



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday 05/04/2022

AGENDA
6:30 PM

This Meeting Will Be
Conducted Exclusively
Through Videoconference and
Teleconference

Commission Members:

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

PUBLIC ADVISORY:

This Meeting Will be Conducted Exclusively Through Videoconference and Teleconference

Pursuant to Government Code Section 54953(e) and the state declared emergency, this meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. The COVID-19 state of emergency continues to directly impact the ability of the members to meet safely in person and presents imminent risks to the health of attendees. Therefore, no physical meeting location will be available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/86042306505>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

*To join by phone: Dial [1-669-900-9128](tel:1-669-900-9128) and enter Meeting ID: [860-4230-6505](tel:860-4230-6505). If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair. NOTE: Your phone number will appear on the screen.*

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

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

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

I. PRELIMINARY MATTERS

A. Roll Call

B. 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.

C. 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

D. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of April 6, 2022 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the April 6, 2022 Regular Meeting of the Board of Library Trustees.

B. Contract Amendment: No. 9354B Innovative Interfaces, Inc.

From: Alicia Abramson, Manager Library Information Technology

Recommendation: Adopt the resolution authorizing the Director of Library Services to amend Contract No. 9354B with Innovative Interfaces, Inc. for the provision of services related to the implementation of, and subscription license to, the hosted Link+/INN-Reach Resource sharing system and Resource Broker Application, in an incremental amount of \$136,556 for a contracted value not-to-exceed \$1,444,620; and to amend the Contract's date of expiration to June 30, 2022 from December 31, 2025.

C. License Agreement between Library and the Friends of the Berkeley Public Library for use of Space in the Central Library

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve a three-year License Agreement with the Friends of the Berkeley Public Library for the use of office and retail spaces in the Central Library for the period from Sunday January 3, 2018 through Thursday, January 4, 2024.

D. Contract Amendment: No. 8500, Bibliotheca, LLC

From: Alicia Abramson, Manager Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca, LLC by an incremental amount of \$357,351 to increase the contracted not-to-exceed amount to \$1,680,270 for maintenance of the Library's Automated Material Handling (AMH) systems, RFID self-check and staff checkout equipment, materials security equipment and security gates, and to extend the term of the Contract to June 30, 2025.

III. ACTION CALENDAR

A. Revised Unattended Children Policy

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the revised Unattended Children Policy updating the Library policy regarding unattended children in the Library, inclusive of clarifying language affirming that Library staff shall not transport unattended children.

B. Proposed Budget FY 2023-24 – All Library Funds

From: Nneka Gallaread, Admin and Fiscal Services Manager

Recommendation: No action recommended beyond comment and discussion. The following attachment was updated: attachment 4—the Library Tax fund (101) 5-year fund analysis

C. Bylaws of the City of Berkeley Board of Library Trustees and Accompanying Nomination Policy

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to adopt the resolution approving the proposed Bylaws of the Board of Library Trustees and the proposed Board of Library Trustees Nomination Policy.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Racial Justice Advisory Group Update

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

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

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

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 April 27, 2022

//s//

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

Communications:

- | | | |
|-----------------------|-------------------------------|----------|
| 1. Aditi Raychoudhury | Question wrt new acquisitions | 4/27 |
| 2. Katie Donnelly | Masks Required | Sat 4/23 |
| 3. Patricia Grimes | expired card | Fri 4/22 |
| 4. Diane Baker | STARE MAGAZINE | Thu 4/21 |



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, April 6, 2022 6:30 PM

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

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

1. **Call to order:** 6:31 pm.

Present: Trustees Davenport, Greene, Roth and Selawsky.
Trustee Hahn arrived 6:33 pm.

Absent: None

Also Present: Tess Mayer, Director of Library Services; Amanda Myers, Acting Library Services Manager; Jay Dickinson, Circulation Services Manager; My Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary, Nneka Gallaread, Administrative and Fiscal Services Manager.
2. **Public Comments:** 1 speaker.
3. **Comments from Library Unions:**
 - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speaker
 - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speaker
 - C. Public Employees Union, LOCAL 1 – 0 speaker
4. **Comments from Board of Library Trustees**
 - A. Trustee Roth – KQED Forum had a segment of a book review with guests on 4/6/2022, with Amanda Oliver, author, "Overdue: Reckoning with the Public Library" and former librarian; Naomi Jelks, librarian, racial equity manager, San Francisco Public Library; and Jasmin LoBasso, outreach librarian, Kern County Library.
 - B. Trustee Davenport – Tuesday was National Library Workers Day. We all just want to pitch right in and say how hard we know our staff is working under very hard and demanding circumstances. I just can't speak highly enough of the amount of work they do. Our staff is terrific and they've stepped up again and again.
 - C. Trustee Hahn – I also would join myself to the deep appreciation to our staff. I want to raise something that perhaps you can talk about under the agenda item of agenda building, to schedule a closed session prior to our next meeting on May 4, where we would bring in the interim head of personnel for the city. We have received the salary study and other information that it we had requested.
 - D. Trustee Greene – I also want to share appreciation for our system, especially during this this week. I continue to be impressed by our people inside the libraries as well as appreciative of our customers.
 - E. Trustee Selawsky – I wanted to call out National Library Week also, and how much I appreciate our libraries and libraries in general. I want to call out the Tool Lending Library, we have been using lawn, yard and culinary tools frequently.

II. CONSENT CALENDAR

- Item C, Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Deputy Director This item was withdrawn from the agenda.
- Item D, Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Three Percent (3%) Salary Increase was withdrawn from the agenda.

Action: M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-015 to approve the consent calendar minus items C & D.

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

A. Approve Minutes of the March 2, 2022 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 2, 2022 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-016 to approve the minutes as presented.

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

B. Contract Amendment: Contract No. 114878-1 Sevaa Group

From: Alicia Abramson, Library Information Systems Administrator

Recommendation: Adopt the resolution to amend contract No. 114878-1 with Sevaa Group to provide for an increase of \$109,950 thereby increasing the Contract's allowable not-to-exceed amount to \$221,775 and to extend the term end date to June 30, 2025.

Financial Implications: None

Contact: Alicia Abramson, Library Information Systems Administrator

Action: M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-017 to amend contract No. 114878-1 with Sevaa Group to provide for an increase of \$109,950 thereby increasing the Contract's allowable not-to-exceed amount to \$221,775 and to extend the term end date to June 30, 2025.

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

C. Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Deputy Director

This item was withdrawn from the agenda.

D. Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Three Percent (3%) Salary Increase

This item was withdrawn from the agenda.

III. PRESENTATION

A. Proposed Budget FY 2023-24 Presentation

Tess Mayer, Director of Library Services and Nneka Gallaread, Admin and Fiscal Services Manager provided a presentation (Attachment #1)

IV. ACTION CALENDAR

A. Proposed Budget FY 2023-24 – All Library Funds

From: Nneka Gallaread, Admin and Fiscal Services Manager

Recommendation: Adopt the resolution to approve the proposed revenue budgets for FY 2023 and FY 2024 of \$22,944,646/\$23,396,799 and the proposed expenditure budgets for FY 2023 and FY 2024 of \$25,000,095/\$25,263,311.

Financial Implications: None

Contact: Nneka Gallaread, Admin and Fiscal Services Manager

Action: M/S/C Trustee Hahn / Trustee Selawsky to continue the item to the May 4, 2022 meeting.

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

Abstentions: None.

Trustee Hahn left the meeting at 7:34 pm

B. Request for Proposal for Strategic Planning

From: Tess Mayer, Director of Library Services

Recommendation: Review, discuss, and approve the attached draft Request for Proposal to contract for a strategic planning consultant.

Financial Implications: see report

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Davenport / Trustee Greene to adopt resolution #R22-018 to authorize the Director of Library Services to issue a Request for Proposal to contract with a consultant in support of the Library's strategic planning process.

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

Abstentions: None.

V. INFORMATION CALENDAR

A. Information Technology Systems Update

From: Alicia Abramson, Library Information Systems Administrator.

Action: Received (Attachment 2)

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

From: Tess Mayer, Director of Library Services

Action: Received

VI. AGENDA BUILDING

Next regular meeting will be held May 4, 2022.

Future topics:

- Schedule a Closed Session prior to May 4 Regular Meeting to review Salary Study
- Proposed Budget FY 2023-24
- RFP for Strategic Plan
- Security Guards
- Collections Policy
- Unattended Children Policy

VII. ADJOURNMENT

Trustee Davenport motioned, Trustee Selawsky seconded to adjourn the meeting.

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

Adjourned at 8:56 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of April 6, 2022 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1. Proposed Budget FY 2023-24 Presentation
2. Information Technology Systems Update

DRAFT



BERKELEY PUBLIC LIBRARY

BUDGET PRIORITIES BOLT RESOLUTION 21-125 (3NOV-2021)

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

4/12/2022

BERKELEY PUBLIC LIBRARY

RECENT ACCOMPLISHMENTS RELATED TO BUDGET PRIORITIES

Two+ years of Library Services during a pandemic:

- The Central Library and all branch libraries reopened for outdoor services by June 2020 and indoor service by June 2021.
- Virtual programming began in the Summer of 2020 and Outdoor programming began in the Summer of 2021
- Expanded the books-by-mail program, laptop and wifi hotspot lending programs to serve more people.
- While virtual and outdoor programming continues, limited indoor programming has also begun during the Winter of 2022.
- Completion of Central Library Interior Renovations and Teen Room in partnership with the BPL Foundation.

4/12/2022

BERKELEY PUBLIC LIBRARY

RECENT ACCOMPLISHMENTS RELATED TO BUDGET PRIORITIES - *CONTINUED*

- Substantial increase in e-collections & e-resource holdings to match patron use during the pandemic
- The work of the BPL Racial Justice group has pivoted, continues and is expanding despite the State CA Libraries Cultivating Race, Equity, and Inclusion Initiative (CREI) initiative not being funded for a second year.
- Partnerships with City Departments, BUSD and community organizations re: programs, crisis communications, resources
- On-going recruitments and hiring efforts despite challenges within the City of Berkeley and amongst the greater library and service industry communities nationwide due to the pandemic.

4/12/2022

BERKELEY PUBLIC LIBRARY

FISCAL YEARS 2023-2024 BUDGET

- Consistent with the previous fiscal year's budget.
- Minimal changes are recommended with respect to organizational structure and new positions.
- **Assumes restoration of service hours** - while hours of operation are currently modified due to staffing levels and the transition from pandemic service models, it is assumed that the Library will restore regular hours of operation. Culmination of recent hiring efforts will make this possible.

4/12/2022

BERKELEY PUBLIC LIBRARY

FISCAL YEARS 2023-2024 BUDGET

- **Addresses deferred maintenance** - The budget includes funding for significant deferred maintenance to the Central and branch libraries, including the stucco replacement project, the replacement of air conditioning units and ducting, and roof replacement.
- **Emphasis on planning for the future** - This budget addresses the Library's plans to engage in strategic planning, organizational development and racial equity work.
- **Technological improvements** - The budget includes significant information technology improvements to better serve our communities.

4/12/2022

BERKELEY PUBLIC LIBRARY

KEY CHANGES PROPOSED

- Conversion of one .375 non-benefited, non-career part-time Library Aide position budget to a .5 FTE benefited part-time career Library Aide
- Conversion of a .60 part-time Librarian position to 1 FTE; conversion of a .5 Librarian position to 1 FTE
- Library Materials increased by \$200,000
- Physical Plant and Infrastructure Maintenance at \$1.5M over FYs 2023/24
- BPL Foundation support at \$100,000 to include Story Room Refurbishment
- Library Tax Fund Reserves adjusted to \$1.36M at ~6% of tax receipts

4/12/2022

BERKELEY PUBLIC LIBRARY

REVENUE

Revenue Budgets – FY23/FY24

Primary revenue source to fund operations is the Library Tax Fund.

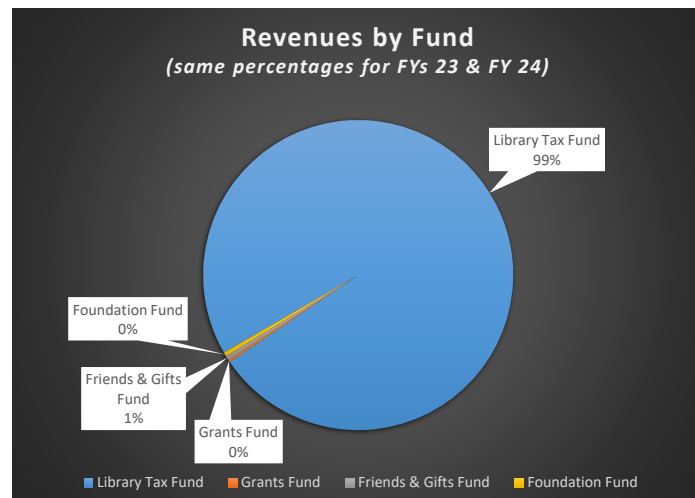
Tax: \$22,607,646/\$23,059,799 - 99% of revenue

Grants: \$60,000/\$60,000

Friends: \$105,000/\$105,000

Foundation: \$100,000/\$100,000

Total: \$22,872,646/\$23,324,799



4/12/2022

BERKELEY PUBLIC LIBRARY

EXPENSES - FY23

Expense Budgets

Primary funding for operations is the Library Tax Fund.

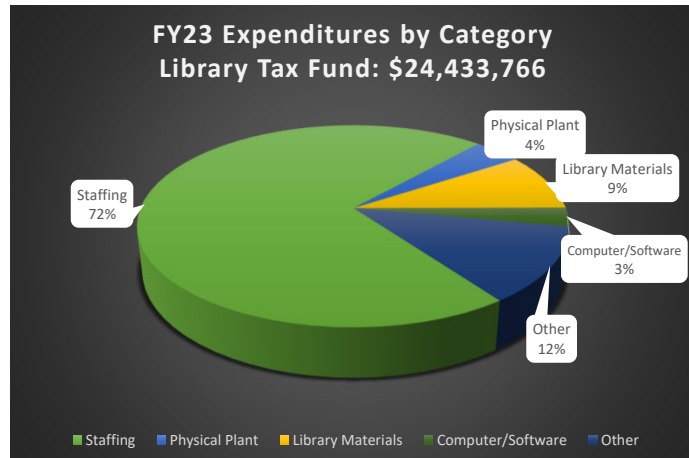
Tax: \$24,433,766 – used for 98% of expenses

Grants: \$66,330

Friends: \$150,000

Foundation: \$350,000

Total: \$25,000,095



4/12/2022

BERKELEY PUBLIC LIBRARY

EXPENSES - FY24

Expense Budgets

Primary funding for operations is the Library Tax Fund.

