



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

Wednesday, July 6, 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 June 1, 2022 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 1, 2022 Special Meeting of the Board of Library Trustees.

B. Minutes of June 1, 2022 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 1, 2022 Regular Meeting of the Board of Library Trustees.

C. Authorization to Close the Central Library and all Branches on Friday, September 23 and September 30, 2022 for two Staff Development Days

From: Tess Mayer, Director of Library Services

Recommendations: Adopt a resolution to authorize the closure of the Central Library and all branch libraries on two Fridays, September 23 and 30, 2022 to allow adequate time for participation in staff development.

D. Fiscal Year 2023 Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2023 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

III. ACTION CALENDAR

A. Salary Increase for the Director of Library Services

From: Board of Library Trustees President, Amy Roth

Recommendation: Adopt the resolution approving a \$1421 per month salary increase effective January 1, 2022, for the Director of Library Services.

B. 2022 Board of Library Trustees Priority Setting: Review and Updates

From: Tess Mayer, Director of Library Services

Recommendation: Review and discuss priority projects for the Board of Library Trustees (BOLT) for 2022. Discuss how to structure a more in-depth conversation around Board development.

C. Collection Management Policy Update

From: Tess Mayer, Director of Library Services

Recommendation: Approve a resolution adopting the revised Collection Management Policy updating the Library policy regarding collection development and maintenance in the Library.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Intellectual Freedom Presentation – Jenna Brotsky, Librarian-Adult Services; Bae Smith, Supervising Librarian, Collection Services; Julia Wiswell, Librarian-Adult/Collection Services; Lillian Whithaus, Library Aide, Claremont

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 June 30, 2022

//s//



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

**Communications:**





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Special Meeting**  
**Wednesday, June 1, 2022 5:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

**Board of Library Trustees:**

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

**I. PRELIMINARY MATTERS**

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

**A. Call to order:** 5:36 pm.

Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.

Absent: None

Also Present: Tess Mayer, Director of Library Services; Donald Ellison; City of Berkeley Human Resources Director; Eve Franklin, Administrative Secretary.

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

**II. CLOSED ACTION CALENDAR**

**A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957**

Title of position being evaluated: Director of Library Services

The Board of Library Trustees will recess into closed session to conduct a public employee performance evaluation.

**Action:** M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R22-026 to add an item on the July 6, 2022 regular board meeting agenda to vote on the approval of a raise for the Director of Library Services based on a salary analysis of local comparable salaries.

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

**III. ADJOURNMENT**

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

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

Adjourned 6:33 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of June 1, 2022 as approved by the Board of Library Trustees.

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

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

Attachments: None





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, June 1, 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:** 6:37 pm.  
  
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.  
  
Absent: None  
  
Also Present: Tess Mayer, Director of Library Services; Alicia Abramson, Information Services Technology Manager; Amanda Myers, Acting Library 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:** 0 speakers.
3. **Comments from Library Unions:**
  - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
  - C. Public Employees Union, LOCAL 1 – 0 speakers
4. **Comments from Board of Library Trustees**
  - A. Trustee Davenport – Delighted to see the number of new staff coming on board.
  - B. Trustee Roth – Authors Dinner Event was a great success.
5. **Reporting out of Closed Session Special Meeting held on June 1, 2022 at 5:30pm.**  
**Action:** M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R22-026 to add an item on the July 6, 2022 regular board meeting agenda to vote on the approval of a raise for the Director of Library Services based on a salary analysis of local comparables.  
**Vote:** Ayes: Trustees Davenport, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-027 to approve the consent calendar.

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

**A. Approve Minutes of the May 4, 2022 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the May 4, 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 Davenport / Trustee Selawsky to adopt resolution #R22-028 to approve the minutes as presented.

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

**B. Approve Minutes of the May 23, 2022 Special Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the May 23, 2022 Special Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-029 to approve the minutes as presented.

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

**C. Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Four Percent (4%) Salary Increase**

**From:** Director of Library Services

**Recommendation:** Adopt the resolution approving the recommendation to the City Council that it revise the Tool Lending Specialist job specification to accurately reflect the scope of duties and to increase the current salary schedule by four percent (4%) effective March 16, 2021.

**Financial Implications:** See report

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

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-030 to approve the minutes as presented.

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

**III. ACTION CALENDAR**

**A. Revised Bulletin Board and Free Printed Policy**

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

**Recommendation:** Adopt the resolution approving the revised Bulletin Board and Free Printed Matter Policy.

**Financial Implications:** none

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

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-031.

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

**IV. INFORMATION CALENDAR**

**A. Social Media Update**

**From:** Aimee Reeder; Assoc. Management Analyst.

**Action:** Received (Attachment 1)

Trustee Hahn left the meeting at 7:24pm

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

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

**Action:** Received

**V. AGENDA BUILDING**

Next regular meeting will be held July 6, 2022.

Future topics:



- Director of Library Services Salary item
- Refresher on the Freedom to Read Act
- Collection Policy

## VI. ADJOURNMENT

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

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

Adjourned at 7:46 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 1, 2022 as approved by the Board of Library Trustees.

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

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

### Attachments:

1. Social Media Update



# Overview of Social Media at the Library

*Presented to the Board of Library Trustees*

*Wednesday - June 1, 2022 - 6:30pm*

*Aimee Reeder, Communications Analyst*



## History of Social Media at BPL

- Social media presence since 2008 but was not a service focus and by 2018 did not have a lot of activity
- As part of the response to the recommendations from BOLT's 2018 Moss Adams Organizational Assessment, a Communications Analyst was hired in 2019, a new role for BPL
- Social media is approximately 10% of the Analyst's work load (a very fun part of this role!)

