BOLT Vacancies Policy to include this procedure.

- 3) In addition to this procedural question, BOLT also identified an opportunity to clarify the procedures for voting for candidates. Although the Bylaws cover procedures for regular and special elections of the President and Vice President, they do not explicitly address nominations for trustee vacancies. For this reason, it is proposed that the Board of Library Trustees Vacancies Policy be updated to include a section that specifies how the Trustees will vote on prospective nominees.

The recommended edits to both documents are available in Attachments 2-7.

FURTHER ACTION

The Bylaws document and the Board of Library Trustees Vacancies Policy will be updated to reflect the agreed upon changes.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Adopted Bylaws of the Board of Library Trustees (BOLT)
3. Draft Bylaws of the Board of Library Trustees (BOLT) with track changes showed
4. Draft Bylaws of Board of Library Trustees (BOLT) without track changes showed
5. Board of Library Trustees (BOLT) Vacancies Policy, 5/4/22
6. Draft Board of Library Trustees Vacancies Policy, with track changed showed
7. Draft Board of Library Trustees Vacancies policy without track changes showed

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R23-___

RESOLUTION TO AMEND BYLAWS OF THE BOARD OF LIBRARY TRUSTEES and the BOARD OF LIBRARY TRUSTEES VACANCIES POLICY

WHEREAS, the Board of Library Trustees (BOLT) is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries on behalf of the City and citizens of Berkeley, and to provide leadership, governance, and oversight; and

WHEREAS, the Board of Library Trustees adopted Bylaws as well as a Trustees Vacancies Policy on May 4, 2022; and

WHEREAS, the Bylaws of the Board of Library Trustees addresses process associated with the Board, including *Article V, Filling BOLT Vacancies*; and

WHEREAS, the Board of Library Trustees Vacancies Policy further specifies the procedures for filling vacancies on the Board, including nominations procedures; and

WHEREAS, Article XI of the Adopted Bylaws, *Amendments of the Bylaws of the Berkeley BOLT*, indicates that “amendments to [the] Bylaws may be adopted by a majority vote at any regular meeting of BOLT” and that “proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda;” and

WHEREAS, these documents did not previously address what to do in the event that a nominee to the Board is not able to serve, as well as procedures for holding elections for nominees to the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to amend the adopted Bylaws of the Board of Library Trustees (Article V) and the Board of Library Trustees Vacancies Policy to include language clarifying the procedures for voting for trustee candidates and for what to do in the event that a nominee cannot serve, as reflected in the accompanying documents;

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 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 Trustee

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.

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.

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.

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Article I - Organization

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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 policy 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,~~ and any other pertinent information.
- ~~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-Agended, 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.

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
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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.
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- 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.
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 - 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.

**BERKELEY PUBLIC LIBRARY
POLICIES**

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

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

I. PURPOSE

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

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


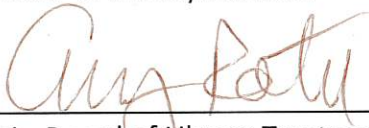
II. POLICY

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

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

- F. **Review of Candidates** - The sub-committee will review each application based on the applicant's submitted information. The purpose of the review is to identify nominees that meet the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, and will be a resource for collaboration and partnerships on behalf of the Library.

- G. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees to BOLT for action and furtherance to the Council. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

Reviewed by:		<u>5/10/22</u>
	Director of Library Services	Date
Approved by:		<u>5/9/22</u>
	Chair, Board of Library Trustees	Date

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

ORIGINAL DATE:	05/04/2022
BOLT Resolution #:	R22-025
REVISED DATE:	11/01/2023
PAGE:	1 of 3

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In the event that BOLT votes on multiple candidates, 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.

If BOLT is voting on a motion to nominate a single candidate, the standard procedures to vote on a motion will be followed.

- H. **Inability to Serve** - Should the recommended nominee be unable to serve, BOLT will follow the following procedure:

1. The President appoints a new nomination subcommittee
2. 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
3. The new Subcommittee reviews the applicants still in the pool, and either:
 - a. Recommends up to five for consideration by the full board - OR -
 - b. Recommends that a new process be initiated, that would allow both past applicants, and new applicants, to participate

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4. On the basis of the recommendation by the subcommittee, the staff either coordinates interviews for the next possible BOLT meeting, schedules a special meeting to conduct interviews, or reinitiates the recruitment process from the beginning.