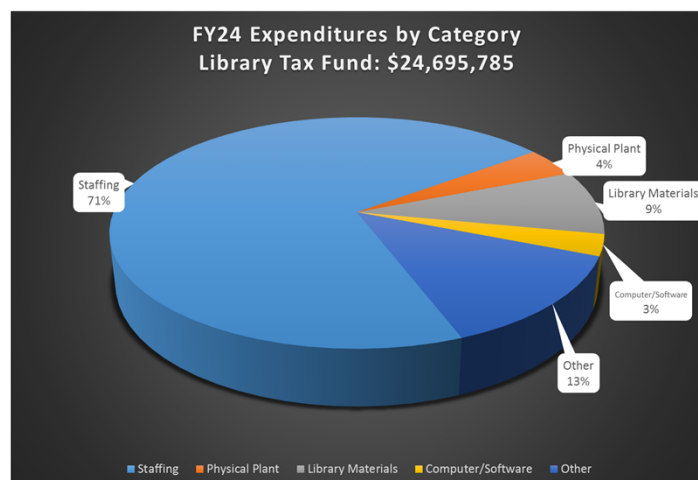
Tax: \$24,695,785 – used for 98% of expenses

Grants: \$67,526

Friends: \$150,000

Foundation: \$350,000

Total: \$25,263,311



4/12/2022

BERKELEY PUBLIC LIBRARY

MAJOR NEW & CONTINUING PROJECTS

Description	New/Continuing	Estimated Budget
Central Library Stucco Restoration	Continuing	\$1.75 million (Library Tax Fund)
Central Library AC Units Replacement	New	\$850,000 (Library Tax Fund)
Other Aging Physical Plant and Equipment, e.g., roof replacement	New	\$800,000 (Library Tax Fund)
Collections enhancements	Continuing	\$200,000 (Library Tax Fund)
IT online access improvements	New	\$150,000 (Library Tax Fund)
Strategic planning and racial equity consulting	New	\$200,000 (Library Tax Fund)

4/12/2022

BERKELEY PUBLIC LIBRARY

STAFFING BY SUB-DIVISION

Proposed Staffing

At \$17,491,479/\$17,453,498; respectively, staffing costs represent the largest expense area for the Library at approximately **71% of Library Tax Fund** expenditures in the FY 2023 & FY2024 proposal.

- 114.73 Full Time Employees (FTEs)
 - Career positions = 114.35
 - Non career = 0.375
- Estimated incremental cost increase of \$1,559,884 from FY2022 adopted budget.
- Conversion of .6 Children's Librarian position to 1.0 Children's Librarian position, and a .5 Children's Librarian position to a 1.0 Librarian position
- Conversion of .38 Library Aide hourly position to .5 part-time, career Library Aide position

Summary of Proposed Staffing (FY23 & FY24)	
Division Name	Total
Central Art & Music	4.00
Central Children's	6.40
Central Reference	8.20
Central Support	5.00
Circulation	23.25
Claremont	8.88
Collections	8.00
Director	12.00
Facilities	3.00
Information Systems	5.00
Literacy	2.50
North	9.00
South	8.00
Tool Lending	3.00
West	8.50
Grand Total	114.73

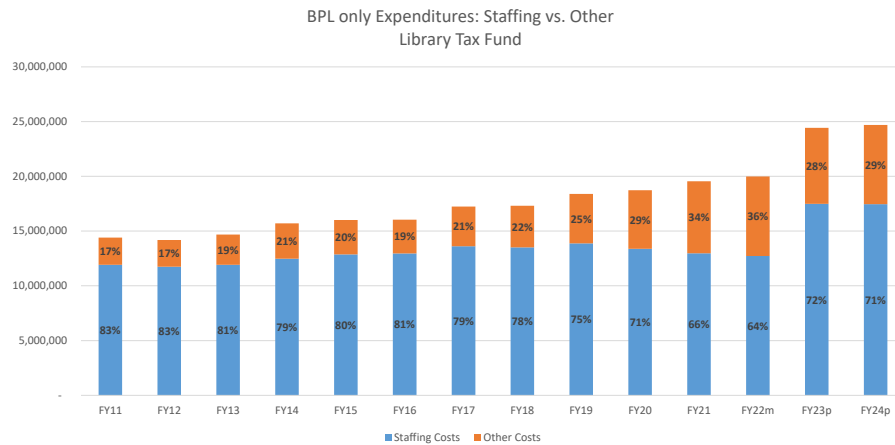
4/12/2022

BERKELEY PUBLIC LIBRARY

TAX FUND (101) STAFFING %AGE

Staffing Costs
(compensation +
benefits) as Share of
total Library Tax Fund
Expenditures

FY09-FY21: Actual
FY22: Mid-year Projection
FY23: Proposed Budget
FY24: Proposed Budget



4/12/2022

BERKELEY PUBLIC LIBRARY

REVENUES VS EXPENDITURES

Funding Expenditures in excess of Revenues with Beginning Balance savings (net of Reserve), i.e.,
Excess Equity:

**Accumulated beginning in 2015 to fund large-scale projects and deferred maintenance such as
physical plant upgrades, repairs, and equipment replacement.**

FY24: 12,090,930 (projected)

FY23: \$13,951,512 (projected)

FY22: \$11,687,635

FY21: \$10,527,796

FY20: \$8,757,763

4/12/2022

BERKELEY PUBLIC LIBRARY

CONTINUED CHALLENGES & OPPORTUNITIES

- Aging physical plant and equipment deferred projects at Central Library, including stucco replacement, AC units, and roof replacement
- Transitioning back to in-person settings, centering patron and staff safety, while continuing to navigate stages and surges of the global pandemic
- Securing & onboarding substantial numbers of new staff
- Addressing social equity and community wellness inside & outside Library facilities
- Balancing collection needs and increasing costs will persist, along with support of IT infrastructure

4/12/2022

BERKELEY PUBLIC LIBRARY

BUDGET ITEMS PENDING

- Projected: Full Reopening of Facilities and Services
- Undetermined: Library Tax Index Rate for FYs 2023-24
- Estimated: CalPERS Contributions (from actuarial agency)
- Estimated: Medical Benefit Increases (12% Medical / 10% Dental)
- Estimated: CoB Technology Cost Allocation approximately \$179,624

4/12/2022

BERKELEY PUBLIC LIBRARY

NEXT STEPS

- May - Staff Budget Session
- May or June BOLT meeting – Adoption of Library Tax Index Rate for FYs 2023-24
- May or June BOLT meeting – approve final budget
- Date TBD - City of Berkeley Council – adopted budget

4/12/2022





Library Information Technology

Marcus Bell Information Systems Specialist



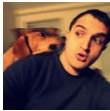
John Boggs Information Systems Specialist



Ilan Eyman Librarian II



Vlad Kaplun Information Systems Specialist



Alicia Abramson Manager



Public Computing

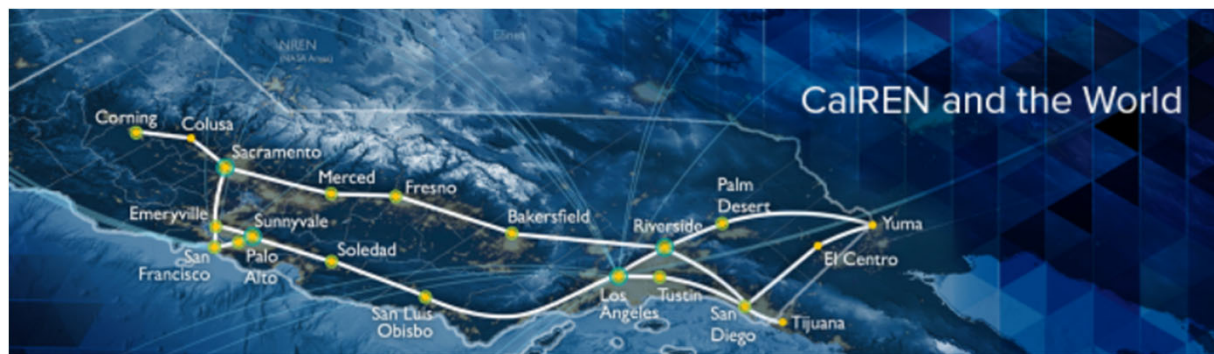
- ❑ Library IT staff supports public computing at all Library locations
- ❑ IT manages and supports public computers, laptop kiosks and printers, patron self-checks, the Library's website, the Online Catalog system, public Wi-Fi, digital signage that features events about upcoming events, and the Library's 10 Gigabit per second internet connection

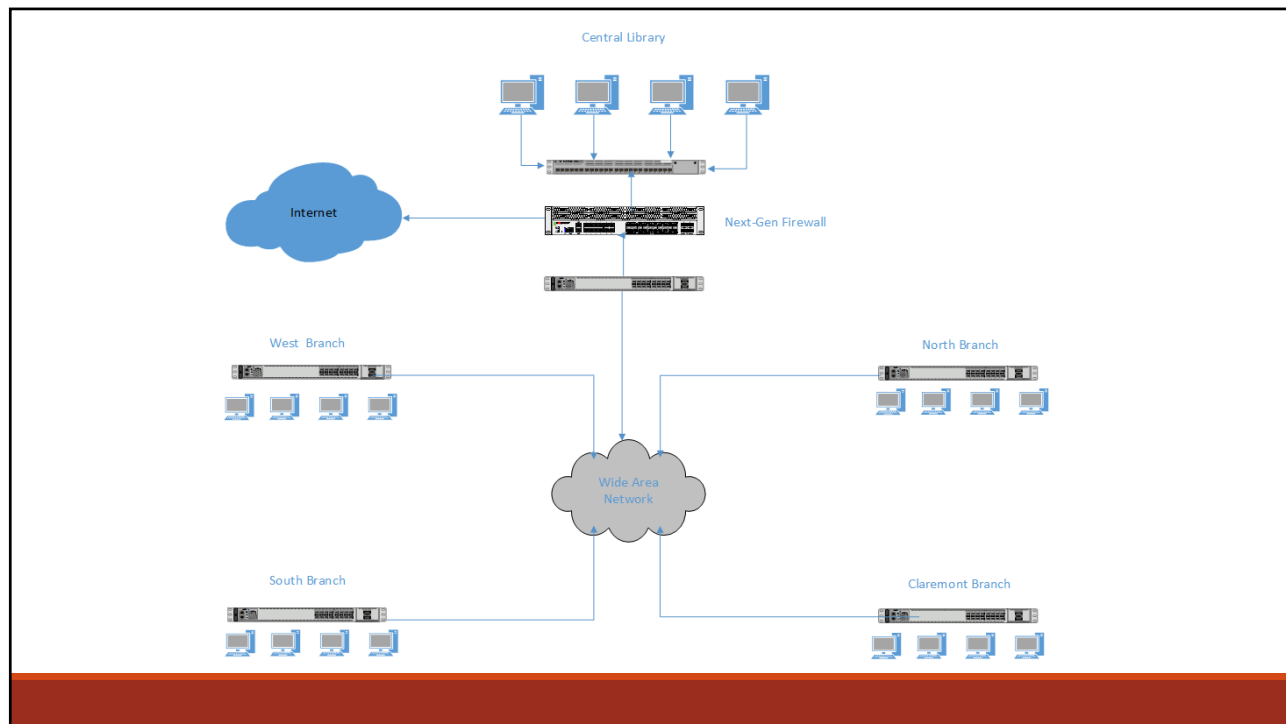
Public Computing Statistics

Technology	FY 22 to date
Public PCs & Laptops	124
Public PC Sessions	20,737
Laptop Checkouts (in building use)	2,513
Chromebook Checkouts (home use)	801
Wireless Connections	124,045
Unique website sessions to www.berkeleypubliclibrary.org	583,892

BPL's High Speed Internet Connection and Network

- ❑ In 2015 the Library participated in the California State Library's Broadband Services project to provide high speed Internet to Libraries throughout the state. As part of this project, In 2015 the Library upgraded our broadband pipe from 50 megabits a second to 1 Gigabits per second, by participating in this program
- ❑ The Library connects to the California Research and Education Network's (CalREN) fiber network that provides high speed access to public institutions such as universities, K-12 schools and public libraries. CalREN is operated by the Corporation for Network Initiatives in Education (CENIC) which manages the network backbone and provides connections to the network
- ❑ The Library receives tens of thousands of dollars in discounts on this connection through the FCC's e-rate program for schools and libraries and the discount application process is handled by CALREN





Central's Newly Designed Public PC area
Currently set up for social distancing



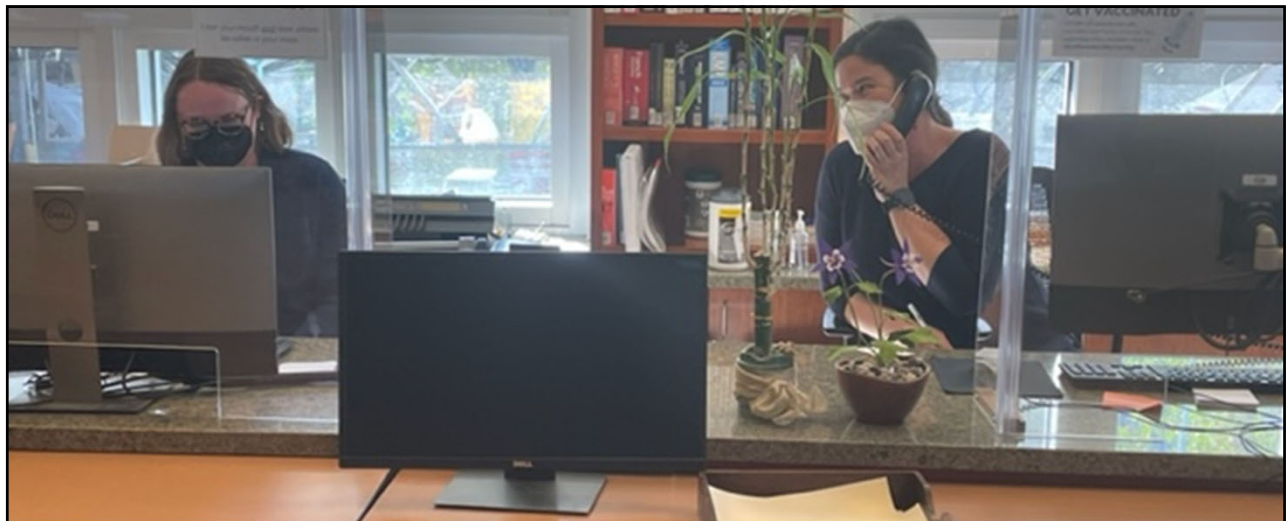
Children's PCs



Using a Library Laptop in the Commons



Self-Checkout Computers



Public Services Support

Staff Computing

- ❑ IT manages staff computers, laptops, printers, phones, the staff network and file servers, the staff intranet, e-mail, security and the automated materials handling systems at all 5 locations
- ❑ IT also provides telephone support and support through an online ticketing system. Between July 1, 2020 and March 28, 2022 IT staff completed 1,340 help desk ticket requests.