## Framing the work

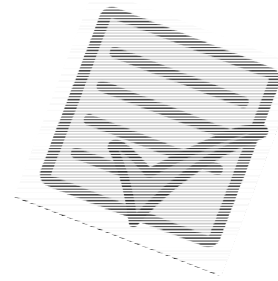
- How do we build a robust presence with patron engagement with currently available resources?
- How do we build this outreach tool to reflect and address the diverse needs, interests and backgrounds of our Berkeley communities?



## Goals for Social Media @ the Library





- **Billboard of Library Offerings**
- **Customer service point for our patrons:** Social media, when done well and supported with adequate resources, can be just as impactful as the in-person patron experience at a service desk.
- **Entertain, Reassure & Delight:** “Your Library is here for you.” Having a consistent presence online is key to building community and engagement.

## First things first



- Compliance - Policy reviews
- Develop social media plan(s) & Reporting Structure
- Secure tools of the trade
  - Hardware – cameras & phone
  - Software – Shutterstock, Canva, Bitly, Sprout, ArchiveSocial (partnership with BPD)
- Re-envisioning staff involvement with social media

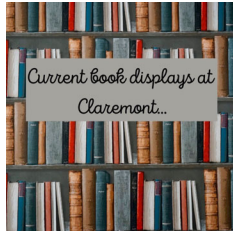
## Implementation

- Facebook  
- Instagram  
- Daily/weekly content
  - Announcements
  - Library Events
  - Collections
  - E-resources
- Special campaigns – collaborations where other staff get to be creative and shine

## Examples of Ongoing Content



Event Promotion



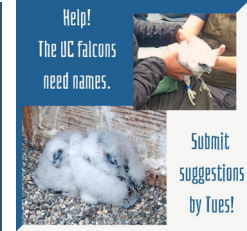
Physical Collections



e-Collections

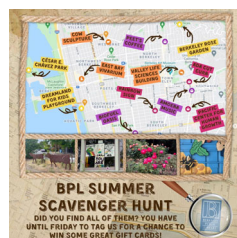


Library Announcements



Community Partnerships

## Examples of Special Campaigns



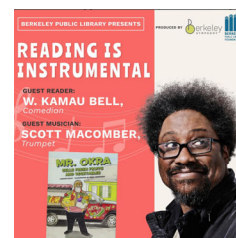
Scavenger Hunts



Culinary Tools



Poetry Contests



Story Times



Sky Report

## Staff who have contributed over the last 2 years

- **Sierra Gribble**
- Heather Cummins
- Dan Beringhele
- **Kasey Brien**
- **Kelsey Ockert**
- Will Marston
- **Julie Wiswell**
- Jef Findley
- **Raylene Ezike**
- **Elaine Tai**
- Erica Glenn
- Eve Franklin
- Armin Aretha
- Emma Coleman
- Juan Castille
- Cindy Kumano
- Brianna Bradford
- Glenn Ingersoll
- Andrea Mullarkey
- Rudy Tapia
- Vlad Kaplan
- Emiliano Ruiz
- Sheila Lew
- Shani Leonards

## 2021, by the numbers

- Library-initiated posts, comments, and private messages increased by **390%** and in response, patrons responded with **294%** increase in rate of their comments, wall posts, mentions, tags and private/direct messages.
- On average **1,000 people per day** on Facebook and **900 people per day** on Instagram see at least one impression of our social media content.
- Audience growth was up **96%**. Total audience is over 10,000 and it is primarily local, Berkeley and nearby Cities!

## April 2022, by the numbers

- Posts, likes or comments in April
  - By the library: 467
  - By our patrons: 148
- Impressions, how many times our content was seen in April
  - 39, 406 on Facebook
  - 38,401 on Instagram
- New followers (all organic)
  - 18 on Facebook
  - 41 on Instagram

## April 2022, top posts on Facebook



Bilingual story time, a repost of sale going on at the Friends of the Berkeley Public Library (thank you Friends!) and Eve's star power during the "day in the library" #librarysnapshot campaign!

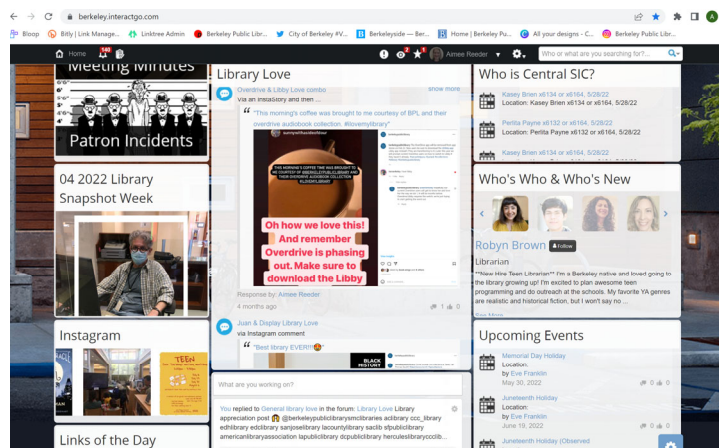


## April 2022, top posts on Instagram



Live picture from a teen event at Claremont, collaboration with a staff member on an event promotion and a fireplace post in response to a follower's question.

## Library Love on "Bloop," BPL's staff intranet



# Thank you for this opportunity.

## Questions? Ideas? Comments?

Please do not hesitate to reach out! [areeder@cityofberkeley.info](mailto:areeder@cityofberkeley.info) - 510.981.6104

See you online....