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Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

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**SUBJECT: Board of Library Trustees Vacancies
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INFORMATION REPORTS

December 6, 2023

To: Board of Library Trustees
From: Nneka Gallaread, Administrative and Fiscal Services Manager
Subject: FYTD 2024 – 1st Quarter YTD Budget Report

INTRODUCTION

Library fiscal year 2024 results at end of 1Q by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (101)	\$ 121,278	-5.1%	\$5,405,156	28.0%
Grants (103)	\$13,532	0%	\$24,187	82.1%
Friends & Gifts (104)	\$79,312	5537.0%	\$36,313	192.4%
Foundation (105)	\$3,629	0%	\$3,061	-14.1%

BACKGROUND

FY 2024 is an annual budget that was adopted by the Board of Library Trustees on June 7, 2023 via approval of Resolution No.: 23-029.

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 first quarter, revenues at \$121,278 decreased by -18.1%. First quarter year-to-date revenue from library tax receipts ended up year-under at \$118,831 and was 17.0% below the FY23Q1 received amount.

Library Tax Fund expenditures excluding encumbrances for period was \$5,405,156, a climb of 28.0% from the prior year period, an increase of \$1,182,730. In comparison to the prior fiscal year period, first quarter combined salary and wage costs were up by 11.3%. Excluding encumbrances, non-labor year-over costs rose \$840,222 to \$2,042,676.

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 have two grant programs in the Fund is the California Library Literacy Services that targets it support to the BerkeleyREADS adult literacy program and Lunch at the Library that provides lunch, with daily programming, during summer months for children and young adults under the age of 18.

At the end of the first quarter, revenues at \$13,532 increased by 100% and expenditures at \$24,187 increased by 82.1%.

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 first quarter receipts were comprised of \$75,300 from Friends; representing the first installment of FY 2024 award. Expenditures at \$36,313 increased on a year-over basis by 192.4%, as we continue to provide more programming options, including indoor, outdoor and virtual. The Friends continuous support programs that spanned the interests from Children to Adults, and sustained the Summer Reading and City Reads 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 first quarter, revenue of \$3,629 increased on a year-over basis by 100% with expenditures of \$3,061 for previous years' approved funding supported Library programs, decrease on a year-over basis by 14.1%.

SUMMARY OF OPERATIONS EXPENSES

Library expenditures have been on a rise since the height of the pandemic. With vacancy rates down to 7% and staff innovation in program and service offerings to the community, overall expenditures increased by \$1,217,027 or 28.6% to \$5,470,741 for the first quarter.

CONTACT PERSON

Nneka Gallaread, Administrative and Fiscal Services Manager (email: ngallaread@cityofberkeley.info)

Attachments:

1. 1Q-FYTD 2024 Revenues by Fund
2. 1Q-FYTD 2024 Expenditures by Fund
3. 1Q-FYTD 2024 Revenue Breakdown Tax Fund
4. 1Q-FYTD 2024 Expenditure Breakdown Tax Fund

1Q-FYTD 2024 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY : REVENUES SEP FY24								3	25.0%
Berkeley Public Library + CoB				Actuals				YTD FY24	
Elmnt- Object	Description	Bdgt ORG FY24	Bdgt RVSD FY24	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY24	% RVSD Rcvd
412110	Special Assessment T	25,050,748	25,050,748	118,831	0	0	0	118,831	0.5%
432110	Operating Grants - S	68,420	68,420	0	13,532	0	0	13,532	19.8%
443220	Refuse - Residential	0	0	0	0	0	0	0	0.0%
451310	Library Fines	40,000	40,000	2,229	0	0	0	2,229	5.6%
461230	Rentals - Oth Short	0	0	0	0	0	0	0	0.0%
471110	Interest - Investments	0	0	0	0	4,012	0	4,012	0.0%
481110	Misc Rev - Donations	205,000	205,000	0	0	75,300	3,629	78,929	38.5%
483110	Misc Rev - Over/Short	0	0	0	0	0	0	0	0.0%
483990	Misc Rev - Other	32,000	32,000	219	0	0	0	219	0.7%
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%
Berkeley Public Library + CoB		25,396,168	25,396,168	121,278	13,532	79,312	3,629	217,752	0.9%