Central Library Automated Materials Handling System

IT Staff Pandemic Shift

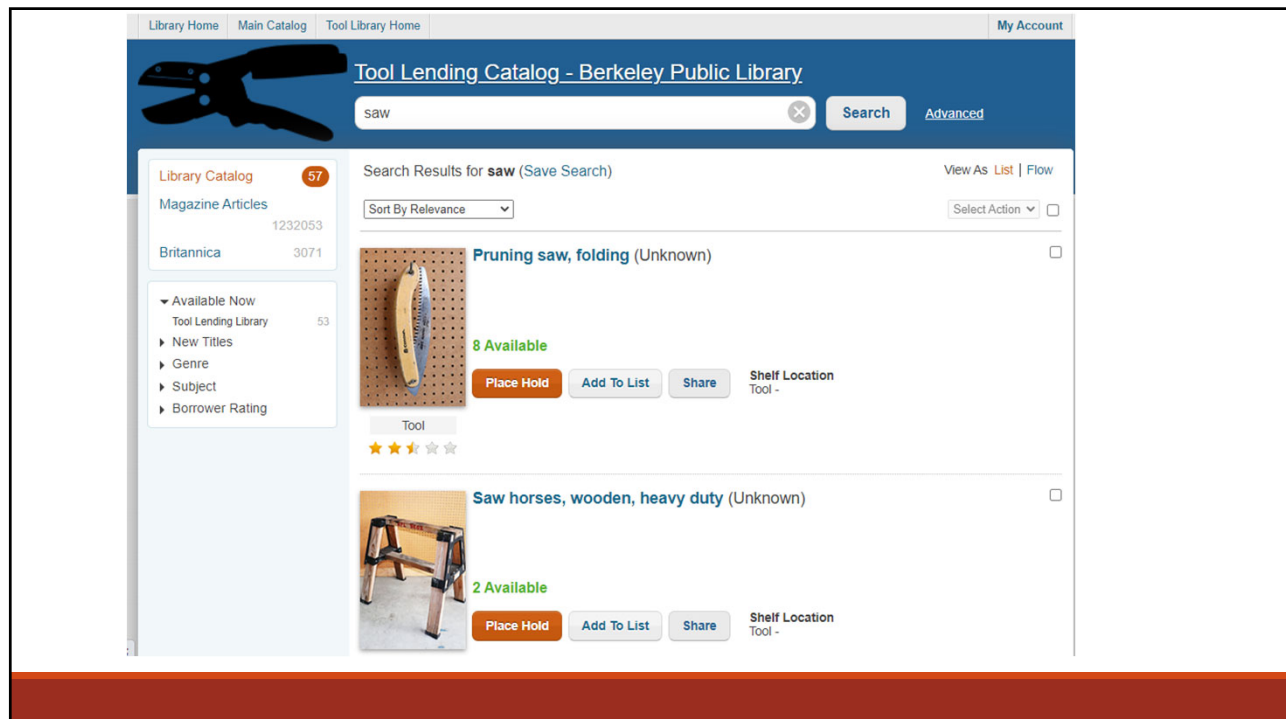
- ☐ Provided over 40 laptops to staff for remote work
- ☐ Provided call center support to the City IT department to help support City staff
- ☐ Implemented a remote call center to provide support to Library staff working from home while continuing to provide support to City staff
- ☐ Collaborated with Children's and Adult Services to implement a system for recording, editing and streaming online programs like story times, book clubs, author talks, puppet shows and more
- ☐ IT staff participated on the Spring 2020 committee for reopening for Outdoor Pickup

Pandemic Shift (continued)

- ☐ Set up the technology required to support Outdoor Pickup at Central and Branches
- ☐ Changed public Wi-Fi hours to be available 24/7
- ☐ IT staff participated in the Spring 2021 reopening committee for reopening for indoor services
- ☐ Uninstalled Outdoor Pickup equipment, prepared in-Library technology for use
- ☐ Continued to implement and complete planned projects as well as new assignments

2020-2021 Projects

- ❑ Upgraded internet speed from 1 Gigabits (Gbps) per second to 10 Gbps
- ❑ Implemented a new Firewall and VPN for improved security
- ❑ Implemented Chromebook lending project that launched in May, 2021
- ❑ Reworked the website to highlight online resources for easier access and provided temporary e-cards to patrons
- ❑ Developed new dedicated online Tool Lending Catalog



2022 Projects

- ☐ Implemented two-way radios at Central for improved staff safety
- ☐ Network switch upgrade
- ☐ Website upgrade project
- ☐ Deploying 50 additional Chromebooks for lending with built in 4G connectivity*
- ☐ Implementing a Digital Wayfinding System at Central*

* Thank you to the Berkeley Public Library Foundation for supporting these projects

Questions?



CONSENT CALENDAR

May 4, 2022

To: Board of Library Trustees

From: Alicia Abramson, Manager Library Information Technology

Subject: Contract Amendment: No. 9354 Innovative Interfaces, Inc.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9354 with Innovative Interfaces, Inc. for the provision of services related to the implementation of, and subscription license to, the hosted Link+ Resource sharing system and Resource Broker Application, in an incremental amount of \$136,556 for a contracted value not-to-exceed \$1,444,620; and to amend the Contract's date of expiration to June 30, 2022 from December 31, 2025.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this contract is budgeted in the FY 2023 and FY 2024 Library Tax Fund and will be included in the FY 2024 biennial budget cycle.

Cost	Budget Code	Description
\$43,317	101-22-242-271-613130	Year 1 of 3 Link+ institutional membership and RSB client access
\$45,483	101-22-242-271-613130	Year 2 of 3 Link+ institutional membership and RSB client access
\$47,756	101-22-242-271-613130	Year 3 of 3 Link+ institutional membership and RSB client access
\$136,556	FY 23 – FY 25 Total: Software Maintenance and Professional Services	

CURRENT SITUATION AND ITS EFFECTS

In June 2013, the Library entered into a three-year contractual agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products related to the Library's Integrated Library System (ILS) for a contracted value not-to-exceed \$600,000 authorized by BOLT Resolution No. R13-032. In June 2016, the Library amended this agreement, increasing the contract amount by an incremental amount of \$450,000 for a contracted not-to-exceed value of \$1,050,000, and, extended the term of the agreement to June 30, 2019, authorized by BOLT Resolution No. R16-019. In May 2019, the Library amended this agreement increasing the contract by an incremental amount of \$258,064 for a contracted not-to-exceed value of \$1,308,064, authorized by BOLT Resolution No. R19-022.

BACKGROUND

In August of 2006, the Library joined the Link+ consortium, a resource sharing service among California and Nevada libraries. Through the Link+ system, patrons request materials from library collections totaling over more than 64 million items from member libraries. Requested materials are typically delivered to the Berkeley Public Library within 3-5 days after the request is made. There is no cost to patrons to use this service.

The Library maintains an institutional membership in the Link+ consortium in order to provide this service. The Link+ system is hosted in the cloud by Innovative Interfaces, Inc. and requires the Library to use an

application called Resource Sharing Broker (RSB) to connect the Library's Integrated Library System (ILS) to the Link+ server to process patron requests.

The Library wishes to continue as an institutional member of the Link+ consortium, and to maintain access to the Resource Sharing Broker application which allows us to connect to the Link+ database, hosted by Innovative Interfaces, Inc., thereby expanding access to collections beyond those owned by Berkeley Public Library, and recommends extending the current contract through December 31, 2025 for this purpose.

RATIONALE FOR RECOMMENDATION

This contract amendment will ensure that the Library maintains institutional membership in the Link+ consortium and access to the RSB patron request processing application, in order to provide the community with greatly expanded access to collections beyond the Berkeley Public Library's walls.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 22-____

CONTRACT AMENDMENT: NO. 9354 INNOVATIVE INTERFACES, INC.

WHEREAS, the Library entered into the existing Contract No.9354 with Innovative Interfaces, Inc. extending from July 1, 2013 through June 30, 2016; and

WHEREAS, in June 2016, the Library amended this agreement, increasing the contract amount by an incremental amount of \$450,000 for a contracted not-to-exceed value of \$1,050,000, and, extended the term of the agreement to June 30, 2019 with BOLT Resolution No. R16-019; and

WHEREAS, in May 2019, the Library amended this agreement increasing the contract by an incremental amount of \$258,064 for a contracted not-to-exceed value of \$1,308,064, authorized by BOLT Resolution No. R19-022; and

WHEREAS, the Library wishes to maintain an institutional membership in the Link+ consortium and access to the RSB patron request processing application, in order to provide the community with greatly expanded access to collections beyond the Berkeley Public Library's walls.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that that the Board of Library Trustees adopts a resolution to amend Contract No. 9354 with Innovative Interfaces, Inc. for an incremental increase of \$136,556 for a contracted value not-to-exceed \$1,444,620; and to amend the Contract's date of expiration to June 30, 2022 from December 31, 2025.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



CONSENT CALENDAR

April 6, 2022

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: License Agreement between Library and the Friends of the Berkeley Public Library for use of Space in the Central Library

RECOMMENDATION

Adopt a resolution granting a three-year License Agreement with the Friends of the Berkeley Public Library for the use of office and retail spaces in the Central Library for the period from Sunday January 3, 2018 through Thursday, January 4, 2024.

FISCAL IMPACTS OF RECOMMENDATION

The total revenue for this license agreement is \$6.00 over the term of this agreement.

CURRENT SITUATION AND ITS EFFECTS

In the Central Library, the Friends operate a small bookstore in the lobby area and utilize office space adjacent to the Circulation room as storage and a sorting place to process donated materials. The Friends' annual gift funding to the Library is raised through sales at their two bookstores. One is located in the Central Library and the other is at an off-site location in the Telegraph Channing Shops Mall. The bookstore in the Telegraph Channing Shops Mall is not part of this agreement. The updated license is intended to clarify the general arrangements of use for the spaces subject to this license agreement and to enable Friends volunteer operations to run smoothly and successfully over the course of the agreement.

BACKGROUND

The Friends of the Berkeley Public Library, a nonprofit 501(c)(3) organization, is dedicated to enhancing the Berkeley Public Library through fundraising and advocacy efforts. Annual gift funding from the Friends allows the Library to host a varied and expansive range of programs, projects, and events at all five Library locations; and supports the Library's enduring commitment to serve as a community resource that enriches and reflects Berkeley's diverse communities. In fiscal year 2021 the Friends presented the Library with \$91,824 in funds, which while allowing the Library to provide an array of activities, notably supported \$24,113 of children's events and activities, \$7,815 of teen programming, \$19,450 of adult programming, and \$7,711 for Art and Music programs. The existing agreement granting a three-year license to the Friends for the use of office and bookstore spaces at the rate of \$1 per year was approved by Resolution No.: R14-068 issued by the Board of Library Trustees at a regular meeting held on November 12, 2014. It expired on January 2, 2018 and we have been operating month-to-month under section 2.b. of contract.

RECOMMENDATION

Staff recommends the execution of a new agreement for three years at the existing rate of \$1 per year.

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT**

**License Agreement between Library and the Friends of the Berkeley Public Library for use of Space
in the Central Library**

Page 2

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 22-__

LICENSE AGREEMENT BETWEEN THE BERKELEY PUBLIC LIBRARY AND THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR USE OF SPACE IN THE CENTRAL LIBRARY

WHEREAS, the Friends of the Berkeley Public Library provides support for library programs and activities; and

WHEREAS, the Berkeley Public Library has a license agreement with the Friends of the Berkeley Public Library Foundation for the use of office space and a retail space in the Central Library located at 2090 Kittredge Street, Berkeley, CA 94704; and

WHEREAS, the agreement approved by the Board of Library Trustees on November 12, 2014 by passage of Resolution No.: R14-068 granted a three-year license agreement for the use of office and retail spaces in the Central Library at the rate of \$1 per year for the period of January 3, 2015 through January 2, 2018; and

WHEREAS, the Friends of the Berkeley Public Library is responsible for maintenance of the licensed space; and

WHEREAS, the license agreement is requested for the purpose of permitting the Friends of the Berkeley Public Library to support the Library by engaging in activities that support and enhance Library programs, projects and events offered to the Berkeley community;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Friends of the Berkeley Public Library for the use of office space and a retail space at the Central Library for the period from January 3, 2018 through January 4, 2024 at a lease rate of \$1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on May 4, 2022 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



CONSENT CALENDAR

May 4, 2022

To: Board of Library Trustees

From: Alicia Abramson, Manager Library Information Technology

Subject: Contract Amendment: No. 8500, Bibliotheca, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca, LLC by an incremental amount of \$357,351 to increase the contracted not-to-exceed amount to \$1,680,270 for maintenance of the Library's Automated Material Handling (AMH) systems, RFID self-check and staff checkout equipment, materials security equipment and security gates, and to extend the term of the Contract to June 30, 2025.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this contract is budgeted in the FY 2023 and FY 2024 Library Tax Fund and will be included in the FY 2024 biennial budget cycle.

Cost	Budget Code	Description
\$113,598	101-22-242-271-613120	Year 1 of 3 Maintenance of AMH, RFID equipment and Security Gate Systems.
\$119,033	101-22-242-271-613120	Year 2 of 3 Maintenance of AMH, RFID equipment and software and Security Gate Systems.
\$124,720	101-22-242-271-613120	Year 3 of 3 Maintenance of AMH, RFID equipment and software and Security Gate Systems.
\$357,351	FY 23 – FY 25 Total: Hardware Maintenance	

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library currently provides twenty public use self-check stations for library material check out, twenty-eight staff operated check-out, check-in and security tagging stations, six sets of security gates, four 5-bin Automated Materials Handling (AMH) systems and one 17-bin AMH.

At this time, at a quoted price of \$357,351, the Library will extend maintenance servicing of this equipment for a three-year period from July 1, 2022 to June 30, 2025.