[@berkeleypubliclibrary](#)

[www.instagram.com/berkeleypubliclibrary](https://www.instagram.com/berkeleypubliclibrary)

[www.facebook.com/berkeleypubliclibrary](https://www.facebook.com/berkeleypubliclibrary)





**CINSENT CALENDAR**

July 6, 2022

**TO:** Board of Library Trustees

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

**SUBJECT:** Authorization to Close the Central Library and all Branches on Friday, September 23 and September 30, 2022 for two Staff Development Days focused on systemic racial equity transformation work

**RECOMMENDATION**

Adopt a resolution to authorize the closure of the Central Library and all branch libraries on two Fridays, September 23 and 30, 2022 to allow adequate time for participation in staff development. For planning purposes, the recommendation is to authorize closure for the two full days with the understanding that two full-day closures may not be necessary. This is because not all the staff will participate on the same date, and the staff who are not participating on one date in the racial equity training will either participate in other staff development opportunities, or they will staff some of the Library locations. It will require more analysis to understand which option is more viable given current staffing levels and other planning considerations.

**FISCAL IMPACT OF RECOMMENDATION**

No impacts from this report.

**BACKGROUND**

All-Staff meetings are currently conducted for a period of one and a half hours approximately four times per year. Staff and Library leadership, including the Board of Library Trustees, have highlighted the importance of staff recognition and staff development opportunities. The last full day All-Staff Meeting occurred in 2019. All-staff meeting time may be dedicated to a variety of team-building and staff development goals.

**CURRENT SITUATION AND ITS EFFECT**

The Library's Racial Justice Advisory Group (RJAG) has identified a consultant with whom the Library will contract to provide training and support around systemic racial equity transformation work: Dr. Lori A. Watson, founder of [Race-Work, LLC](#).

Dr. Watson has proposed a series of trainings and engagement for different subsets of Library staff and leadership. Approximately 60 staff will participate in each of the two all-day sessions. After robust discussion, it was determined that this format and number of staff will better engender the trust and psychological safety needed to explore these topics. The description of the training is as follows:

*Participants will engage in a 1-day seminar that will develop a foundation and provide tools for talking about race both interracial and intra-racially. Participants will engage in exercises to elevate personal*

**BERKELEY PUBLIC LIBRARY**

**CONSENT CALENDAR**

**Authorization to Close the Central Library and all Branches on Friday, September 30, 2022 for an All-Staff Development Day**

**Page 2**

*racial consciousness, develop a deeper understanding of the impact of race, and gain clarity around the construct of whiteness and its role in sustaining systemic racism.*

The two days targeted for the trainings are Friday, September 23 and 30, 2022. The Central Library and branches, and tool library are typically open on Fridays from 10 am to 6 pm. The start and end times for the event have not yet been set.

This will be a mandatory training. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Regular intermittent staff may attend these all-staff meetings. This is because it is important for them, as regular public service providers, representatives of the Library, and members of the Library team, to integrate this learning as well.

**ENVIRONMENTAL SUSTAINABILITY**

There are no environmental sustainability impacts from this report.

**CONTACT PERSON**

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

Attachments:

1. Resolution

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R22-\_\_**

### **AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ON FRIDAYS, SEPTEMBER 23 and 30, 2022 TO ALLOW TIME FOR STAFF DEVELOPMENT DAYS**

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

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

WHEREAS, one of the Library's priorities continues to be to champion and demonstrate social and racial equity; and

WHEREAS, the Berkeley Public Library's Racial Justice Advisory Group has coordinated with Dr. Lori Watson to provide racial equity training for all Library staff and leadership; and

WHEREAS, Friday, September 23 and Friday, September 30, 2022 have been identified as the best days for staff training to occur in Fall 2022; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to close the Central Library and all branches on two Fridays, September 23 and 30, 2022 to allow adequate time for two staff development days.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 6, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, Chairperson

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





**CONSENT CALENDAR**

July 6, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Fiscal Year 2023 Purchase Authorization in Excess of Director of Library Services' Granted Authority

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2023 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**FISCAL IMPACT**

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget update for fiscal year 2023 adopted by the Board of Library Trustees on May 23, 2022 by BOLT Resolution No.: R22-027.

**BACKGROUND**

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

On May 23, 2022, the board approved BOLT Resolution No.: R22-027 adopting the FY 2023 Budget, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

Commencing July 1, 2022, the Library will begin processing fiscal year 2023 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2022 and prior years' expenditure levels as a guide, purchases with several vendors may exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. See Attachment 2 to this report for purchase expenses recorded up to June 15, 2022 in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items not associated with a contract number are presented in attached for authorization as a group as per the Resolution presented herein for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2– during FY 2023. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Tess Mayer, Director of Library Services, 981-6108

Attachments

1. Resolution
2. FY 2023: Vendor Purchased Values > \$10k to 15JUN22 (*for FY 2023 Eligible Vendors*)



# **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R22-0##**

## **PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2022 PER ATTACHMENT 2**

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

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

WHEREAS, the Board of Library Trustees on May 23, 2022 passed Resolution No.: R22-027 adopting the Budget for all Library Funds' revenues and expenditures for fiscal year 2023; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2023 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies that may exceed the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 6, 2022 by the following vote:

|              |                                                     |
|--------------|-----------------------------------------------------|
| AYES:        | Trustees Davenport, Hahn, Roth Greens and Selawsky. |
| NOES:        | None.                                               |
| ABSENT:      | None.                                               |
| ABSTENTIONS: | None.                                               |