1Q-FYTD 2024 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY24								3	25.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY24	Bdgt RVSD FY24	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY24	% RVSD Spent
511110	Wages - Reg - Monthly Misc	11,213,692	11,227,738	2,079,144	6,131	0	0	2,085,275	18.6%
511140	Wages - Reg - Other Work Com	0	0	18,179	0	0	0	18,179	0.0%
512110	Wages - Hourly	294,957	309,535	14,360	9,763	0	0	24,122	7.8%
513110	Wages - OT - Miscellaneous	13,446	13,446	438	0	0	0	438	3.3%
Prsnl Svcs-Salaries and Wages		11,522,095	11,550,719	2,112,122	15,893	0	0	2,128,015	18.4%
520110	Emp FB - Medical	1,802,426	1,802,426	335,423	1,253	0	0	336,677	18.7%
520120	Emp FB - Dental	192,291	192,291	33,297	158	0	0	33,456	17.4%
520130	Emp FB - Cash-In-Lieu	18,312	18,312	26,218	0	0	0	26,218	143.2%
520140	Emp FB - Life Insurance	6,258	6,258	1,438	5	0	0	1,443	23.1%
520210	Emp FB - Medicare	144,378	144,378	28,008	216	0	0	28,224	19.5%
520220	Emp FB - SRIP	327,895	327,895	26,104	11	0	0	26,114	8.0%
520310	Emp FB - Pers - Misc	3,317,614	3,317,614	663,179	1,902	0	0	665,080	20.0%
520350	Emp FB - Pars	11,059	11,059	920	366	0	0	1,286	11.6%
520410	Emp FB - Opeb - Retiree Medica	256,505	256,505	44,105	123	0	0	44,228	17.2%
520510	Emp FB - Workers Compensation	137,763	137,763	0	0	0	0	0	0.0%
520520	Emp FB - Terminal Payout	210,927	210,927	38,704	116	0	0	38,821	18.4%
520530	Emp FB - Allowances	2,016	2,016	0	0	0	0	0	0.0%
520540	Emp FB - Commuter Check	2,117	2,117	18,019	0	0	0	18,019	851.2%
520550	Emp FB - Other Fringe Benefits	185,088	185,088	33,943	101	0	0	34,044	18.4%
Prsnl Svcs-Fringe Benefits		6,614,649	6,614,649	1,249,359	4,251	0	0	1,253,610	19.0%
511160	Wages - Reg - Salary Savings	(800,000)	(800,000)	0	0	0	0	0	0.0%
Personal Services-Employee		17,336,743	17,365,367	3,361,481	20,144	0	0	3,381,625	19.5%