BACKGROUND

The Library entered into a three-year contractual agreement with Bibliotheca, LLC in October 2010 for the purchase and installation of hardware and software to implement a Library-wide Self-Check and Materials Security system with BOLT Resolution No. R10-077. The contract has subsequently been amended five times to add funds for the phased purchase of Automated Material Handling (AMH) systems for all Library locations and to allocate funds for the annual maintenance costs associated with these systems; furthermore, the contract end date has been extended twice by the Director of Library Services, most

recently to June 30, 2022. These amendments increased the contract amount to a cumulative total not-to-exceed amount of \$1,322,919 through BOLT Resolution Nos. R17-029 (for annual maintenance of AMH, security gates, staff checkout and patron self-checkout stations and purchase of upgraded security gates), R14-035 (for annual maintenance of AMH, security gates, staff checkout and patron self-checkout stations), R13-046 (for an AMH system for Central Library), R13-063 (to extend the contract expiration date) and R12-055 (for AMH systems for South & West Libraries). The contract is set to expire on June 30, 2022.

To date, Bibliotheca has successfully fulfilled its contractual obligation to provide self-check, material security and Automated Materials Handling (AMH) systems to all locations of the Berkeley Public Library. The vendor has also supplied regular service and maintenance to all of the equipment installed as stipulated under the initial maintenance contracts.

RATIONALE FOR RECOMMENDATION

This equipment provided by Bibliotheca is essential to Library operations and is specialized. Except for basic configuration, Library staff is limited by the manufacturer's warranty in its ability to maintain these systems without vendor assistance.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES**RESOLUTION NO: 22-__****Contract Amendment: No. 8500, Bibliotheca, LLC**

WHEREAS, on October 18, 2010 by BOLT Resolution No.: R10-077 the Board of Library Trustees authorized the Director of Library Services to execute Contract No. 8500 and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library locations of the Berkeley Public Library for an amount not to exceed \$447,006 for the period from October 29, 2010 through October 28, 2013; and

WHEREAS, on September 14, 2011 by BOLT Resolution No.: R11-060 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not- to-exceed amount up to \$847,006 for the purchase and installation of AMH and related equipment and services for North and Claremont branches; and

WHEREAS, on September 12, 2012 by BOLT Resolution No.: R12-055 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries; and

WHEREAS, on July 10, 2013 by BOLT Resolution No.: R13-046 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not- to-exceed amount up to \$900,000 for the purchase and installation of AMH and related equipment and services for the Central Library; and

WHEREAS, on October 13, 2013 by BOLT Resolution No.: R13-063 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to extend the expiration date to June 30, 2014; and

WHEREAS, on June 11, 2014 by BOLT Resolution No.: R14-035, the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$1,097,703 and extend the expiration date to June 30, 2014; and

WHEREAS, on May 1, 2017 by BOLT Resolution No.: R17-029 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$1,097,703 and extend the expiration date to June 30, 2020;

WHEREAS, on June 8, 2020, the Director of Library Services extended the contract expiration date from June 30, 2020 to December 31, 2021; and

WHEREAS, on November 30, 2021, the Director of Library Services extended the contract expiration date from December 31, 2021 to June 30, 2022; and

WHEREAS, Bibliotheca has successfully fulfilled its contractual obligation to provide and service Automated Material Handling (AMH) systems, RFID self-check and staff checkout equipment, materials security equipment, security gates and maintenance service to all locations of the Berkeley Public Library as stipulated under the initial maintenance contracts.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca, LLC to increase the contracted not-to-exceed amount to \$1,680,270 for maintenance of the Library's Automated Material Handling (AMH), self-check and materials security equipment, and to extend the term of the Contract to June 30, 2025.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 4, 2022
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



ACTION CALENDAR

May 4, 2022

TO: Board of Library Trustees
FROM: Tess Mayer, Director of Library Services
SUBJECT: Revised Unattended Children Policy

RECOMMENDATION:

Approve a resolution adopting the revised Unattended Children Policy updating the Library policy regarding unattended children in the Library, inclusive of clarifying language affirming that Library staff shall not transport unattended children.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

On December 6, 2006, the Board of Library Trustees approved Administrative Regulation 10.5, by Resolution No. R06-115, establishing the policies and procedures for identification of and handling unattended children in the Library, inclusive of conditions under which children must be supervised by a responsible caregiver. On April 9, 2014, the Board of Library Trustees approved an updated version of this policy that clarified language affirming that children aged seven or younger must be supervised by a responsible caregiver at all times while they are in any Berkeley Public Library facility.

CURRENT SITUATION AND ITS EFFECTS

The current Library policy on unattended children was last reviewed by Library staff in winter 2014. In light of recent discussion in the Bay Area Library community around the safety of children in public libraries, staff participated in discussions to evaluate whether the existing policy addresses current needs. After these discussions, it was determined that the current policy can stand, although the Director recommends adding a phrase that has been included in the policies of some other jurisdictions: "Under no circumstances shall a staff member transport a child away from the library."

FUTURE ACTION

When adopted by the Board, the revised policy will be posted on the Internet and will be made available to all Library staff.

Attachments:

1. Resolution
2. Unattended Children in the Library Policy (revised 04/09/14)
3. Unattended Children in the Library Policy (revised 05/04/22)

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-__

UNATTENDED CHILDREN POLICY UPDATE

WHEREAS, the Berkeley Public Library currently has a policy establishing the age at which a child may be left unattended as eight years of age; and

WHEREAS, this policy has proven effective in practice; and

WHEREAS, there is additional language that should be included to guide staff in managing these situations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to officially adopt the attached revised Unattended Children in the Library policy, which clarifies that “under no circumstances shall a staff member transport a child away from the library.”

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to officially adopt the attached revised Unattended Children in the Library policy to take effect May 5, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 4, 2022 by the following vote:

AYES:	Trustees Davenport, Greene, Hahn, Roth & Selawsky
NOES:	None
ABSENT:	None
ABSTENTIONS:	None

Amy Roth, President

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

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.5
ORIGINAL DATE:	12/06/06
BOLT Resolution #:	R14-023
REVISED DATE:	04/09/14
PAGE:	1 of 2

SUBJECT: Unattended Children Policy

I. Purpose:

The purpose of this administrative regulation is to establish policies and procedures for identification of and handling unattended children in the Library.

II. Policy:

The Berkeley Public Library welcomes children of all ages. Library staff strive to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings, and any public place may be dangerous or frightening for a child who is left unattended even for brief periods of time. Library facilities are neither designed for nor licensed to provide childcare.

Parents and caregivers are solely responsible for the welfare and the behavior of children using the Library. Children aged seven or younger must be supervised by a responsible caregiver at all times while they are in the Library.

If a child aged seven or younger is found to be unattended in any area of the Library (or an unattended child aged eight or older is found in distress), staff will stay with the child while they attempt to locate the child's caregiver. If Library staff cannot find the child's parent or caregiver, the Berkeley Police will be notified and asked to assume care of the child.

If a child is found unattended in the library at closing and is unable to wait for a caregiver alone, two members of staff will stay inside the library with the child while they attempt to contact a caregiver. If a parent or caregiver cannot be located or cannot take responsibility for the child in a timely manner, the Berkeley Police will be notified and asked to assume care of the child.

III. Procedure:**Unattended Children**

Any public place may be dangerous for a child who is left unattended even for brief periods of time. Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library.

Relevant Rule of Conduct:

The following behaviors are also prohibited:

- *Leaving children under the age of eight (8) unattended by a parent or authorized adult.*

Staff procedure (during library hours):

- If a child aged seven or younger is found to be unattended in any area of the Library (or an unattended child eight or older is found frightened, crying, or otherwise in distress), approach the child and ask what is the matter.
- Ask the child their name and the name and whereabouts of their parent or caregiver.
- Notify a Children's Librarian of the situation if possible; if not, notify another staff member.
- If the parent/caregiver is not in the immediate area, page the parent/caregiver.
- If you are unable to locate the parent/caregiver, call the supervisor in charge and/or security. Identify the child and write down his/her name, library card number and phone number; call to alert a parent/caregiver to the situation.
- Stay with the child until a parent/caregiver can be located. If they cannot be contacted by phone or do not arrive in a timely manner, call the Berkeley Police Department at (510) 981-5900 and ask that they assume responsibility for the child.
- Fill out an Incident Report Form.

Staff procedure (at closing):

- If staff judges that a child should not be left alone after the library closes, two staff members, one of whom should be the manager/supervisor in charge, will remain with the child.
- Identify the child and write down his/her name, library card number and phone number; call to alert a parent/caregiver to the situation.
- If a parent/caregiver cannot be located or does not arrive in a timely manner, call the Berkeley Police Department at (510) 981-5900 and ask the police to assume protection of the unattended child.
- A minimum of two staff members must wait with the child inside the library building until the parent/caregiver or police officer arrives.

Reviewed by: _____

Director of Library Services

Date

Approved by: _____

Chair, Board of Library Trustees

Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS****SUBJECT: Unattended Children Policy**

A.R. Number:	10.5
ORIGINAL DATE:	12/06/06
BOLT Resolution #:	R14-023
REVISED DATES:	04/09/14 05/04/22
PAGE:	1 of 2

I. Purpose:

The purpose of this administrative regulation is to establish policies and procedures for identification of and handling unattended children in the Library.

II. Policy:

The Berkeley Public Library welcomes children of all ages. Library staff strive to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings, and any public place may be dangerous or frightening for a child who is left unattended even for brief periods of time. Library facilities are neither designed for nor licensed to provide childcare.

Parents and caregivers are solely responsible for the welfare and the behavior of children using the Library. Children aged seven or younger must be supervised by a responsible caregiver at all times while they are in the Library.

If a child aged seven or younger is found to be unattended in any area of the Library (or an unattended child aged eight or older is found in distress), staff will stay with the child while they attempt to locate the child's caregiver. If Library staff cannot find the child's parent or caregiver, the Berkeley Police will be notified and asked to assume care of the child.

If a child is found unattended in the library at closing and is unable to wait for a caregiver alone, two members of staff will stay inside the library with the child while they attempt to contact a caregiver. If a parent or caregiver cannot be located or cannot take responsibility for the child in a timely manner, the Berkeley Police will be notified and asked to assume care of the child.

III. Procedure:**Unattended Children**

Any public place may be dangerous for a child who is left unattended even for brief periods of time. Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library.

Relevant Rule of Conduct:

The following behaviors are also prohibited:

- *Leaving children under the age of eight (8) unattended by a parent or authorized adult.*

Staff procedure (during library hours):

- If a child aged seven or younger is found to be unattended in any area of the Library (or an unattended child eight or older is found frightened, crying, or otherwise in distress), approach the child and ask what is the matter.
- Ask the child their name and the name and whereabouts of their parent or caregiver.
- Notify a Children's Librarian of the situation if possible; if not, notify another staff member.
- If the parent/caregiver is not in the immediate area, page the parent/caregiver.
- If you are unable to locate the parent/caregiver, call the supervisor in charge and/or security. Identify the child and write down his/her name, library card number and phone number; call to alert a parent/caregiver to the situation.
- Stay with the child until a parent/caregiver can be located. If they cannot be contacted by phone or do not arrive in a timely manner, call the Berkeley Police Department at (510) 981-5900 and ask that they assume responsibility for the child.
- Fill out an Incident Report Form.

Staff procedure (at closing):

- If staff judges that a child should not be left alone after the library closes, two staff members, one of whom should be the manager/supervisor in charge, will remain with the child.
- Identify the child and write down his/her name, library card number and phone number; call to alert a parent/caregiver to the situation.
- If a parent/caregiver cannot be located or does not arrive in a timely manner, call the Berkeley Police Department at (510) 981-5900 and ask the police to assume protection of the unattended child.
- A minimum of two staff members must wait with the child inside the library building until the parent/caregiver or police officer arrives.
- [Under no circumstances shall a staff member transport a child away from the library.](#)

Reviewed by: _____

Director of Library Services

Date

Approved by: _____

Chair, Board of Library Trustees

Date



ACTION CALENDAR

May 4 2022

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: Proposed Budget FY 2023-24 – All Library Funds

INTRODUCTION

The proposed FY 2023-24 Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Budget for all Library Funds for FY 2023 and 24 projects revenue of \$22,994,646 and \$23,396,799; respectively and expenditures of \$24,592,098 and \$24,936,976. The following table reflects the dollar values by Fund grouping.

Proposed Budget

Fund	FY 2023		FY 2024	
	Revenue	Expense	Revenue	Expense
Library Tax (101)	\$22,679,646	\$ 24,433,766	\$23,131,799	\$ 24,695,785
Grants (103)	\$68,420	\$66,330	\$68,420	\$67,526
Friends and Gifts (104)	\$105,000	\$150,000	\$105,000	\$150,000
BPL Foundation (105)	\$100,000	\$200,000	\$100,000	\$200,000
Berkeley Public Library	\$22,953,066	\$24,850,096	\$23,405,219	\$25,113,311

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

Budget Priorities for FY 2023 and FY 2024:

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

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

FISCAL IMPACT OF RECOMMENDATION

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal years 2023 and 2024.

Library Tax Fund

The Library Tax Fund is projected to achieve revenues of \$22,679,646 and \$23,131,799 in FY 2023 & FY 2024, respectively; with expenditures of \$24,433,765 and \$24,695,785. Projected revenue is forecasted to increase \$743,937 over Mid-year FY 2022 expected receipts based on the City's applied default rate. Miscellaneous receipts, primarily attributable to photocopier revenues, tool lending fines, lost and damaged material fees, and vendor price adjustments remain as provided for in the base budget.

Planned expenditure budgets total \$24,433,766 and \$24,695,785 for FY2023 and 24, respectively. Excluding estimated City pass-through expenses for fiscal years 2023 and 24 are \$24,397,794 and \$24,657,820.

Library Tax Rate

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to ensure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The CA Personal Income Growth factor is released in late April and the San Francisco Bay Area Consumer Price Index released in mid-May. The Library employs the proceeds of the library tax to maintain and enhance the Library's physical plant and infrastructure, purchase library materials, and provide public services and programming. The budget as presented in this report applies the City's default rate of 2%.

Personnel

Personnel expenses are projected at \$17,491,479 and \$17,453,498; equal to 71.6% and 70.7% of Fund expenditures for FY2023 and 24, respectively.

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, reduction in-force, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations.