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Amy Roth, Chairperson

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



| Vendor | Name                                 | Library Tax<br>101 | Grants<br>103 | Frnds/Gifts<br>104 | Fndtn<br>105 | Grand Total   |
|--------|--------------------------------------|--------------------|---------------|--------------------|--------------|---------------|
| 2224   | BAKER & TAYLOR, INC.                 | \$ 511,129.70      |               |                    | \$ 744.69    | \$ 511,874.39 |
| 27170  | OVERDRIVE, INC                       | \$ 424,999.23      |               |                    |              | \$ 424,999.23 |
| 17128  | MIDWEST TAPE                         | \$ 316,065.15      |               |                    |              | \$ 316,065.15 |
| 7887   | PACIFIC GAS & ELECTRIC               | \$ 295,473.29      |               |                    |              | \$ 295,473.29 |
| 30004  | KANOPY LLC                           | \$ 194,145.00      |               |                    |              | \$ 194,145.00 |
| 13151  | EBSCO INFORMATION SERVICES           | \$ 72,217.39       |               |                    |              | \$ 72,217.39  |
| 22588  | CALIFA GROUP                         | \$ 59,159.79       |               |                    |              | \$ 59,159.79  |
| 8859   | DELL MARKETING LP                    | \$ 37,378.38       |               |                    |              | \$ 37,378.38  |
| 7501   | EBMUD                                | \$ 36,715.00       |               |                    |              | \$ 36,715.00  |
| 26277  | PACIFIC LIBRARY PARTNERSHIP          | \$ 30,384.31       |               |                    |              | \$ 30,384.31  |
| 16650  | CDW-GOVERNMENT                       | \$ 27,275.93       |               |                    |              | \$ 27,275.93  |
| 26329  | GOVCONNECTION                        | \$ 20,172.64       |               |                    | \$ 5,787.00  | \$ 25,959.64  |
| 21636  | T-MOBILE USA                         | \$ 2,844.98        |               |                    | \$ 22,380.63 | \$ 25,225.61  |
| 52877  | PYRAMID TIME SYSTEMS, LLC            | \$ 20,506.18       |               |                    |              | \$ 20,506.18  |
| 4886   | OCLC ONLINE COMPUTER LIB CTR         | \$ 20,331.66       |               |                    |              | \$ 20,331.66  |
| 2020   | INGRAM LIBRARY SERVICES LLC          | \$ 19,916.50       |               |                    |              | \$ 19,916.50  |
| 25947  | AMAZON.COM-LIBRARY                   | \$ 15,520.47       | \$ 846.49     | \$ 1,116.46        | \$ 2,253.96  | \$ 19,737.38  |
| 22038  | AT&T                                 | \$ 19,593.15       |               |                    |              | \$ 19,593.15  |
| 28884  | BRIDGEALL LIBRARIES LIMITED          | \$ 17,680.00       |               |                    |              | \$ 17,680.00  |
| 24691  | B&H PHOTO                            | \$ 17,655.61       |               |                    |              | \$ 17,655.61  |
| 18927  | AMS.NET, INC                         | \$ 17,046.83       |               |                    |              | \$ 17,046.83  |
| 27918  | CENGAGE LEARNING INC                 | \$ 16,315.71       |               |                    |              | \$ 16,315.71  |
| 30583  | UNITY COURIER SERVICE INC            | \$ 14,962.39       |               |                    |              | \$ 14,962.39  |
| 24099  | PEGASUS BOOKS                        | \$ -               |               | \$ 14,737.05       |              | \$ 14,737.05  |
| 15841  | LECTORUM PUBLICATIONS, INC.          | \$ 13,847.34       |               |                    |              | \$ 13,847.34  |
| 21288  | SCHOLASTIC INC.                      |                    | \$ 5,360.36   | \$ 8,173.95        |              | \$ 13,534.31  |
| 17633  | HOME DEPOT, INC                      | \$ 13,500.29       |               |                    |              | \$ 13,500.29  |
| 475    | UNIVERSAL BUILDING SERVICES & SUPPLY | \$ 13,496.46       |               |                    |              | \$ 13,496.46  |
| 22930  | NEWSBANK, INC.                       | \$ 12,800.00       |               |                    |              | \$ 12,800.00  |
| 50534  | PRIDE INDUSTRIES ONE, INC            | \$ 12,605.71       |               |                    |              | \$ 12,605.71  |
| 945    | SAN LEANDRO ELECTRIC                 | \$ 12,371.77       |               |                    |              | \$ 12,371.77  |
| 2144   | BERKELEY CHAMBER OF COMMERCE         | \$ 305.00          |               | \$ 12,000.00       |              | \$ 12,305.00  |
| 18235  | BLAISDELL'S BUSINESS PRODUCTS        | \$ 11,185.70       |               | \$ 133.78          | \$ 391.62    | \$ 11,711.10  |
| 2156   | DEMCO INC                            | \$ 11,675.37       |               |                    |              | \$ 11,675.37  |
| 289    | GRAINGER INDUSTRIAL SUPPLY           | \$ 11,058.25       |               |                    |              | \$ 11,058.25  |
| 27101  | BIBLIOTHECA                          | \$ 10,503.31       |               |                    |              | \$ 10,503.31  |





**ACTION CALENDAR**

July 6, 2022

**TO:** Board of Library Trustees

**FROM:** Amy Roth, Chairperson, Board of Library Trustees

**SUBJECT:** Salary Increase for the Director of Library Services

**RECOMMENDATION**

Adopt the resolution approving a \$1421 per month salary increase effective January 1, 2022, for the Director of Library Services. This represents an 8% increase from the Director's current salary of \$17,766 per month.

**FISCAL IMPACT**

The salary and benefits for the Director of Library Services are included in the Fiscal Year 2022, 2023, and 2024 Department Budget. A salary increase will have a slight increase on the personnel budget and would be absorbed with existing resources.

**CURRENT SITUATION AND ITS EFFECT**

Director of Library Services Mayer started at the City of Berkeley on 9/21/2020 at an initial monthly salary of \$17,083. She received a cost of living adjustment on 7/25/2021 resulting in monthly salary of \$17,766. The Director did not receive a step increase, as the department head pay scales are not structured this way. Her salary range as set by City of Berkeley (COB) is \$14,063 to \$19,332.

Board of Library Trustees (BOLT) President Amy Roth and Vice-President Sophie Hahn coordinated with the City of Berkeley's Human Resources Department to attain a salary study of comparable positions (Library Director) within the local area (see attachment 3) as well as a salary schedule for City of Berkeley Department Heads (see attachment 2).