1Q-FYTD 2024 EXPENDITURES BY FUND

Attachment 2

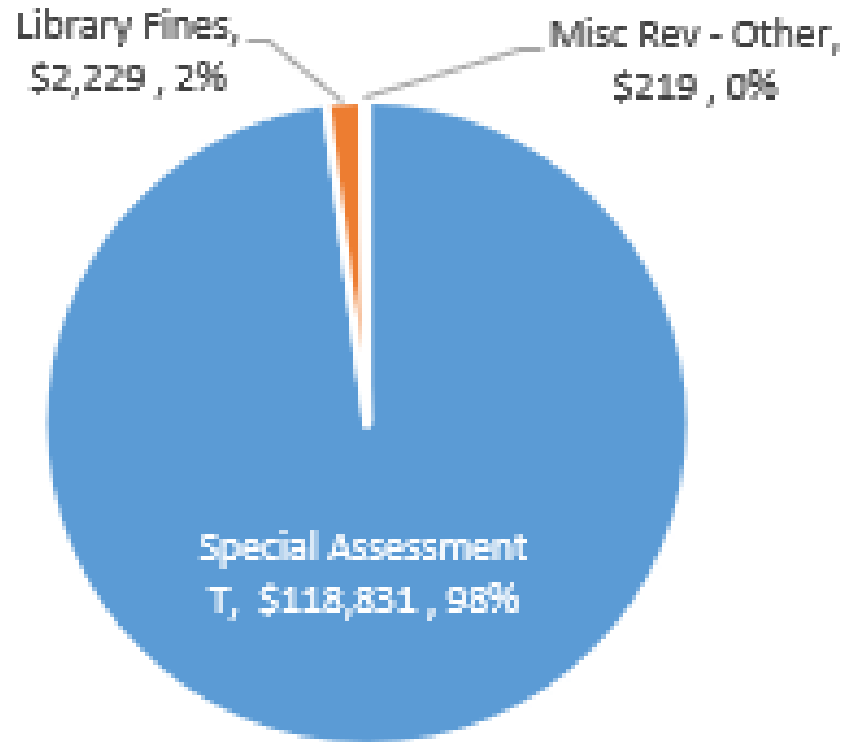
BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY24								3	25.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY24	Bdgt RVSD FY24	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY24	% RVSD Spent
612250	Prof Svcs - Temporary Agencies	0	31,739	31,739	0	0	0	31,739	100.0%
612310	Prof Svcs - Engineering Svcs	0	348	20,348	0	0	0	20,348	5846.5%
612990	Prof Svcs - Miscellaneous	1,223,700	1,594,298	344,426	4,020	32,858	0	381,304	23.9%
613120	Tech Svcs - Equipment Maint	60,450	128,285	215,903	0	0	0	215,903	168.3%
613130	Tech Svcs - Software Maint	177,000	230,297	182,341	0	0	0	182,341	79.2%
613910	Tech Svcs - Hazmat Handling	2,500	2,500	0	0	0	0	0	0.0%
Purchased Prof & Tech Svcs		1,463,650	1,991,750	799,041	4,020	32,858	0	835,919	42.0%
621110	Utilities - Gas/Electric	350,000	350,000	384,625	0	0	0	384,625	109.9%
621120	Utilities - Water/Sewer	43,500	46,658	56,158	0	0	0	56,158	120.4%
621130	Utilities - Refuse	34,252	34,252	5,711	0	0	0	5,711	16.7%
622110	Custodial - Janitorial Svcs	425,000	425,000	538,300	0	0	0	538,300	126.7%
624110	Property Repairs & Maint	424,800	513,892	522,339	0	0	0	522,339	101.6%
625110	Rental of Real Property	1,500	1,500	9,200	0	0	0	9,200	613.3%
625120	Rental of Equipment	41,575	67,818	32,243	0	0	0	32,243	47.5%
632110	Comm Svcs - Tele - Landline	87,200	277,584	78,184	4,500	0	0	82,684	29.8%
632120	Comm Svcs - Tele - Cellular	14,550	16,589	7,039	0	0	0	7,039	42.4%
632190	Comm Svcs - Other	0	0	0	0	0	0	0	0.0%
633110	Advertising	15,000	15,256	10,436	0	0	0	10,436	68.4%
634110	Train and Conf - Train Costs	0	0	44,373	0	0	0	44,373	0.0%
634120	Train and Conf - Registration	40,000	40,965	16,680	0	0	0	16,680	40.7%
634210	Travel - Airfare	10,000	10,000	3,025	0	0	0	3,025	30.3%
634220	Travel - Lodging	10,000	10,000	8,177	0	0	0	8,177	81.8%
634230	Travel - Other Transportation	0	0	1,010	0	0	0	1,010	0.0%
634240	Travel - Meals	0	0	3,926	0	0	0	3,926	0.0%
635110	Printing and Binding	51,511	52,378	2,831	0	2,500	0	5,331	10.2%
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	0	0	4,042	80.8%
639110	Fees - Bank Fees	3,000	3,000	192	0	0	0	192	6.4%
639120	Fees - Prof Dues and Fees	47,250	47,250	45,098	0	0	0	45,098	95.4%
639130	Courier and Delivery Services	17,000	17,000	14,000	0	0	0	14,000	82.4%
639990	Other Services	370,000	76,000	0	0	0	0	0	0.0%
Other Purchased Services		1,991,138	2,010,142	1,787,588	4,500	2,500	0	1,794,588	89.3%