Overall, the Library proposes a reduction of 0.875 FTE from an authorized FY 2022 level of 115.600 FTE to 114.725 FTE for FY2023 and 24. Authorized headcount would drop by one to 144 from 145.

Breakdown by Position Type

Type	FTE			Headcount		
	FY23/24	+/-	FY22	FY23/24	+/-	FY22
Career	114.350	(0.500)	114.850	143	-	143
Non-Career	0.375	(0.375)	0.750	1	(1)	2
Total	114.725	(0.875)	115.600	144	(1)	145

The Library does not seek to modify its staffing allocation in the upcoming budget cycle and is instead focused on recruitment for current vacancies. The three exceptions to this are the proposals to convert a single .38 FTE Library Aide Hourly position to a benefitted part-time career .5 FTE Library Aide position, the conversion of a .60 FTE Librarian position in the Children’s Services team at the Central Library to a 100% FTE position, and the conversion of a .50 FTE Librarian position in the Children’s Services team at Central to a 100% FTE position. The Library still has a few irregular positions that are currently filled, and the .60 Children’s Librarian position is vacant due to a retirement. Given that the position is already allocated at 60%, and includes a benefits package, the difference to make it a full-time position is relatively marginal and will help the Library compete for high-caliber candidates in a very competitive job market. Increasing the hours of these positions will provide the department more flexibility with staffing its service desk and with addressing the wide variety of needs around programming and outreach that the Library and community members are identifying emerging from the pandemic. In order to provide better support for important initiatives like the BUSD student card project, coverage of programming and outreach across the system, and upcoming and significant collection development work, we propose to increase our Children’s librarian capacity.

California Public Employees’ Retirement System (CalPERS) retirement plan contributions continue as a significant share of staffing costs. The City’s participation in the agency’s Miscellaneous Employee Plan – to which all career Library staff are included – is currently funded (the ratio of plan assets to accrued liabilities) at 70% based on actuarial valuations as of June 30, 2019; plan costs are expected to continue to increase over the long-term as CalPERS seeks to achieve 100% funding within a 30-year timeframe. The base budget, for FY23, currently projects payment of \$3,545,455, an increase of \$124,989, or 3.7%, over the FY 2022 budget.

The budget estimates fiscal year 2023 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$23,722 above the FY 2022 budget. Fringe benefit expense items are considered nondiscretionary, as for the most part they can only be reduced by a direct decrease in FTE count.

The salary savings rate as reflected by the impact of vacant positions, is held at \$800,000, the level applied in FY 2021. Factors considered included the uncertainty in regards to the date of reinstatement of full public services, the current high number of vacant positions, and the time necessary to hire staff.

As occurs during each budget development exercise, ending budgeted labor expenses within the Library Tax Fund are always subject to change based on updated labor cost calculations once staffing headcount changes are entered; consequently, staffing costs may vary slightly in contrast to what is presented in this report.

Non-Personnel

At \$6,942,287, non-personnel costs constitute 28.41% of total Fund expenditures. Principal items and programs in the FY 2023 budget include:

- Central Library Air Conditioning Units Replacement: \$850,000
- Other aging Physical Plant and Equipment: \$800,000
- Collections – w/Collection Enhancements: \$2,200,000
- Consultants for Strategic Plan Development: \$150,000
- Equity, Diversity, and Inclusion training and consulting: \$40,000
- Signage for redesigned Central Library plus branch opportunities: \$40,000
- IT projects to improve web-based access: \$150,000
- Janitorial Services: \$425,000
- Reserve: \$1,356,459

Fiscal years 2023-24 are anticipated to be highlighted by the completion of the restoration of the stucco exterior envelope to the main entry building and the Bancroft wing of the Central Library.

In FY 2023, it's anticipated that the Library will be undertaking replacement of at least one of two primary roof-top air conditioning units at the Central Library. The second large a/c unit, although initially evaluated as working but nearing the end of its useful life, will also need to be replaced. In the interim, actions have already been implemented upgrading, monitoring, and regularly replacing system air filters at all five locations, including the installation of MERV 13 filters at Claremont and South Branches in 2021 to address Covid-19 concerns. Other projects have been identified that carry budgetary implications, including a more comprehensive assessment and repair of the Central Library and North Branch's elevators, an updating of the Central Library's a/c ducting, as well as an audit of the Library's lighting systems with a goal toward replacing the lighting with more energy efficient and environmentally-friendly products. Although targeted for FY 2025, if other projects are completed more quickly, the Central roof repair project could commence in FY 2024.

The Library will continue to fund its budget for collections at slightly higher than the increased level approved for the FY 21 budget. This had represented a greater than 20% increase in funding, to provide for refreshed collections, and to meet the heightened demand for electronic resources experienced over the last 12 months. The demand for electronic resources continues to increase, and the need to update and refresh collections will persist over the next several years.

Furthermore, the redesign of the 4th floor Story Room in the Children's Library is anticipated by Anderson Brulé Architects, Inc.; this effort will be undertaken in partnership with the BPL Foundation – the Foundation has committed to support and partner on this project.

Other large miscellaneous budgetary expenditures include IT projects to improve web-based access to Library's online catalog for the public to improve search experience, restore meeting room booking, events management, and registration; contracted janitorial services for \$425,000; and gas and electric utilities at \$350,000. Lastly, the Reserve is adjusted upward by \$106,459 to reflect approximately 6% of anticipated library tax receipts.

To support the City’s strategic goal of “champion and demonstrate social and racial equity,” the Library will continue to build capacity at all levels of the organization to engage in this work. During the last fiscal year, the Library was accepted into the California Libraries Cultivating Race, Equity, and Inclusion Initiative (CREI) funded by the California State Library. The Library has formed a core change team, the BPL Racial Justice Advisory Group. This group has been deeply engaged in learning and preparation work with staff of other systems also participating in this work. The group has begun to identify priority projects for the system, which include staff training, toward an eventual goal of creating a racial equity tool that can be applied in the development of the Library’s internal processes as well as external programming.

Grants Fund

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

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS projected award for fiscal year 2023 is \$68,420; with expenditures projected at \$65,000.

Gifts Fund

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

FY 2023 and 24 includes a placeholder amount for estimated annual award receipts of \$105,000 from the Friends of the Berkeley Public Library and \$150,000 for other expenditures. Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous donations to the Library in general and the BerkeleyREADS program specifically, and other Fund balance support as directed by the Director of Library Services.

Foundation Fund

The Foundation is committed to being an important contributor to public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, furnishings for the newly constructed teen room at the Central Library, the culinary collection at the Tool Lending Library, the Chromebooks and Hotspots Lending pilot program, and the upcoming wayfinding system at Central. Fiscal year 2023 and 24 includes a \$100,000 placeholder for revenue and \$200,000 for expenditures. The Foundation has expressed their commitment to partner with the Library on redesign of the 4th floor Story Room in the Children’s Library.

CURRENT SITUATION

This package incorporates the City’s budget rules default rate of 2% as a placeholder for the *library tax index rate*. One of two indices, the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California, may determine the *library tax index rate* for fiscal year 2023. Both indices are unknown at this time.

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services, the Fund generates 99% of total revenues and bears 98% of total expenses. In the proposed FY 2023 and 24 budget, excess equity in the Fund to fund large-scale projects – principally physical plant upgrades, repairs, and equipment replacement – assists in meeting planned expenditures as the Library, especially at Central, enters a period of essential facility maintenance projects.

The Library believes the FY 2023 and 24 proposed budgets contained herein directly addresses each budget priority in a balanced approach. The Library remains determined to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

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

Attachments:

1. Resolution
2. Proposed FY 2023 and 24 Revenue Budgets by Fund
3. Proposed FY 2023 and 24 Expenditure Budgets by Fund
4. Library Tax Fund (101) 5-Year Fund Analysis
5. Grants Fund (103) 5-Year Fund Analysis
6. Friends & Gifts Fund (104) 5-Year Fund Analysis
7. Foundation Fund (105) 5-Year Analysis
8. Proposed FY 2023 and 24 Position FTE Summary by Classification
9. Proposed FY 2023 Organization Chart

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-___

**APPROVE THE PROPOSED REVENUE BUDGETS FOR FY 2023 AND FY 2024 OF \$22,953,066/\$23,405,219
AND THE PROPOSED EXPENDITURE BUDGETS FOR FY 2023 AND FY 2024 OF \$24,850,096/\$25,113,311**

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

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2023 and FY2024 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the FY 2023 and FY 2024 budgets no later than June 27, 2022; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2023 and FY 2024 of revenue of \$22,953,066 & \$23,405,219, respectively, and expenditures of \$24,850,096 and \$25,113,311, respectively, as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 4, 2022 by the following vote:

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

Amy Roth, President

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

PROPOSED FY 2023 REVENUE BUDGETS BY FUND

Sum of 2023			Fund					
Object Type	Object	Account Description	101	103	104	105	601	Grand Total
Revenue	412110	SPECIAL ASSESSMENT TAX	(22,607,646.00)					(22,607,646.00)
	432110	OPERATING GRANTS - STATE	-	(68,420.00)				(68,420.00)
	433390	OTHER - COUNTY AND LOCAL		-				-
	434110	OPERATING GRANTS - OTHER		-				-
	451310	LIBRARY FINES	(40,000.00)					(40,000.00)
	461230	RENTALS - OTH SHORT TERM	-					-
	471110	INTEREST - INVESTMENT POOL			-			-
	481110	MISC REV - DONATIONS RECEIVED			(105,000.00)	(100,000.00)		(205,000.00)
	483110	MISC REV - OVER/SHORT	-					-
	483990	MISC REV - OTHER	(32,000.00)					(32,000.00)
	491011	TRANSFER FROM FUND 011	-					-
	491102	TRANSFER FROM FUND 102	-					-
	491900	TRANSFER FROM LEGACY FUNDS	-					-
	493110	GAIN/LOSS ON SALE OF ASSET	-		-			-
	493111	GAIN/LOSS ASSET PROCEEDS	-		-			-
	443220	REFUSE - RESIDENTIAL					(11,422.00)	(11,422.00)
Revenue Total			(22,679,646.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(22,964,488.00)
Grand Total			(22,679,646.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(22,964,488.00)

*Revenue shows as a negative in ERMA

PROPOSED FY 2024 REVENUE BUDGETS BY FUND

Sum of 2024			Fund						
Object Type	Object	Account Description	101	103	104	105	601	Grand Total	
Revenue	412110	SPECIAL ASSESSMENT TAX	(23,059,799.00)					(23,059,799.00)	
	432110	OPERATING GRANTS - STATE	-	(68,420.00)				(68,420.00)	
	433390	OTHER - COUNTY AND LOCAL		-				-	
	434110	OPERATING GRANTS - OTHER		-				-	
	451310	LIBRARY FINES	(40,000.00)					(40,000.00)	
	461230	RENTALS - OTH SHORT TERM	-					-	
	471110	INTEREST - INVESTMENT POOL			-			-	
	481110	MISC REV - DONATIONS RECEIVED			(105,000.00)	(100,000.00)		(205,000.00)	
	483110	MISC REV - OVER/SHORT	-					-	
	483990	MISC REV - OTHER	(32,000.00)					(32,000.00)	
	491011	TRANSFER FROM FUND 011	-					-	
	491102	TRANSFER FROM FUND 102	-					-	
	491900	TRANSFER FROM LEGACY FUNDS	-					-	
	493110	GAIN/LOSS ON SALE OF ASSET	-		-			-	
	493111	GAIN/LOSS ASSET PROCEEDS	-		-			-	
	443220	REFUSE - RESIDENTIAL					(11,422.00)	(11,422.00)	
Revenue Total			(23,131,799.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(23,416,641.00)	
Grand Total			(23,131,799.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(23,416,641.00)	

*Revenue shows as a negative in ERMA

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 1 of 3)

Sum of 2023 DEPT HEAD I		Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total
Personnel - Wages	511110	WAGES - REG - MONTHLY MISC	11,145,779.00		-		11,145,779.00
	511140	WAGES - REG - OTHER - WORK COM	-				-
	511160	WAGES - REG - SALARY SAVINGS	(800,000.00)				(800,000.00)
	512110	WAGES - HOURLY	258,331.17	33,705.00		-	292,036.17
	513110	WAGES - OT - MISCELLANEOUS	13,312.94	-		-	13,312.94
	514110	STIPENDS - ELECTED OFFICIALS	-			-	-
Personnel - Wages Total			10,617,423.11	33,705.00	-	-	10,651,128.11
Personnel - Benefits	520110	EMP FB - MEDICAL	1,798,028.00		-		1,798,028.00
	520120	EMP FB - DENTAL	171,776.00		-		171,776.00
	520130	2.	19,139.00				19,139.00
	520140	EMP FB - LIFE INSURANCE	5,460.00		-		5,460.00
	520210	EMP FB - MEDICARE	141,921.00	-	-	-	141,921.00
	520220	EMP FB - SRIP	321,668.00		-		321,668.00
	520310	EMP FB - PERS - MISC	3,545,455.00		-		3,545,455.00
	520350	EMP FB - PARS	9,685.63	1,263.53		-	10,949.16
	520410	EMP FB - OPEB - RETIREE MEDICA	253,636.00	-	-		253,636.00
	520510	EMP FB - WORKERS COMPENSATION	178,398.00	-	-	-	178,398.00
	520520	EMP FB - TERMINAL PAYOUT	207,898.00		-		207,898.00
	520530	EMP FB - ALLOWANCES	1,773.00				1,773.00
	520540	EMP FB - COMMUTER CHECK	16,844.00		-		16,844.00
	520550	EMP FB - OTHER FRINGE BENEFITS	202,374.00		-		202,374.00
Personnel - Benefits Total			6,874,055.63	1,263.53	-	-	6,875,319.16

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 2 of 3)