Based on an analysis of the current City of Berkeley Department Heads salary schedule, Mayer ranked 9th (of 11) in Position Maximum rate, 9th in Current Incumbent rate, 6th in approximate number of staff, and 8th in Projected Expenditures for 2022. Amongst the local area Library Directors, the City of Berkeley Library Director position ranks 8th out of 10 in the cash salary category.

The BOLT met with Interim City of Berkeley Human Resources Director Donald Ellison in a special closed meeting on June 1 to understand the pertinent background with respect to City of Berkeley Department Head salaries and to understand options with respect to the Director of Library Services salary. In this meeting, the BOLT adopted a resolution to put to vote an 8% salary increase retroactive to January 1, 2022, on the July 6 BOLT meeting.

## BACKGROUND

On January 2, 2021, the Board of Library Trustees (BOLT) held a special meeting to discuss the structure of the Director evaluation with Director of Library Services, Tess Mayer. BOLT discussed this item again during the agenda setting discussion at the March 3, 2021 regular BOLT meeting.

During the September 1, 2021 regular meeting, BOLT reviewed Director Mayer's Director of Library Services, Priority Projects January 2021—January 2022.

During the October 6, 2021 regular meeting, BOLT continued discussion of the format of the Director Evaluation, approved an evaluation form for all Trustees to complete and submit to the President, and agreed to schedule a closed session with all Trustees to meet with Director Mayer by December 15, 2021 to deliver a performance evaluation. At this same meeting Director Mayer provided an information report on the status of the work plan goals.

During a closed session of the regular meeting of December 8, 2021, BOLT discussed Ms. Mayer's performance over the past year as Director of Library Services and agreed that based on her performance a salary increase was appropriate.

## FUTURE ACTION

If this resolution is adopted, the Library's payroll team will need to calculate the retroactive salary increase dating back to January 1, 2022, and potentially have this reviewed by the City of Berkeley payroll audit team.

### Attachments:

1. Resolution
2. City of Berkeley Department Heads Schedule
3. Appendix A: Comparable Jurisdictions Library Director

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R22-\_\_\_**

**SALARY INCREASE FOR THE DIRECTOR OF LIBRARY SERVICES**

WHEREAS, Tess Mayer began her position as the Director of Library Services on September 21, 2020; and

WHEREAS, the Board of Library Trustee officers procured a City of Berkeley Department Heads salary schedule and a survey of Library Director salaries in comparable jurisdictions in the Bay Area; and

WHEREAS, the result of the survey of Library Director salaries in comparable jurisdictions reflects that the City of Berkeley Library Director ranks 8 out of 10 listings in the cash salary category; and

WHEREAS, the City of Berkeley Library Director ranks 9 of 11 in current incumbent pay rate amongst the City of Berkeley Department Heads; and

WHEREAS, on December 8, 2021, the Board of Library Trustees recessed into a closed session to discuss the performance evaluation of the Director of Library Services; and

WHEREAS, during that Closed Session the Board of Library Trustees agreed that the Director of Library Services Tess Mayer's performance also warranted a salary increase.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it hereby approves a salary increase of \$1421 per month effective January 1, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 6, 2022.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, Chairperson

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





## COB Department Heads/Salary/Staffing/Budget

| Job Code | Classification Title     | Rep Unit | FLS A | Pay Method | Grade | Position Maximum Monthly Rate | Current Incumbent Monthly Rate | Approx. Staff # | Projected 2022 Budget (Mil) |
|----------|--------------------------|----------|-------|------------|-------|-------------------------------|--------------------------------|-----------------|-----------------------------|
| 11130    | DIR OF HLTH/HSG/COM SVC  | Z1       | E     | M          | 800   | 21,432                        | 18,169                         | 261             | 110.5                       |
| 11080    | DIR OF HUMAN RESOURCES   | Z1       | E     | M          | 011   | 20,179                        | 16,092                         | 22              | 4.1                         |
| 11150    | DIR OF LIBRARY SVCS      | Z1       | E     | M          | 014   | 19,332                        | 17,766                         | 116             | 20.3                        |
| 11120    | DIR OF PRKS/REC/WTRFR    | Z1       | E     | M          | 586   | 20,987                        | 20,087                         | 160             | 83.5                        |
| 11040    | DIRECTOR OF FINANCE      | Z1       | E     | M          | 008   | 21,133                        | 21,134                         | 51              | 10.5                        |
| 11270    | DIRECTOR OF INFO TECH    | Z1       | E     | M          | 648   | 21,451                        | 16,385                         | 47              | 24.5                        |
| 11240    | DIRECTOR OF PLANNING     | Z1       | E     | M          | 019   | 19,634                        | 17,143                         | 109             | 27.8                        |
| 11110    | DIRECTOR OF PUBLIC WRKS  | Z1       | E     | M          | 013   | 21,432                        | 18,894                         | 323             | 194.5                       |
| 11210    | EXEC DIRECTOR RENT BOARD | Z5       | E     | M          | 017   | 19,332                        | 19,332                         | 23              | 7.5                         |
| 11050    | FIRE CHIEF               | Z1       | E     | M          | 009   | 21,626                        | 20,723                         | 153             | 61.8                        |
| 11100    | POLICE CHIEF             | Z1       | E     | M          | 012   | 24,420                        | 22,416                         | 288             | 81.8                        |