1Q-FYTD 2024 EXPENDITURES BY FUND

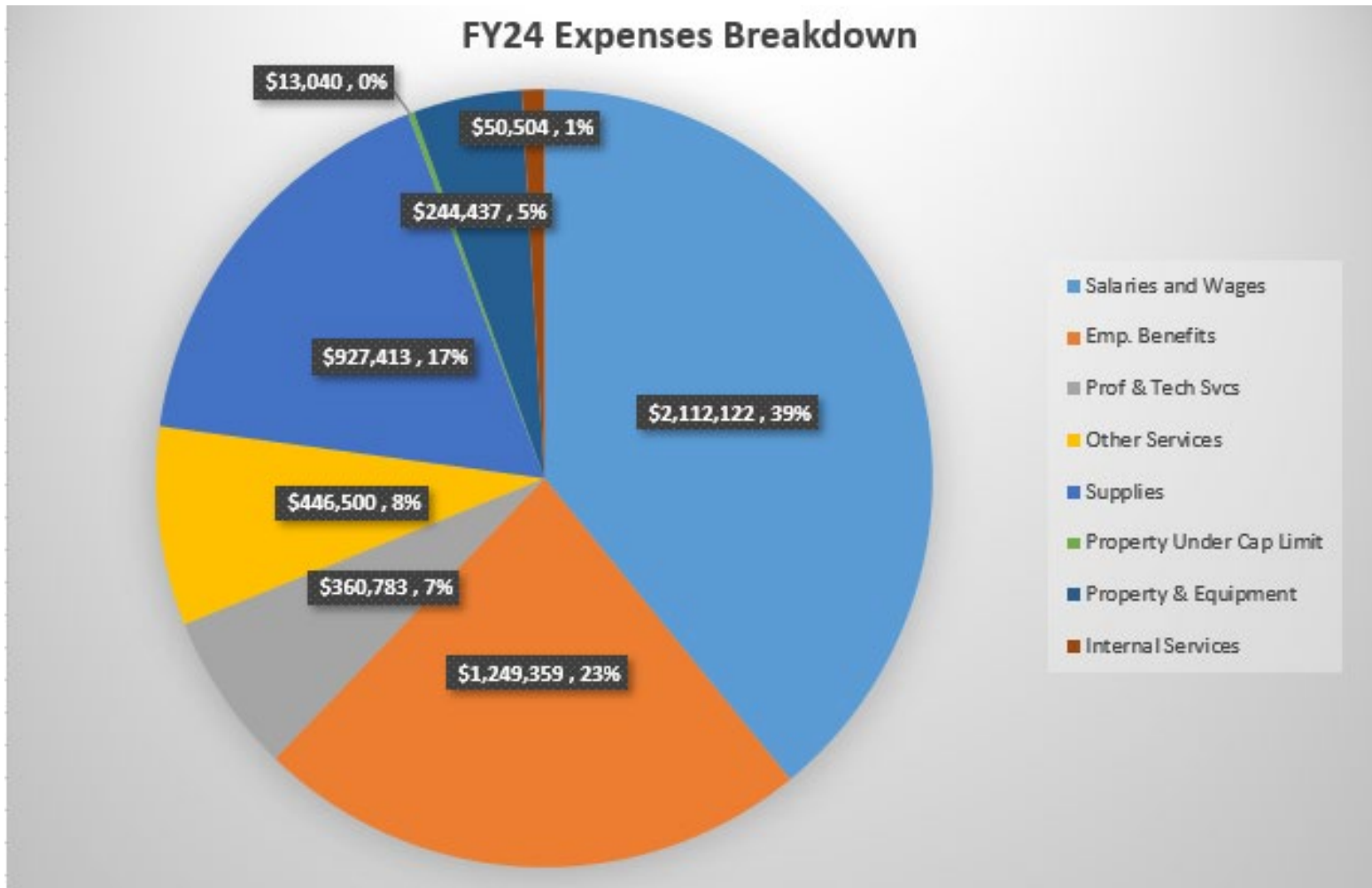
BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY24								3	25.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY24	Bdgt RVSD FY24	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY24	% RVSD Spent
Other Purchased Services		1,991,138	2,010,142	1,787,588	4,500	2,500	0	1,794,588	89.3%
641110	Supplies - Office	38,715	54,509	38,915	0	0	0	38,915	71.4%
641120	Supplies - Postage	16,000	16,000	501	0	0	0	501	3.1%
642120	Suppl - Field - Tools and Part	6,780	7,452	6,998	0	0	0	6,998	93.9%
642990	Suppl - Field - Other	190,825	256,306	133,399	23	43,663	0	177,085	69.1%
643110	Supplies - Books and Subscrip	2,230,000	2,689,902	2,687,142	0	0	0	2,687,142	99.9%
644110	Supplies - Food - Non-Employee	2,200	31,200	74	0	14,740	0	14,814	47.5%
Supplies		2,484,520	3,055,369	2,867,028	23	58,403	0	2,925,454	95.7%
651110	Non-Cap - Comp, Software, & OfE	313,400	372,703	118,272	0	0	23,293	141,565	38.0%
651120	Non-Cap - Furniture & Fixture	25,052	25,054	168	0	0	0	168	0.7%
Property Under Cap Limit		338,452	397,757	118,440	0	0	23,293	141,733	35.6%
662110	Cap - FA - Buildings	0	38,807	38,807	0	0	0	38,807	100.0%
663110	Cap - FA - Impr Othr Than Bldg	900,000	900,000	0	0	0	0	0	0.0%
664110	Cap - FA - Machinery & Equip	4,000	4,000	4,300	0	0	0	4,300	107.5%
664120	Cap - FA - Vehicles	0	0	0	0	0	0	0	0.0%
664130	Cap - FA - Furniture & Fixture	100,000	109,253	5,852	0	0	9,956	15,807	14.5%
664140	Cap - FA - Computer Equipment	245,000	374,979	425,476	0	0	0	425,476	113.5%
Property		1,249,000	1,427,039	474,494	0	0	9,956	484,450	33.9%
670140	Int Svc - Tech Cost Alloc Fund	179,624	179,624	44,907	0	0	0	44,907	25.0%
670150	Int Svc - Mail Services	1,764	1,764	441	0	0	0	441	25.0%
670180	Int Svc - City Vehicle Fuel/Ma	15,000	15,000	5,156	0	0	0	5,156	34.4%
670190	Int Svc - City Pkg Permits	500	500	0	0	0	0	0	0.0%
Internal Services		196,888	196,888	50,504	0	0	0	50,504	25.7%
Other Expenses		7,723,648	9,078,945	6,097,096	8,543	93,761	33,249	6,232,648	68.6%
Berkeley Public Library + CoB		25,060,391	26,444,312	9,458,576	28,687	93,761	33,249	9,614,273	36.4%