Sum of 2023 DEPT HEAD I			Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total	
Operating	612110	PROF SVCS - LGL - OUTSIDE COUN	-				-	
	612240	PROF SVCS - MGMT CONSULTING	-				-	
	612310	PROF SVCS - ENGINEERING SVCS	-				-	
	612410	PROF SVCS - PHYS AND MED PROF	-				-	
	612990	PROF SVCS - MISCELLANEOUS	1,123,700.00			-	1,123,700.00	
	613120	TECH SVCS - EQUIPMENT MAINT	60,450.00				60,450.00	
	613130	TECH SVCS - SOFTWARE MAINT	177,000.00			-	177,000.00	
	613910	TECH SVCS - HAZMAT HANDLING	2,500.00				2,500.00	
	621110	UTILITIES - GAS/ELECTRIC	350,000.00			-	350,000.00	
	621120	UTILITIES - WATER/SEWER	43,500.00			-	43,500.00	
	621130	UTILITIES - REFUSE	34,252.00				34,252.00	
	622110	CUSTODIAL - JANITORIAL SVCS	425,000.00				425,000.00	
	624110	PROPERTY REPAIRS & MAINT	424,800.00				424,800.00	
	625110	RENTAL OF REAL PROPERTY	1,500.00			-	1,500.00	
	625120	RENTAL OF EQUIPMENT	41,575.00	-			41,575.00	
	632110	COMM SVCS - TELE - LANDLINE	87,200.00			-	87,200.00	
	632120	COMM SVCS - TELE - CELLULAR	14,550.00				14,550.00	
	632190	COMM SVCS - OTHER	-				-	
	633110	ADVERTISING	15,000.00			-	15,000.00	
	634110	TRAIN AND CONF - TRAIN COSTS	-	-		-	-	
	634120	TRAIN AND CONF - REGISTRATION	40,000.00	-		-	40,000.00	
	634210	TRAVEL - AIRFARE	10,000.00	-		-	10,000.00	
	634220	TRAVEL - LODGING	10,000.00	-		-	10,000.00	
	634230	TRAVEL - OTHER TRANSPORTATION	-	-		-	-	
	634240	TRAVEL - MEALS	-	-		-	-	
	635110	PRINTING AND BINDING	49,850.00	1,661.00		-	51,511.00	
	636990	GRANT PMTS - OTHER	-				-	
	637110	GOV PMTS - PERMIT FEES	-			-	-	
	637990	GOV PMTS - MISC FEE AND TAXES	5,000.00				5,000.00	
	639110	FEES - BANK FEES	3,000.00				3,000.00	

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 3 of 3)

Sum of 2023 DEF		Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total
	639120	FEES - PROF DUES AND FEES	47,250.00				47,250.00
	639130	COURIER AND DELIVERY SERVICES	17,000.00				17,000.00
	639990	OTHER SERVICES	-	20,000.00	150,000.00	200,000.00	370,000.00
	641110	SUPPLIES - OFFICE	35,715.00	3,000.00		-	38,715.00
	641120	SUPPLIES - POSTAGE	15,500.00	500.00	-		16,000.00
	642120	SUPPL - FIELD - TOOLS AND PART	6,780.00	-			6,780.00
	642990	SUPPL - FIELD - OTHER	185,825.00	5,000.00	-	-	190,825.00
	643110	SUPPLIES - BOOKS AND SUBSCRIP	2,230,000.00	-	-	-	2,230,000.00
	644110	SUPPLIES - FOOD - NON-EMPLOYEE	1,000.00	1,200.00	-	-	2,200.00
	651110	NON-CAP - COMP, SOFTWARE & OFE	313,400.00	-	-	-	313,400.00
	651120	NON-CAP - FURNITURE & FIXTURE	25,052.00	-	-	-	25,052.00
	651990	NON-CAP - MISCELLANEOUS	-				-
	662110	CAP - FA - BUILDINGS	300,000.00			-	300,000.00
	663110	CAP - FA - IMPR OTHR THAN BLDG	300,000.00				300,000.00
	664110	CAP - FA - MACHINERY & EQUIPME	4,000.00		-	-	4,000.00
	664120	CAP - FA - VEHICLES	-				-
	664130	CAP - FA - FURNITURE & FIXTURE	100,000.00			-	100,000.00
	664140	CAP - FA - COMPUTER EQUIPMENT	245,000.00			-	245,000.00
	665110	CAP - INFR - ROADWAY/STREETS				-	-
	666110	CAP - FA - INTANGIBLES	-	-	-	-	-
Operating Total			6,745,399.00	31,361.00	150,000.00	200,000.00	7,126,760.00
Internal Service	670140	INT SVC - TECH COST ALLOC FUND	179,624.00				179,624.00
	670150	INT SVC - MAIL SERVICES	1,764.00				1,764.00
	670160	INT SVC - CITY VEHICLE REPLACE	-				-
	670180	INT SVC - CITY VEHICLE FUEL/MA	15,000.00				15,000.00
	670190	INT SVC - CITY PKG PERMITS	500.00				500.00
	670240	INT SVC - REFUSE CHARGES	-	-	-	-	-
Internal Services Total			196,888.00	-	-	-	196,888.00
Grand Total			24,433,765.74	66,329.53	150,000.00	200,000.00	24,850,095.27

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

Sum of 2024 DEPT HEAD			Fund				Grand Total
Object Type	Object	Account Description	101	103	104	105	
Personnel - Wages	511110	WAGES - REG - MONTHLY MISC	11,231,589.00		-		11,231,589.00
	511140	WAGES - REG - OTHER - WORK COM	-				-
	511160	WAGES - REG - SALARY SAVINGS	(800,000.00)				(800,000.00)
	512110	WAGES - HOURLY	260,914.47	34,042.05		-	294,956.52
	513110	WAGES - OT - MISCELLANEOUS	13,446.07	-		-	13,446.07
	514110	STIPENDS - ELECTED OFFICIALS	-			-	-
Personnel - Wages Total			10,705,949.54	34,042.05	-	-	10,739,991.59
Personnel - Benefits	520110	EMP FB - MEDICAL	1,489,089.00			-	1,489,089.00
	520120	EMP FB - DENTAL	189,013.00			-	189,013.00
	520130	EMP FB - CASH-IN-LIEU	19,110.00				19,110.00
	520140	EMP FB - LIFE INSURANCE	5,460.00			-	5,460.00
	520210	EMP FB - MEDICARE	143,670.00	-		-	143,670.00
	520220	EMP FB - SRIP	322,768.00			-	322,768.00
	520310	EMP FB - PERS - MISC	3,697,136.00			-	3,697,136.00
	520350	EMP FB - PARS	9,782.48	1,276.17		-	11,058.65
	520410	EMP FB - OPEB - RETIREE MEDICA	257,159.00	847.00		-	258,006.00
	520510	EMP FB - WORKERS COMPENSATION	180,814.00	-		-	180,814.00
	520520	EMP FB - TERMINAL PAYOUT	210,744.00			-	210,744.00
	520530	EMP FB - ALLOWANCES	1,973.00				1,973.00
	520540	EMP FB - COMMUTER CHECK	16,844.00			-	16,844.00
	520550	EMP FB - OTHER FRINGE BENEFITS	203,986.00			-	203,986.00
Personnel - Benefits Total			6,747,548.48	2,123.17	-	-	6,749,671.65

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

Sum of 2024 DEPT HEAD			Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total	
Operating	612110	PROF SVCS - LGL - OUTSIDE COUN	-				-	
	612240	PROF SVCS - MGMT CONSULTING	-				-	
	612310	PROF SVCS - ENGINEERING SVCS	-				-	
	612410	PROF SVCS - PHYS AND MED PROF	-				-	
	612990	PROF SVCS - MISCELLANEOUS	1,123,700.00			-	1,123,700.00	
	613120	TECH SVCS - EQUIPMENT MAINT	60,450.00				60,450.00	
	613130	TECH SVCS - SOFTWARE MAINT	177,000.00			-	177,000.00	
	613910	TECH SVCS - HAZMAT HANDLING	2,500.00				2,500.00	
	621110	UTILITIES - GAS/ELECTRIC	350,000.00			-	350,000.00	
	621120	UTILITIES - WATER/SEWER	43,500.00			-	43,500.00	
	621130	UTILITIES - REFUSE	34,252.00				34,252.00	
	622110	CUSTODIAL - JANITORIAL SVCS	425,000.00				425,000.00	
	624110	PROPERTY REPAIRS & MAINT	424,800.00				424,800.00	
	625110	RENTAL OF REAL PROPERTY	1,500.00			-	1,500.00	
	625120	RENTAL OF EQUIPMENT	41,575.00	-			41,575.00	
	632110	COMM SVCS - TELE - LANDLINE	87,200.00			-	87,200.00	
	632120	COMM SVCS - TELE - CELLULAR	14,550.00				14,550.00	
	632190	COMM SVCS - OTHER	-				-	
	633110	ADVERTISING	15,000.00			-	15,000.00	
	634110	TRAIN AND CONF - TRAIN COSTS	-	-		-	-	
	634120	TRAIN AND CONF - REGISTRATION	40,000.00	-		-	40,000.00	
	634210	TRAVEL - AIRFARE	10,000.00	-		-	10,000.00	
	634220	TRAVEL - LODGING	10,000.00	-		-	10,000.00	
	634230	TRAVEL - OTHER TRANSPORTATION	-	-		-	-	
	634240	TRAVEL - MEALS	-	-		-	-	
	635110	PRINTING AND BINDING	49,850.00	1,661.00		-	51,511.00	
	636990	GRANT PMTS - OTHER	-				-	
	637110	GOV PMTS - PERMIT FEES	-			-	-	
	637990	GOV PMTS - MISC FEE AND TAXES	5,000.00				5,000.00	
	639110	FEES - BANK FEES	3,000.00				3,000.00	

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

Sum of 2024 DEPT HEAD		Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total
	639120	FEES - PROF DUES AND FEES	47,250.00				47,250.00
	639130	COURIER AND DELIVERY SERVICES	17,000.00				17,000.00
	639990	OTHER SERVICES	-	20,000.00	150,000.00	200,000.00	370,000.00
	641110	SUPPLIES - OFFICE	35,715.00	3,000.00		-	38,715.00
	641120	SUPPLIES - POSTAGE	15,500.00	500.00	-		16,000.00
	642120	SUPPL - FIELD - TOOLS AND PART	6,780.00	-			6,780.00
	642990	SUPPL - FIELD - OTHER	185,825.00	5,000.00	-	-	190,825.00
	643110	SUPPLIES - BOOKS AND SUBSCRIP	2,230,000.00	-	-	-	2,230,000.00
	644110	SUPPLIES - FOOD - NON-EMPLOYEE	1,000.00	1,200.00	-	-	2,200.00
	651110	NON-CAP - COMP, SOFTWARE & OFE	313,400.00	-	-	-	313,400.00
	651120	NON-CAP - FURNITURE & FIXTURE	25,052.00	-	-	-	25,052.00
	651990	NON-CAP - MISCELLANEOUS	-				-
	662110	CAP - FA - BUILDINGS	-			-	-
	663110	CAP - FA - IMPR OTHR THAN BLDG	900,000.00				900,000.00
	664110	CAP - FA - MACHINERY & EQUIPME	4,000.00		-	-	4,000.00
	664120	CAP - FA - VEHICLES	-				-
	664130	CAP - FA - FURNITURE & FIXTURE	100,000.00			-	100,000.00
	664140	CAP - FA - COMPUTER EQUIPMENT	245,000.00			-	245,000.00
	665110	CAP - INFR - ROADWAY/STREETS				-	-
	666110	CAP - FA - INTANGIBLES	-	-	-	-	-
Operating Total			7,045,399.00	31,361.00	150,000.00	200,000.00	7,426,760.00
Internal Services							
	670140	INT SVC - TECH COST ALLOC FUND	179,624.00				179,624.00
	670150	INT SVC - MAIL SERVICES	1,764.00				1,764.00
	670160	INT SVC - CITY VEHICLE REPLACE	-				-
	670180	INT SVC - CITY VEHICLE FUEL/MA	15,000.00				15,000.00
	670190	INT SVC - CITY PKG PERMITS	500.00				500.00
	670240	INT SVC - REFUSE CHARGES	-	-	-	-	-
Internal Services Total			196,888.00	-	-	-	196,888.00
Grand Total			24,695,785.02	67,526.22	150,000.00	200,000.00	25,113,311.24

LIBRARY TAX FUND (101) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 10,266,639	\$ 12,835,605	\$ 16,445,762	\$ 16,445,762	\$ 20,909,957	\$ 19,855,834	\$ 19,291,848
Revenues							
Library Services Tax	\$ 20,431,021	\$ 20,596,293	\$ 21,704,603	\$ 21,863,709	\$ 22,607,646	\$ 23,059,799	\$ 23,520,995
Fines/Fees	26,477	17,688	40,000	40,000	40,000	40,000	40,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	29,617	101,396	101,396	101,396	32,000	32,000	32,000
TOTAL REVENUE	\$ 20,487,115	\$ 20,715,377	\$ 21,845,999	\$ 22,005,105	\$ 22,679,646	\$ 23,131,799	\$ 23,592,995
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 13,377,244	\$ 12,972,590	\$ 16,731,595	\$ 13,525,924	\$ 18,291,479	\$ 18,253,498	\$ 18,618,568
Salaries, Wages, Benefits							
less: Labor Vacancy Savings			800,000	800,000	800,000	800,000	800,000
Personnel	\$ 13,377,244	\$ 12,972,590	\$ 15,931,595	\$ 12,725,924	\$ 17,491,479	\$ 17,453,498	\$ 17,818,568
Non-Personnel	1,247,772	823,605	1,496,905	1,547,434	1,515,766	1,513,770	1,700,000
Library Materials (incl Tool Lndng)	1,690,248	1,826,324	2,055,000	2,055,000	2,230,000	2,230,000	2,230,000
Misc. Professional Services	765,382	497,462	872,450	885,218	1,184,150	1,184,150	973,700
Utilities+Telephone	367,116	459,787	554,502	554,502	529,402	529,402	500,000
Janitorial	362,798	360,565	425,000	470,116	425,000	425,000	400,000
Software Maintenance	114,873	147,178	346,000	346,000	177,000	177,000	275,000
RFID Loan Repayment							
Computer & Software Purchase (CAP)	120,933	121,859	70,000	70,000	245,000	245,000	249,000
Building/Infrastructure	652,098	2,315,233	3,250,000	1,300,629	600,000	900,000	1,500,000
Subtotal:	\$ 18,698,464	\$ 19,524,603	\$ 25,001,452	\$ 19,954,822	\$ 24,397,797	\$ 24,657,820	\$ 25,646,268
Charges From Other Depts							
Finance - Billing (341)	\$ 18,977	\$ 19,503	19,842	19,842	\$ 20,783	\$ 21,443	\$ 21,443
Facilities - Enviro Compliance (693)	8,517	11,432	16,564	16,564	15,189	16,522	16,522
Interfund Transfers							
Subtotal:	\$ 27,494	\$ 30,935	\$ 36,406	\$ 36,406	\$ 35,972	\$ 37,965	\$ 37,965
TOTAL EXPENDITURES	\$ 18,725,958	\$ 19,555,538	\$ 25,037,858	\$ 19,991,228	\$ 24,433,769	\$ 24,695,785	\$ 25,684,233
Capital Costs - One time	\$ 807,809	\$ 2,450,318	3,256,000	2,450,318	\$ 700,000	\$ 1,000,000	\$ 1,500,000
Adj EXPENDITURES (less Capital Costs)	\$ 17,918,149	\$ 17,105,220	\$ 21,781,858	\$ 17,540,910	\$ 23,733,769	\$ 23,695,785	\$ 24,184,233
Adj Projected Surplus/(Shortfall) (Rev - Exp)	\$ 2,568,966.36	\$ 3,610,157.03	\$ 64,141.00	\$ 4,464,194.54	\$ (1,054,123.00)	\$ (563,986.08)	\$ (591,238.06)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 12,835,605	\$ 16,445,762	\$ 16,509,903	\$ 20,909,957	\$ 19,855,834	\$ 19,291,848	\$ 18,700,610
Annual Committed Reserve	1,500,000	1,500,000	1,250,000	1,250,000	1,356,459	1,383,588	1,411,260
Uncommitted Fund Balance	\$ 11,335,605	\$ 14,945,762	\$ 15,259,903	\$ 19,659,957	\$ 18,499,375	\$ 17,908,260	\$ 17,289,350