| Agency                                     | Classification                          | Minimum Base Salary | Maximum Base Salary | Ranking  | Employee's<br>Portion of<br>Retirement Paid<br>by the Employer<br>(%) | Employee's<br>Portion of<br>Retirement Paid<br>by the Employer<br>(\$) | Deferred<br>Compensation | Longevity Pay at<br>10 Years | Certification/<br>Education Pay | Total Cash      | Ranking  |
|--------------------------------------------|-----------------------------------------|---------------------|---------------------|----------|-----------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------|------------------------------|---------------------------------|-----------------|----------|
| <b>Berkeley</b>                            | <b>Director of Library<br/>Services</b> | <b>\$14,063</b>     | <b>\$19,332</b>     | <b>8</b> | <b>8%</b>                                                             | <b>\$1,547</b>                                                         | <b>\$181</b>             | <b>\$0</b>                   | <b>\$0</b>                      | <b>\$21,059</b> | <b>3</b> |
| Alameda County                             | County Librarian                        | \$13,388            | \$18,743            | 9        | 3%                                                                    | \$562                                                                  | \$0                      | \$0                          | \$0                             | \$19,305        | 9        |
| Concord                                    | No Comparable Class                     |                     |                     |          |                                                                       |                                                                        |                          |                              |                                 |                 |          |
| Contra Costa County                        | County Librarian                        | \$12,945            | \$17,347            | 10       | 0%                                                                    | \$0                                                                    | \$235                    | \$434                        | \$0                             | \$18,016        | 10       |
| Fremont                                    | No Comparable Class                     |                     |                     |          |                                                                       |                                                                        |                          |                              |                                 |                 |          |
| Hayward                                    | No Comparable Class                     |                     |                     |          |                                                                       |                                                                        |                          |                              |                                 |                 |          |
| Oakland                                    | Director of Library Services            | \$13,089            | \$19,634            | 6        | 0%                                                                    | \$0                                                                    | \$0                      | \$0                          | \$0                             | \$19,634        | 7        |
| Palo Alto                                  | Director of Libraries                   | \$13,290            | \$19,933            | 5        | 0%                                                                    | \$0                                                                    | \$0                      | \$0                          | \$0                             | \$19,933        | 6        |
| Richmond                                   | No Comparable Class                     |                     |                     |          |                                                                       |                                                                        |                          |                              |                                 |                 |          |
| San Francisco                              | Department Head IV                      | \$18,211            | \$23,238            | 1        | 0%                                                                    | \$0                                                                    | \$0                      | \$0                          | \$0                             | \$23,238        | 1        |
| San Jose                                   | City Librarian                          | \$14,642            | \$22,885            | 2        | 0%                                                                    | \$0                                                                    | \$0                      | \$0                          | \$0                             | \$22,885        | 2        |
| San Mateo                                  | City Librarian                          | \$17,650            | \$19,460            | 7        | 0%                                                                    | \$0                                                                    | \$97                     | \$0                          | \$0                             | \$19,557        | 8        |
| San Mateo County                           | Director of Library Services            | \$16,139            | \$20,174            | 4        | 0%                                                                    | \$0                                                                    | \$0                      | \$504                        | \$0                             | \$20,678        | 4        |
| Santa Clara County                         | County Librarian                        | \$16,033            | \$20,574            | 3        | 0%                                                                    | \$0                                                                    | \$0                      | \$0                          | \$0                             | \$20,574        | 5        |
| Sunnyvale                                  | No Comparable Class                     |                     |                     |          |                                                                       |                                                                        |                          |                              |                                 |                 |          |
|                                            |                                         |                     |                     |          |                                                                       |                                                                        |                          |                              |                                 |                 |          |
| <b>Labor Market Median</b>                 |                                         |                     | <b>\$19,933</b>     |          |                                                                       |                                                                        |                          |                              |                                 | <b>\$19,933</b> |          |
| <b>% Berkeley is Above or Below Median</b> |                                         |                     | <b>-3.11%</b>       |          |                                                                       |                                                                        |                          |                              |                                 | <b>5.35%</b>    |          |
| <b># Of Comparable Matches</b>             |                                         |                     | <b>9</b>            |          |                                                                       |                                                                        |                          |                              |                                 |                 |          |

Data effective as of 3/2022

San Jose- 5% non pensionable pay added to base salary

| Cafeteria Plan | Health (Most Expensive Plan) | Dental | Vision | RHSA  | Total Comp | Employer's Portion of Retirement Paid by the Employee (%) | Employer's Portion of Retirement Paid by the Employee (\$) | Total Compensation minus ER portion of retirement paid by EE | Ranking | Comments                        |
|----------------|------------------------------|--------|--------|-------|------------|-----------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------|---------|---------------------------------|
| \$0            | \$2,383                      | \$170  | \$0    | \$0   | \$23,613   | 8%                                                        | \$1,547                                                    | \$22,066                                                     | 7       |                                 |
| \$292          | \$2,849                      | \$124  | \$0    | \$0   | \$22,570   | 0%                                                        | \$0                                                        | \$22,570                                                     | 5       |                                 |
| \$0            | \$2,383                      | \$93   | \$0    | \$0   | \$20,491   | 0%                                                        | \$0                                                        | \$20,491                                                     | 10      |                                 |
|                |                              |        |        |       |            |                                                           |                                                            |                                                              |         |                                 |
|                |                              |        |        |       |            |                                                           |                                                            |                                                              |         | Library is a division           |
| \$0            | \$2,228                      | \$103  | \$20   | \$0   | \$21,985   | 0%                                                        | \$0                                                        | \$21,985                                                     | 8       |                                 |
| \$208          | \$2,260                      | \$211  | \$16   | \$0   | \$22,628   | 1%                                                        | \$199                                                      | \$22,429                                                     | 6       |                                 |
|                |                              |        |        |       |            |                                                           |                                                            |                                                              |         | Library and Community Services  |
| \$2,183        | Inc                          | inc    | inc    | \$0   | \$25,421   | 4%                                                        | \$930                                                      | \$24,491                                                     | 2       |                                 |
| \$0            | \$1,892                      | \$124  | \$16   | \$0   | \$24,918   | 0%                                                        | \$0                                                        | \$24,918                                                     | 1       |                                 |
| \$0            | \$2,006                      | \$148  | \$13   | \$389 | \$22,114   | 0.94%                                                     | \$183                                                      | \$21,931                                                     | 9       |                                 |
| \$0            | \$3,594                      | \$128  | \$17   | \$0   | \$24,417   | 0%                                                        | \$0                                                        | \$24,417                                                     | 3       |                                 |
| \$0            | \$2,932                      | \$121  | \$10   | \$0   | \$23,637   | 2.931%                                                    | \$603                                                      | \$23,034                                                     | 4       |                                 |
|                |                              |        |        |       |            |                                                           |                                                            |                                                              |         | Library and Recreation Services |
|                |                              |        |        |       |            |                                                           |                                                            | \$22,570                                                     |         |                                 |
|                |                              |        |        |       |            |                                                           |                                                            | -2.28%                                                       |         |                                 |