LIBRARY TAX FUND (101): FY24 REVENUE Breakdown

FY24 Revenue Breakdown



LIBRARY TAX FUND (101): FY24 EXPENDITURES Breakdown





INFORMATION REPORTS

December 6, 2023

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

Recruitments and Vacancies:

- Accounting Office Specialist III (Administration) FTE 1.0 (pending background check)
- Library Aide (Circulation) FTE 0.5 (pending references)
- Library Aide (West) FTE .5 (pending recruitment)
- Library Assistant (Circulation) FTE 0.5 (2 openings; pending)
- Librarian I (Art & Music) FTE 1.0 (pending interviews)
- Librarian I (Central Reference) FTE 1.0 (pending interviews)
- Supervising Librarian (Adult Services) FTE 1.0 (eligible list)
- Senior Librarian (Central Support) FTE 1.0 (pending recruitment)

The Library currently has a 6% vacancy rate, with 9 vacant positions out of 144, with two about to be filled pending references and background checks.

Training 2020-2023 Snapshot

Although library staff were managing providing public services under pandemic conditions, an impressive amount of training was both coordinated on the part of library staff for staff, and also taken by staff via outside providers during the years of 2020, 2021, and 2023. Library staff, including both managers and supervisors, coordinated **27** learning opportunities for staff, including several that were multipart series of programs. The vetting of, coordinating, publicizing and/or financial tasks associated with these robust training opportunities represents a significant amount of work for managers and supervisors, especially for the leadership team that was less than 75% permanently staffed during 2020-2022.

More specifically, staff took a total of 79 different trainings, and participated in 26 different conferences, both online and virtual, for a total of **105 unique learning opportunities**. This included two All Staff training days in both 2022 and 2023, the first centering on racial equity and communication, and the latter focused on human centered design.

Please see attachment 1 for more detail.

Strategic Planning Updates

36 staff from throughout the library system, including Strategic Planning Steering Committee and BPL Racial Justice Advisory Group members, had the opportunity to review the stakeholder report compiling feedback from staff and the community about the Library's strategic plan. They formed action teams of 12 people each that focused on the three areas that will be highlighted in the future plan: the patron experience, community collaboration, and building a learning organization. The goal was to articulate both short term and longer term strategies that would address the needs and interests outlined in the stakeholder report and contributors' experiences working in the library. The three teams held meetings during which they

provided feedback, as well as contributed to a document. The Library's Leadership team has also reviewed the stakeholder report and is currently reviewing the documents provided by the three action teams. The full staff will soon have the opportunity to review both the stakeholder report and the responses generated by the three action teams to provide feedback.

EDI Survey

The Library's Equity, Diversity, and Inclusion (EDI) Manager, Dia Penning, has designed and released an EDI survey for library staff. The goal is to understand more around EDI development in the Library and how it has impacted the Library's work. Thus far, over 60 staff out of 135 have responded, a very high response rate.