GRANTS FUND (103) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 30,819	\$ 82,280	\$ 51,004	\$ 51,004	\$ 75,018	\$ 76,838	\$ 77,462
Revenues							
Direct Loan Fund							
Literacy Services & LSTA	92,252	56,568	60,000	74,409	68,420	68,420	68,420
Miscellaneous Grant Revenue							
Public Library Fund (SB 358)							
Other							
TOTAL REVENUE	\$ 92,252	\$ 56,568	\$ 60,000	\$ 74,409	\$ 68,420	\$ 68,420	\$ 68,420
Expenditures							
Operations							
Personnel	\$ 36,364	\$ 46,778	\$ 33,528	\$ 41,441	\$ 34,969	\$ 36,165	\$ 31,500
Non-Personnel	2,477	41,066	31,361	8,954	31,631	31,631	28,500
Library Materials							
Transfer Out (PLF 305)							
Subtotal:	\$ 38,841	\$ 87,844	\$ 64,889	\$ 50,395	\$ 66,600	\$ 67,796	\$ 60,000
Carryover							
Encumbered							
Unencumbered							
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 38,841	\$ 87,844	\$ 64,889	\$ 50,395	\$ 66,600	\$ 67,796	\$ 60,000
Projected Surplus/Shortfall (Rev - Exp)	\$ 53,411	\$ (31,276)	\$ (4,889)	\$ 24,014	\$ 1,820	\$ 624	\$ 8,420
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 84,230	\$ 51,004	\$ 46,115	\$ 75,018	\$ 76,838	\$ 77,462	\$ 85,882

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

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 373,536	\$445,378	\$471,886	\$471,886	\$ 512,603	\$ 467,603	\$ 422,603
Revenues							
Friends of BPL	\$ 120,000	\$ 91,824	\$105,000	\$ 105,452	\$ 105,000	\$ 105,000	\$ 105,000
BPL Foundation							
Donations/Private	10,778	113					
Interest/Misc. Revenues	5,181						
TOTAL REVENUE	\$ 135,959	\$ 91,937	\$105,000	\$ 105,452	\$ 105,000	\$ 105,000	\$ 105,000
Expenditures							
Operations							
Personnel							
Non-Personnel	24,231	28,850	150,000	64,735	150,000	150,000	150,000
Professional Services	39,886	36,578					
Library Materials							
Subtotal:	\$ 64,117	\$ 65,428	\$150,000	\$ 64,735	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 64,117	\$ 65,428	\$150,000	\$ 64,735	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ 71,842	\$ 26,509	\$ (45,000)	\$ 40,717	\$ (45,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 445,378	\$471,886	\$426,886	\$ 512,603	\$ 467,603	\$ 422,603	\$ 377,603

FOUNDATION FUND (105) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 930,840	\$ 885,878	\$ 458,510	\$ 458,510	\$ 281,302	\$ 181,302	\$ 81,302
Revenues							
Foundation	\$ 19,079	\$ 150,000	\$ 100,000	\$ 78,815	\$ 100,000	\$ 100,000	\$ 100,000
Misc./ Interest							
TOTAL REVENUE	\$ 19,079	\$ 150,000	\$ 100,000	\$ 78,815	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures							
Personnel							
Consultants							
Furniture and Fixtures	3,099	501,386	350,000	256,023	200,000	200,000	
Equipment	37,867	38,931					
Building							
Miscellaneous/Other	23,075	37,051					
Subtotal:	\$ 64,041	\$ 577,368	\$ 350,000	\$ 256,023	\$ 200,000	\$ 200,000	\$ -
TOTAL EXPENDITURES	\$ 64,041	\$ 577,368	\$ 350,000	\$ 256,023	\$ 200,000	\$ 200,000	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (44,962)	\$ (427,368)	\$ (250,000)	\$ (177,208)	\$ (100,000)	\$ (100,000)	\$ 100,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 885,878	\$ 458,510	\$ 208,510	\$ 281,302	\$ 181,302	\$ 81,302	\$ 181,302
Other	\$ (570,893)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 314,985	\$ (0)	\$ (250,000)	\$ (177,208)	\$ (277,208)	\$ (377,208)	\$ (277,208)

Sum of CY FTE Pe			Sum of CY FTE Pe		
Division Name	Job Class Desc	Total	Division Name	Job Class Desc	Total
Central Art & Music	LIBRARIAN I	1.00	Director	ACCT OFF SPEC III UNREP	1.00
	LIBRARIAN II	2.00		ADM FIS SVS MGR UNRP	1.00
	LIBRARY SPECIALIST II	1.00		ADMIN SECRETARY	1.00
				ASSOC HR ANALYST	1.00
				ASSOC MGMT ANALYST UNRP	1.00
Central Art & Music Total				ASST HR ANALYST	1.00
Central Children's	LIBRARIAN I	1.00		ASST MGMT ANALYST UNREP	2.00
	LIBRARIAN II	2.10		DEP DIR OF LIB SVCS	1.00
	LIBRARY SPECIALIST II	1.30		DIR OF LIBRARY SVCS	1.00
	SENIOR LIBRARIAN	1.00		LIBRARY SVCS MANAGER	2.00
	SUPERV LIBRARIAN	1.00	Director Total		
Central Children's Total					12.00
Central Reference	LIBRARIAN I	2.50	Facilities	BUILDING MAINT MECH	2.00
	LIBRARIAN II	2.70		SENIOR BLDG MAINT SUP	1.00
	LIBRARY SPECIALIST II	2.00	Facilities Total		
	SUPERV LIBRARIAN	1.00			3.00
Central Reference Total			Information Systems	INFO SYS SPECIALIST	3.00
Central Support	LIBRARIAN I	1.00		LIBRARIAN II	1.00
	LIBRARY SPECIALIST II	1.00		LIBRARY INFO SYS ADMIN	1.00
	SENIOR LIBRARIAN	1.00	Information Systems Total		
	SOCIAL SERVICES SPEC	1.00			5.00
	SUPERV LIBRARIAN	1.00	Literacy	LIBRARY ASSISTANT	0.50
Central Support Total				LIBRARY LIT PRG COORD	1.00
Circulation	CIRCULATION SRVCS MGR	1.00		LIBRARY SPECIALIST I	1.00
	LIBRARY AIDE	7.00	Literacy Total		
	LIBRARY ASSISTANT	7.25			2.50
	LIBRARY SPECIALIST I	2.00	North	LIBRARIAN I	1.00
	MAIL SERVICES AIDE	2.00		LIBRARIAN II	1.00
	SUPERV LIBRARY ASSIST	4.00		LIBRARY AIDE	1.50
				LIBRARY ASSISTANT	1.50
Circulation Total				LIBRARY SPECIALIST II	2.00
Claremont	LIBRARIAN II	2.00		SUPERV LIBRARIAN	1.00
	LIBRARY AIDE	1.50		SUPERV LIBRARY ASSIST	1.00
	LIBRARY AIDE HOURLY	0.38	North Total		
	LIBRARY ASSISTANT	1.50			9.00
	LIBRARY SPECIALIST II	1.50	South	LIBRARIAN II	2.00
	SUPERV LIBRARIAN	1.00		LIBRARY AIDE	1.50
	SUPERV LIBRARY ASSIST	1.00		LIBRARY ASSISTANT	1.00
				LIBRARY SPECIALIST II	1.50
Claremont Total				SUPERV LIBRARIAN	1.00
Collections	LIBRARIAN II	1.00		SUPERV LIBRARY ASSIST	1.00
	LIBRARY AIDE	1.00	South Total		
	LIBRARY ASSISTANT	1.00			8.00
	LIBRARY SPECIALIST II	2.00	Tool Lending	TOOL LENDING SPECIALIST	3.00
	SENIOR LIBRARIAN	1.00	Tool Lending Total		
	SUPERV LIBRARIAN	1.00			3.00
	SUPERV LIBRARY ASSIST	1.00	West	LIBRARIAN II	2.00
Collections Total				LIBRARY AIDE	1.50
				LIBRARY ASSISTANT	1.50
				LIBRARY SPECIALIST II	1.50
				SUPERV LIBRARIAN	1.00
				SUPERV LIBRARY ASSIST	1.00
			West Total		
					8.50
			Grand Total		
					114.73

Proposed FY 2024 Staffing Positions by Division

Attachment 8 (cont)

Sum of CY FTE Positions			Sum of CY FTE Positions			
Division Name		Job Class Desc	Total			
Central Art & Music	LIBRARIAN I	1.00	Director	ACCT OFF SPEC III UNREP	1.00	
	LIBRARIAN II	2.00		ADM FIS SVS MGR UNRP	1.00	
	LIBRARY SPECIALIST II	1.00		ADMIN SECRETARY	1.00	
				ASSOC HR ANALYST	1.00	
				ASSOC MGMT ANALYST UNRP	1.00	
Central Art & Music Total			4.00	ASST HR ANALYST	1.00	
Central Children's	LIBRARIAN I	1.00	Director	ASST MGMT ANALYST UNREP	2.00	
	LIBRARIAN II	2.10		DEP DIR OF LIB SVCS	1.00	
	LIBRARY SPECIALIST II	1.30		DIR OF LIBRARY SVCS	1.00	
	SENIOR LIBRARIAN	1.00		LIBRARY SVCS MANAGER	2.00	
	SUPERV LIBRARIAN	1.00		Director Total		12.00
Central Children's Total			6.40	Facilities	BUILDING MAINT MECH	2.00
Central Reference	LIBRARIAN I	2.50	SENIOR BLDG MAINT SUP		1.00	
	LIBRARIAN II	2.70	Facilities Total		3.00	
	LIBRARY SPECIALIST II	2.00	Information Systems	INFO SYS SPECIALIST	3.00	
	SUPERV LIBRARIAN	1.00		LIBRARIAN II	1.00	
		LIBRARY INFO SYS ADMIN		1.00		
Central Reference Total			8.20	Information Systems Total		5.00
Central Support	LIBRARIAN I	1.00	Literacy	LIBRARY ASSISTANT	0.50	
	LIBRARY SPECIALIST II	1.00		LIBRARY LIT PRG COORD	1.00	
	SENIOR LIBRARIAN	1.00		LIBRARY SPECIALIST I	1.00	
	SOCIAL SERVICES SPEC	1.00	Literacy Total		2.50	
	SUPERV LIBRARIAN	1.00	North	LIBRARIAN I	1.00	
Central Support Total				5.00	LIBRARIAN II	1.00
Circulation	CIRCULATION SRVCS MGR	1.00		LIBRARY AIDE	1.50	
	LIBRARY AIDE	7.00		LIBRARY ASSISTANT	1.50	
	LIBRARY ASSISTANT	7.25		LIBRARY SPECIALIST II	2.00	
	LIBRARY SPECIALIST I	2.00		SUPERV LIBRARIAN	1.00	
	MAIL SERVICES AIDE	2.00		SUPERV LIBRARY ASSIST	1.00	
	SUPERV LIBRARY ASSIST	4.00	North Total		9.00	
Circulation Total			23.25	South	LIBRARIAN II	2.00
Claremont	LIBRARIAN II	2.00	LIBRARY AIDE		1.50	
	LIBRARY AIDE	1.50	LIBRARY ASSISTANT		1.00	
	LIBRARY AIDE HOURLY	0.38	LIBRARY SPECIALIST II		1.50	
	LIBRARY ASSISTANT	1.50	SUPERV LIBRARIAN		1.00	
	LIBRARY SPECIALIST II	1.50	SUPERV LIBRARY ASSIST		1.00	
	SUPERV LIBRARIAN	1.00	South Total		8.00	
	SUPERV LIBRARY ASSIST	1.00	Tool Lending	TOOL LENDING SPECIALIST	3.00	
Claremont Total				8.88	Tool Lending Total	
Collections	LIBRARIAN II	1.00	West	LIBRARIAN II	2.00	
	LIBRARY AIDE	1.00		LIBRARY AIDE	1.50	
	LIBRARY ASSISTANT	1.00		LIBRARY ASSISTANT	1.50	
	LIBRARY SPECIALIST II	2.00		LIBRARY SPECIALIST II	1.50	
	SENIOR LIBRARIAN	1.00		SUPERV LIBRARIAN	1.00	
	SUPERV LIBRARIAN	1.00		SUPERV LIBRARY ASSIST	1.00	
	SUPERV LIBRARY ASSIST	1.00		West Total		8.50
	Collections Total			8.00	Grand Total	



Action Calendar

May 4, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Resolution to Adopt Bylaws of the City of Berkeley Board of Library Trustees and Accompanying Nomination Policy

INTRODUCTION

Adopt the resolution approving the proposed Bylaws of the Board of Library Trustees and the proposed Board of Library Trustees Nomination Policy.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

Over the course of 2017 through 2019, the first Ad Hoc Bylaws Subcommittee including Trustee Judy Hunt, Trustee Sophie Hahn, and then Acting Director of Library Services, Elliot Warren, met to develop and structure a process for the creation of bylaws. The process carried forward and draft bylaws were developed, but the project was temporarily paused due to the onset of the pandemic. Director Mayer reengaged with the project in February 2021, replacing Warren on the Subcommittee, and recommended a course of action in March. Mayer collaborated with consultant Ruth Metz Associates to produce an updated draft document which was presented to the Board in January 2022. This draft has since been reviewed by a member of the City Attorney's team to ensure legal compliance and concurrence with the Commissioners' Manual.