**ACTION CALENDAR**

July 6, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: 2022 Board of Library Trustees Priority Setting: Review and Updates

**RECOMMENDATION**

Review and discuss priority projects for the Board of Library Trustees (BOLT) for 2022. Discuss how to structure a more in-depth conversation around Board development that will focus on how to maximize the value that Board of Library Trustee members bring to the organization and the community.

**FISCAL IMPACTS OF RECOMMENDATION**

Contracting a facilitator for a Board retreat—not yet the established course of action— would represent an expense to the Library.

**BACKGROUND**

Board of Library Trustees President Amy Roth, and Vice President, Sophie Hahn, generated a list of potential priorities for the Board in 2022. Trustees Roth and Hahn reviewed this list at the BOLT officers' meeting on June 22, 2022 and acknowledged that a number of the goals have been met. They determined that more discussion with respect to item number five on the list below would provide the team with an opportunity to plan for how to facilitate more conversation around this.

**CURRENT SITUATION AND ITS EFFECT**

The list of potential projects includes:

1. Finish the bylaws: a draft of the bylaws has been completed and will be submitted for legal review and eventual comment on the part of the public and the Trustees.
2. Create a master schedule for the year: ensure that the Board provides feedback and identifies topics for potential review and discussion during 2022 Board meetings.
3. Review of Executive Director salary: as agendaized for the February 2, 2022 BOLT meeting
4. Strategic plan for Berkeley Public Library: Library staff will be drafting an RFP to contract with a consultant to support upcoming strategic planning work.
5. Strategic plan for BOLT: identify opportunities for the Board to explore its longer-term goals and opportunities for Board development. Explore the possibility of scheduling a Board retreat to support this work.
6. Improve evaluation procedures for Executive Director for next time: identify ways to better align evaluation tool with strategic plan or other formally adopted organizational priorities. Explore whether core competency model may be incorporated as well.

The Board will review these projects and identify any necessary additions or changes to the list.

**CONTACT PERSON**

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





**ACTION CALENDAR**

July 6, 2022

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Collection Management Policy Update

**RECOMMENDATION**

Approve a resolution adopting the revised **Collection Management Policy** updating the Library policy regarding collection development and maintenance in the Library, inclusive of updated language around the request for reconsideration of material process.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

In May 2010, BOLT adopted a Collection Development Policy; the policy was revised in May 2015, and again in 2017. The 2017 revision incorporated the following changes: reemphasized the Library's commitment to intellectual freedom, restored some language from the 2010 version of the policy, and called for the creation of a Collection Management Plan, which continues to be in place.

**CURRENT SITUATION AND ITS EFFECTS**

The Collection Development Policy is an important statement in orienting staff and the public around the management of a fundamental public resource, the Library's collection. This policy was last revisited in 2017, and it is appropriate to continue to ensure its relevancy. There was a need to further clarify the request for reconsideration of materials procedure in addition to incorporating more language around inclusion as a guiding principle in selection.

**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.

**CONTACT PERSON**

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

Attachments:

- 1: Resolution
- 2: Proposed Collection Management Policy
- 3: Current Collection Development Policy (2017)
- 4: American Library Association Freedom to Read Statement





## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: R22- \_\_\_\_

WHEREAS, the collection of Berkeley Public Library supports and helps to fulfill the Library's mission; and

WHEREAS, the purpose of a Collection Management Policy is to define the criteria and principles by which library selectors make decisions about the selection and retention of resources and materials for the collection; and

WHEREAS, a collection development policy is a vital document for both staff and the public to illustrate and inform our collection goals; and

WHEREAS, the policy covers topics such as gifts and donations, requests for reconsideration of material, selection criteria and selection responsibilities; and

WHEREAS, the current policy was adopted in 2010, revised in 2015, and updated again in 2017; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt the revised Berkeley Public Library Collection Management Policy as presented effective July 6, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 6, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services

Serving as Secretary to the Board of Library Trustees



**BERKELEY PUBLIC LIBRARY  
POLICIES**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/12/2010 |
| BOLT Resolution #: | R15-105    |
| REVISED DATE:      | 07/06/2022 |
| BOLT Resolution #: |            |
| PAGE:              | 1 of 3     |

**SUBJECT: Collection Management Policy**

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**Berkeley Public Library Collection Management Policy**

The Berkeley Public Library is committed to developing a collection that meets the informational, cultural, and recreational needs of the City of Berkeley's diverse community. The Library is committed to enabling access to collections that reflect the age, cultural, ethnic, racial, religious, political, gender identity, sexual orientation, and economic diversity of Berkeley residents. The Library is committed to equitable services and inviting patrons of all backgrounds to use its collections. To accomplish this, the Library allocates a significant portion of its annual operating budget to purchase new materials. The Library strives to provide access to a collection that is relevant, engaging, and appealing.

Berkeley Public Library endorses the principles in Library Bill of Rights and the Freedom to Read statement of the American Library Association. Berkeley Public Library's varied collection is available to all. The Library selects resources based upon the principle of open access to materials for all, and is committed to providing a collection with a wide range of points of view. Materials are not excluded due to frank or controversial content.