Penning summarized initial survey results:

Opportunities

- Performance evaluations and staff expectations around EDI need to be fleshed out and implemented.
- We need to create guidelines for adult services, professional improvement plans, safety, reporting, and vendors that take EDI into consideration.
- Developing a library-specific orientation that highlights our work and commitment to EDI would be meaningful and reinforce the importance of this work.
- The Racial Justice Advisory Group (RJAG) could be open to new members, determine goals for each quarter, and share work with staff in a report.
- Our facilities could be more intentionally designed for a variety of abilities.

Highlights

- As an organization, we are on a positive trajectory when it comes to the implementation of EDI in recruitment/hiring, internal learning, and patron engagement.
- We do a good job of using our position in the community to advocate for EDI.
- As a staff, we hold a working knowledge of systems of oppression and how we participate in inequities.
- RJAG has hosted meaningful Staff Reads and supported making other programming more inclusive.

Gender 101 Training

All staff recently participated in a Gender 101 Training offered by TACT—Trans Advocacy and Care Team. This was a virtual training offered at three different times/dates in order to include as many staff as possible. Topics covered included an exploration of the idea of a gender binary versus a gender spectrum, pronouns, and how to use them, and personal accountability in applying the learning.

Programming

North Branch staff have developed and are hosting a multi-event local author series! The series will take place on Tuesday evening at North on 12/6, and on 12/14. The series features Allison Landa, on her work *Bearded Lady*, Obi Kaufmann, on *California Deserts*, and Sacha Lamb, on Stonewall Book Awarding Winning *When the Angels Left the Old Country*.

Tarea Hall Pittman South Branch staff invited caregivers and children to a holiday weekend marionette show on Saturday, November 25, a production of Jack and the Beanstock by Fratello Marionettes, and 90 people attended!

CONTACT PERSON

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

Attachments:

Conference and Training Attendance List 2020-2023

**Coordinated
by library
staff**

**Number
participants**

Provider

Training Name

10 Tips For Providing Safe Access To Collections	NEDCC (Northeast Document Conservation Center)	1	
ACL Institute 2020: Sex Ed for Libraries	Association of Children's Librarians	3	
ACL Performers Showcase	Association of Children's Librarians	1	
Active Shooter Basic Awareness	COB	mandatory	
Active Shooter Worksite Specific (all locations)	National VIPS	mandatory	X
Addressing Challenging and Disruptive Patron Behaviors	ALA/RUSA	1	
All Staff Day 2023: Human Centered Design	Civic Makers	mandatory	X
Authority Control 2020	Juice Academy	2	
Becoming Real: Speaking Your Truth to Collaborate	Nethra Samarawickrema & Yuri Zaitsev	mandatory	X
Berkeley Police Department Virtual Training	Berkeley Police Department		X
Building a Successful Relationship with your Supervisor		1	
Bystander Intervention	Right to Be		X
Bystander training (CAIR) 8/29/22	CAIR (Council on American-Islamic Relations)		X
Care and Reformatting of Microfilm	NEDCC	1	
Caring For Paper-Based Collections	NEDCC	1	
CircleUp Leadership training	CircleUp	10	X
Communication Counts	Liebert Cassisy Whitmore	1	X
Compassionate Strategies for Patron Engagement_ Homelessness, Mental Health, and Poverty		1	
Conflict De-escalation	Pacific Library Partnership		
Conversations that Connect (4-part series)	Right to Be		X
Creating & Retrieving Linked Data	The Lab for Listening		X
Creating Conditions for Connecting Conversations	InfoPeople	1	
Cultural Humility in Public Libraries: Colleagues & Customers	Aiko Michot	mandatory	X
Customers Without Masks: Simple strategies to get customers to follow your COVID-19 policies (without a fight!)	InfoPeople	1	
Deeper Dive I (Race Work)	Homeless Training Institute		
Deeper Dive II (Race Work)	Dr. Lori Watson	57	X
	Dr. Lori Watson	63	X