CURRENT SITUATION AND ITS EFFECTS

The City Attorney's staff completed a legal review of the most recent draft of the Bylaws of the Board of Library Trustees. This document is now ready for review and adoption by the Board of Library Trustees.

FURTHER ACTION

In response to Public Comment, this draft may be updated, and resubmitted to the Board of Library Trustees. Depending on the extent of additional comment and/or need for additional revisions, this item will be placed on the Board of Library Trustee agenda again to finalize.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Draft Bylaws of the City of Berkeley Board of Library Trustees (BOLT)
3. Draft Board of Library Trustees Nomination Policy

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-____

RESOLUTION TO ADOPT BYLAWS OF THE BOARD OF LIBRARY TRUSTEES AND NOMINATION 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, it is important for the Board of Library Trustees to have bylaws ensure consistency and objectivity in carrying out the board's activities; and

WHEREAS, bylaws provide necessary enumeration of procedures and expectations that had previously not been available to the Board of Library Trustees; and

WHEREAS, the Board of Library Trustees act in compliance with the City of Berkeley Commissioners' Manual, and where the Manual is directive, the BOLT bylaws must be in compliance with the Commissioners' Manual; and

WHEREAS, per the City of Berkeley Charter and Municipal Code, Board of Library Trustees are appointed by the City Council and serve at the pleasure of the Council; and

WHEREAS, BOLT can assist the City Council in facilitating a nomination process for incoming Trustees although any associated recommendations are not binding; and

WHEREAS, a process for nominating and selecting candidates to serve as Trustees of the Board of Library Trustees is proposed in the Board of Library Trustees Nomination Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposed Bylaws of the Board of Library Trustees and the Board of Library Trustees Nomination policy to take effect May 5, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 4, 2022 by the following vote:

AYES:	Trustees Davenport, Greene, Hahn, Roth & Selawsky
NOES:	None
ABSENT:	None
ABSTENTIONS:	None

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

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

3. Duties of the President

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

4. Duties of The Vice President

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

5. Duties of The Secretary

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

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

ARTICLE V: Filling BOLT Vacancies

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

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

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

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.
2. **Process** – BOLT shall adopt and update a process for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, and a selection process.
3. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees to BOLT for action and furtherance to the Council. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

Article VI - BOLT Meetings

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

or discussed at the meeting, including items to be discussed in closed session, if any.

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

4. Special meetings

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

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

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

6. Cancellation of Meetings

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

Article VII – General Conduct of Trustees

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

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

Article VIII - Quorum and Resolution Adoption of the Berkeley BOLT

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

Article IX - Ad Hoc Subcommittees

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

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

Article X - The Director

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

Article XI - Amendments of the Bylaws of the Berkeley BOLT

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

**BERKELEY PUBLIC LIBRARY
POLICIES**

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

ORIGINAL DATE:	05/04/2022
BOLT Resolution #:	###
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: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date



INFORMATION REPORTS

May 4, 2022

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

First Post-Closure Emergency Drill

Staff conducted their first emergency evacuation drill since the Library first closed in early 2020. Approximately 30 Central Library staff participated, as did some Friends of the Library, and Central Library Safety Monitors played a lead role in ensuring their departments followed procedures. This was the first time that the Library's new radio system was deployed in the context of an emergency evacuation. Staff and Friends evacuated the building quickly and efficiently. There will be other forms of drills in the future, including evacuation during public hours, and active shooter drills. Each branch will also be scheduling a separate time to do an evacuation drill.

Teen Taco Tuesday... Travels

Supervising Librarian, Heather Cummins, of Teen/Central Support collaborated with staff around the system to coordinate another successful outreach event—this time, the focus was on connecting youth attending Willard Middle School to the Claremont Branch Library. Library staff Andrea Mullarkey (Teen/Tarea Hall Pittman South), Sierra Gribble (Central Support), Pema Lhakey (Claremont), and Linda McDonald (Claremont) welcomed students from Willard who visited the Taco Truck parked in front of Claremont for free tacos and library information and connection. The team served over 100 students! Delivery drivers Richie Chew and Taoufik Abalil dropped off furniture to place in front of the branch, and the street in front of the branch was temporarily closed.

Staff received wonderful feedback about the event, including:

Raul [proprietor of Tacos El Rulas, the taco truck in the event] was delighted (as was I) that we had the exact Barack Obama biography his child needed for school on the shelf at Claremont. He signed up for a library card and checked it out.

From the teens, as heard by Librarian Andrea Mullarkey:

"I had no idea how close the library is!"

"The library is a place where everybody can come and learn interesting things."

"The library is full of the souls of children who learned things!"

"It's great because it's quiet and you can really focus."

"Did you know they have a drawing class?"

"We had hot chocolate at the other library yesterday."

Some kids talked about the teen space – it's got books and computers while others remembered going to the children's area when they were younger. One student mentioned the Chromebook and another said they really liked "the librarian".

And over and over and over teens talked about the books. They mentioned specific titles (Raina Telgemeier's Smile, Camus' The Plague) and authors (Ken Follett) and genres (Sci-Fi, non-fiction, realistic fiction, educational books).



Staff Appreciation and National Library Workers Day (April 12)

Following the end-of-year video posted to the Library's intranet, featuring supervisors describing how they appreciated each member of their teams, the Library celebrated National Library Workers Day by sharing snacks courtesy of the Friends of the Library. Circulation Manager Jay Dickinson and Director Mayer delivered the snacks. On April 29, there will be a surprise for Library staff focusing on wellness and relaxation, and Supervising Librarian Elaine Tai coordinated an excellent training series for staff focused on mindfulness and communication. In time for the All Staff meeting, supervisors will be preparing individual awards for staff, highlighting their contributions but especially over the past two years. Be on the lookout for Library Snapshot Month. From April 18 to 30, staff will be celebrating and commemorating all the things that they do on any given day to make the library what it is by taking snap shots of moments in a typical day. Thanks to staff member Raylene Ezike for the inspiration!

All Staff Meeting, April 29

The quarterly All Staff meeting was held on Friday, April 29. Staff new to the organization were introduced, and staff had opportunities to make announcements, including for our upcoming Summer Reading Program. The meeting featured a trivia game that highlighted the staff teams that made all that work possible throughout the pandemic period, as well as a discussion of the Library's short and longer-term goals.

Recruitment

The Librarian recruitment has come to a successful close with interviews completed, conditional job offers extended, and candidates participating in background checks.

The Library is managing recruitments for the two vacant Library Services Manager positions, the Social Services Specialist, and the Supervising Library Assistant positions that have been filled temporarily.

Interviews will also begin soon for the Library Aide position, and there continue to be vacancies in that classification. The Director of Library Services will be arranging with a consultant to initiate a recruitment for the Deputy Director of Library Services position.

Public Library Association: Staff Reports

Dan Beringhele, Supervising Librarian:

I usually come back from conferences with a changed perspective on my work and this year's PLA Conference was no exception. With a stated focus on Equity, Diversity and Inclusion, I was hoping for inspiring stories of organizational transformation but those moments were sparse for me. Instead, I came away with a renewed sense of pride in the work that we are doing here in Berkeley and the incredible support that we get from the community. Much of my time was spent hearing from many colleagues around the country dealing with book challenges from their communities, resistance to EDI initiatives, lack of funding, inequitable patron discipline and the use of armed police in libraries. I feel so fortunate to work in an organization that has a mandate reflect the diversity of our community and a commitment to do better.

Among those sparse moments of inspiration was the staff of the Richland Public Library in South Carolina that began doing staff-driven EDI work in 2015. They described the public facing work they've done including training staff to lead community conversations around race, bias, inclusivity and equality as well as a unique Virtual Reality program designed to foster empathy in participants. Their internal work focused on staffing and security. In the past year, they've hired 101 new staff and have moved their demographics to much closer reflect the community they serve. They've also taken a hard look at how their rules of conduct and suspension policy affect African American patrons disproportionately and are looking at alternatives to their current model of security and punishment.

I also heard from Librarians who are organizing expungement clinics to help their patrons remove criminal convictions from their records and doing community health work. I heard from a Librarian who struggles with Dyslexia on the importance of designing Library programs for neurodiverse patrons, a part of our community who can often be found at THP but are underserved by the Library. Finally, Kal Penn, Former Advisor to President Obama and star of the Harold and Kumar films told his hilarious story of transitioning to a position in public service.

Amanda Myers, Temporary Library Services Manager

Denver Public: EDI and Inclusion for Promoting Employee Wellbeing (Ozioma Aloziem)

We as a society are experiencing collective trauma, which comes in many forms. These forms of trauma include: acute, chronic, historic, generational and race-based trauma. Weathering is something that can be measured on a chromosome level. Healing is not eliminating things that harm us, as they are not the same as things as those that heal us. We are not spending enough time building, while we're removing barriers. We need more hoping and dreaming.

A wellness model was created with a goal to be culturally responsive to staff, by giving them a wider array of wellness resources. The hope was to be a recruitment and retention strategy by prioritizing staff wellbeing. Staff arrive with different identities, with different needs and backgrounds. In 2021, 220 staff completed a survey and after doing a lot of research on best wellness programs and organizations in the area, a team formally piloted a program in October 2021. They now have an on-call mental health consultant with drop-in

health hours; fifty staff have seen her and, in some cases, she has referred staff then to a therapist. The team invested in an app called SHINE, which is an app supporting inclusive daily health and mental health support. This app reflects what is happening in the world; helps people meditate; it is created by women of color; and, in addition, participants can participate in monthly workshops. There is an administrative portal that allows someone to see what staff are mostly seeking support around (stress; fatigue; etc.). The wellness model also allocated dedicated time off from work—8 hours a quarter for both 40 hour and 20-hour staff—to use for either their physical or mental health leave. This time was allocated for staff to take care of themselves. This change in practice was reviewed by their human resources and then signed off by their executive team. There was also an implementation plan, where cost implications were reviewed, tracking leave was formalized (how to approve leave), a communication plan (to share these changes and opportunities with staff—dedicated page on the staff intranet), and they created a FAQ for all staff and supervisors. They are currently in the evaluation phase. They've offered two workshops on trauma-informed supervision for staff. They are partnering with a trauma-informed organization in Denver. They have offered monthly healing circles for staff by a therapist/social worker—one circle for all staff and one for BIPOC staff.

The intended outcomes of the wellness model:

- Staff will feel supported and have experience at Denver Public
- Staff will build positive relationships with other staff
- Staff will feel a sense of community and sense of connectedness
- Staff will better serve patrons
- BIPOC staff will better supported

Metrics:

- Staff feedback (surveys)
- Healing circles
- Track number of staff using wellness hours, therapist, app use and healing circles
- Job turnover

Denver Public currently has 500 staff

- 148 staff have enrolled in SHINE app
- Over 50 staff have seen mental health consultant
- Over 60 staff have participated in healing circle
- 1001 requests for wellness hours (in 30 min increments)—over 6000 hours requested

Staff have expressed so much praise and gratitude for the wellness hours and have share they feel appreciated. So far, 190 staff have completed the wellness evaluation. They will have initial results of pilot in October 2022 and a second analysis in December 2022 to determine if the wellness model will be formally adopted.

Perlita Payne, Supervising Librarian:

I attended PLA 2022 and it was the first time I'd been to a conference since the pandemic and also it was the first that I had been to PLA. I'm so glad I went as I got to be around hundreds of librarians (I think they said there 4,000 in total during the 3 days) from around the country. I spoke to librarians from Michigan, Colorado, Cape Cod, Alameda County, San Mateo County, Los Angeles, and Oakland. This year's focus was on equity and there were so many presentations around this topic covering everything from security in libraries to programming and collections. And the city of Portland is gorgeous in Spring with its mild weather, light rain, and pockets of blossoming cherry trees here and there.

The keynotes really stood out for me even though they were very early in the morning and there was one morning when they didn't provide coffee. One keynote was about being a good troublemaker who challenges things that are unfair. Luvvie Ajayi Jones has a podcast called "Professional Troublemaker" and she said that good troublemakers can always use the support of their colleagues. She asked us to not lead with fear and instead look around and ask who is in the room who's too afraid to speak up? She said there are 3 questions that she asks herself when she's thinking of speaking out: Do I mean it?; Can I defend it?, and Can I say it truthfully? She also has a bonus question: Will my silence convict me? She said it's important that we support people who are speaking up by simply stating that you're backing them up. You could just say, I agree with this person or I support this person. She made it clear that we cannot wait for someone else to do the speaking when we can do it, making it possible for others can take a break.

I also enjoyed hearing, from Ozy Aloziem from Denver Public Library, about the 8 hours a week of mental health time staff can use. At Denver Public Library, they can elect to meet with an on-call mental health staff, attend wellness classes, racial healing circles and affinity groups, and do meditations through the wellness app, Shine. I got to hear how helpful the mental health time was for staff and how it improved their experience with their jobs and their ability to create resilience while continuing to provide excellent customer service to patrons and be good coworkers to each other. I was very impressed by Denver Public Library's commitment to addressing and prioritizing mental health as a way of caring for its staff and I'm inspired to have conversations on how we can have something like this at BPL.

Lillian Whithaus, Library Aide

At PLA Online, I attended sessions on a variety of topics, ranging from programming to intellectual freedom to EDI. One theme that stuck with me throughout the sessions was the need to consider accessibility at library events, especially as we return to in-person and/or hybrid gatherings. Key takeaways for me regarding accessibility were that it can mean different things for different events, people, and spaces; it can make a huge difference for all attendees at an event, whether they need accommodations or not; and that considering accessibility as a default part of event planning can make providing accommodations simpler. The three sessions I attended that touched most on the topic of accessible library events were Meeting the Needs of our Disability Community: Building Inclusive Spaces, Creating Meaningful Connections within a Hybrid Environment, and Community Wellbeing as a Library Outcome. While the first session focused specifically on accessibility for those with disabilities, the other two brought in the wider community and how there are many facets to having accessible library events.

I also attended two sessions that touched on intellectual freedom and how book challenges have increased across the country. While this has a bigger impact in other places, it feels like something important to be aware of professionally. It also emphasizes the value that providing diverse materials has for our community and is something that has come up frequently in my MLIS coursework. Being able to support other library workers experiencing book challenges or just knowing the resources available when a challenge surfaces was a really valuable takeaway for me from these sessions.

I'm excited to take these ideas forward with me in my work at BPL, especially as COVID changes continue to impact the library and our community.

CONTACT PERSON

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