Digipalooza '23	Overdrive	1	
Digitization: Planning For Success	NEDCC	1	
EOC/PSPS/Heat Wave Training	COB/EOC Sarah Lana	30	X
Equity Centered Library Leadership	Library Journal	1	
Equity Diversity and Inclusivity	Colorado Association of Libraries	4	
Ethics and Code of Conduct v7	COB	mandatory	
Evaluating, Auditing and Diversifying Your Collections	Library Journal	2	
Fast Forward Library Leadership Cohort - Fall 2021	Fast Forward Libraries	1	
Fostering Dynamic School-Public Library Relationships	Public Library Association	1	
Fundamentals of Cataloging	American Library Association	1	
Gender 101	Trans Advocacy and Care Team (TACT)	mandatory	X
Getting Started with Services to Decarcerated Patrons	Pacific Library Partnership	1	
Graphic Design for Library Staff		2	
Graphic Design Skills for All Library Employees Workshop	American Library Association	1	
How to Build Diverse Collections	Library Journal	1	
Implicit Bias	Right to Be		X
Intent vs Impact: How to Respond to Unintended Microaggressions	Rochestery Brainery	1	
Intro to Cataloging	Juice Academy	1	
KonMari and Workspaces workshop			X
Leadership Superpowers	InfoPeople	1	
Libraries as Climate Resilience Hubs: Working with Your Community to Take Action	American Library Association	1	
Library Management Training	CALL	1	
Library Marketing and Communications Conference 2021	Amigos Library Services	1	
Library Marketing Experts	Aimee Reeder	21	X
LSSC Elective Competencies: Cataloging and Classification	Library Juice Academy	1	
LSSC Elective Competencies: Collection Management	Library Juice Academy	1	
Maintaining a Safe and Respectful Library	Online Learning	1	
Managing Diversity	COB	1	

Mandated Reporter	CA Department of Social Services	mandatory	X
Marketing, Communication, PR & Social Media		1	
Microaggressions (CAIR) 9/12/22	CAIR (Council on American-Islamic Relations):		X
Microaggressions Training with Nisha Mody (5/24/23)	Nisha Mody		X
Millennials Haven't Ruined Book Club: Hosting a Book Club for Millennials Registration	American Library Association	1	
Mindfulness and Communication Staff Development Series (3-part series)	Aiko Michot		X
Orientation To Library Simplified: The Library-Driven Platform	America Library Association	14	
PLP Spring Workshop 2021: Compassionate Patron Engagement: The Pandemic, Homelessness & Mental Health	Pacific Library Partnership	16	
Positive Reinforcement: Motivation that Works webinar	Library Journal	1	
Project Management Fundamentals	Dr. Lori Watson	2	
Race Work	InfoPeople	mandatory	X
Reader's Advisory Fundamentals: Books and Beyond	Right to Be	3	
Resilience	Chenice Jackson		X
Social Worker 101			X
Society of Children's Book Writers and Illustrators	My Chan	1	
Supervisor Performance Evaluation Training	Regional Government Services	24	X
Supervisor-Manager Training Workshop		2	
The Newbery Medal: Past, Present and Future	American Library Association	1	
Training for Effective Feedback & Active Listening	My Chan	24	X
Using Community Conversations to Create Outcomes	Cal State Library	1	
Video Creation and Editing for Instruction in Libraries	We Here	4	
Workplace Harassment v9 - Employee	COB	mandatory	
Workplace Harassment v9 - Law Where You Work	COB	mandatory	
Workplace Harassment v9 - Manager Complete	COB	mandatory	
Workplace Investigation Training	Association of Workplace Investigation	mandatory (some classifications)	
		1	

Conference Name	Provider	Number participants
ALA Annual 2020	American Library Association	1
ALA Annual 2022	American Library Association	1
ALA Annual 2023	American Library Association	14
ALA LibLearnX 2023	American Library Association	2
ALA Midwinter 2020	American Library Association	1
ALSC National Institute 2020	American Library Association	1
CALPELRA Annual Training Conference 2023	CA Public Employers Labor Relations Association	1
CLA Annual Conference 2021	California Library Association	1
CLA Annual Conference 2022	California Library Association	3
CLA Annual Conference 2023	California Library Association	14
ER&L 2022	Electronic Resources and Libraries	1
ER&L 2023	Electronic Resources and Libraries	1
Future of Libraries 2021	Pacific Library Partnership	1
Future of Libraries 2022	Pacific Library Partnership	1
Future of Libraries 2023	Pacific Library Partnership	8
GARE Leadership 2023	Government Alliance on Race and Equity	1
Internet Librarian 2021	Info Today	1
NCTPG Annual Meeting 2022	Northern CA Technical Processes Group	1
NISO Plus 2022	National Information Standards Organization	1
NISO Plus 2023	National Information Standards Organization	1
Joint Council of Librarians of Color 2022	Joint Council of Librarians of Color	3
PLA 2020	Public Library Association	3
PLA Biannual 2022	Public Library Association	4
Rare Books and Manuscripts Section (RBMS) 2023	Association of College and Research Libraries	1
ULC Annual Forum	Urban Libraries Council	1
Zine Librarian UnConference		3