**Planning**

The Library Director and Deputy Director are responsible for implementing the Collection Management Policy. The Library Director shall ensure that the Library develops and maintains a publicly accessible Collection Management Plan that details the role of staff, strategies for collaborative decision-making, selection guidelines, deselection criteria, and other operational elements, procedures, and practices related to collections and implementation of this policy.

**Selection**

Library staff, using available collection tools and knowledge of community trends, and through ongoing examination of quantitative and qualitative data, evaluate and select materials and resources for the collection. Numerous criteria are used in the selection process, including, but not limited to popular demand and interest; currency of content; usefulness of an item's format; advisement of professional review sources; relationship to existing materials in collection; accuracy and depth of content; cost and availability; reputation and authority of author, artist, producer, or publisher; and the material's contribution to a diversity of viewpoints and cultural perspectives. Gifts, purchases, and e- resources are selected for the collection using the same criteria.

The Library encourages community input to support selection decisions through suggestions for purchase. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Budget and space restrictions, as well as local needs, preclude the Library from duplicating specialized collections that exist elsewhere in the greater Bay Area. Scholarly materials, including textbooks, are generally not collected; a balanced collection is sought to satisfy the rich and diverse needs of patrons.

The Library's community-driven collection is augmented by participation in an interlibrary resource-sharing consortium comprised of public, academic, and special libraries throughout California and Nevada. This partnership expands access to a wide range of materials, providing quick and easy access to materials not currently available in the Library's collection. This may include such things as highly technical materials, books in languages not collected by the Library, and out of print titles.

The Library accepts donations of materials and welcomes monetary contributions to support purchase of new materials. Although gifts are not accepted with stipulations, Library staff will consider the interests of donors in determining how to use monetary gifts. Materials donated must meet the same selection criteria as used for the purchase of new materials. Donated materials are the property of the Library and, if not added to collections, may be given to Library support groups for resale, with proceeds going to support the Library.

### Deselection

The Library's collections are ever-changing. New materials are purchased and older materials may be removed through attrition and deselection by trained staff. Maintenance of the collection through continuous staff review and evaluation is critical to ensuring the quality, usefulness, and relevancy of the collection. The Collection Management Plan will establish criteria to assist staff in identifying materials in poor condition, that have been superseded by new editions, that include out-of-date information or cultural representations, or that do not reflect current community interests; discovering subject areas needing to be refreshed with newer, more attractive titles; and identifying classic titles for which newer copies should be purchased to replace any copies in poor condition.

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

DRAFT

# BERKELEY PUBLIC LIBRARY POLICIES

**SUBJECT: Collection Management Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/12/2010 |
| BOLT Resolution #: | R15-105    |
| REVISED DATE:      | 07/06/2022 |
| BOLT Resolution #: |            |
| PAGE:              | 1 of 3     |

## Berkeley Public Library Collection Management Policy

The [Berkeley Public Library](#) is committed to developing a collection that meets the informational, cultural, and recreational needs of the City of Berkeley's diverse community. [The Library is committed to enabling access to collections that reflect the age, cultural, ethnic, racial, religious, political, gender identity, sexual orientation, and economic diversity of Berkeley residents. The Library is committed to equitable services and inviting patrons of all backgrounds to use its collections.](#) To accomplish this, the Library allocates a significant portion of its annual operating budget to purchase new materials. The Library strives to provide access to a collection that is relevant, engaging, and appealing.

~~The Library's collections are intended to support the reading interests of the community, to provide access to media in up-to-date formats, and to support lifelong learning and cultural enrichment for all ages.~~

[Berkeley Public Library endorses the principles in Library Bill of Rights and the Freedom to Read statement of the American Library Association. Berkeley Public Library's varied collection is available to all.](#) The Library selects resources based upon the principle of open access to materials for all. ~~The Library~~ is committed to providing a collection with a wide range of points of view. Materials are not excluded due to frank or controversial content.

## Planning

The Library Director ~~and Deputy Director~~ [are](#) responsible for implementing the Collection Management Policy. The Library Director shall ensure that the Library develops and maintains a publicly accessible Collection Management Plan that details the role of staff, strategies for collaborative decision-making, selection guidelines, deselection criteria, and other operational elements, procedures, and practices related to collections and implementation of this policy.

## Selection

Library staff, using available collection tools and knowledge of community trends, and through ongoing examination of quantitative and qualitative data, evaluate and select materials and resources for the collection. Numerous criteria are used in the selection process, including, but not limited to popular demand and interest; currency of content; usefulness of an item's format; advisement of professional review sources; relationship to existing materials in collection; accuracy and depth of content; cost and availability; reputation and authority of author, artist, producer, or publisher; and the material's contribution to a diversity of viewpoints and cultural perspectives. Gifts, purchases, and e- resources are selected for the collection using the same criteria.

The Library encourages community input to support selection decisions through suggestions for purchase. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Budget and space restrictions, as well as local needs, preclude the Library from duplicating specialized collections that exist elsewhere in the greater Bay Area. Scholarly materials, including textbooks, are generally not collected; a balanced collection is sought to satisfy the rich and diverse needs of patrons.

The Library's community-driven collection is augmented by participation in an interlibrary resource-sharing consortium comprised of public, academic, and special libraries throughout California and Nevada. This partnership expands access to a wide range of materials, providing quick and easy access to materials not currently available in the Library's collection. This may include such things as highly technical materials, books in languages not collected by the Library, and out of print titles.

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

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**BERKELEY PUBLIC LIBRARY  
POLICIES****SUBJECT: Collection Management Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/12/2010 |
| BOLT Resolution #: | R15-105    |
| REVISED DATE:      | 04/19/2017 |
| BOLT Resolution #: | R17-025    |
| PAGE:              | 1 of 2     |

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|                     | Chair, Board of Library Trustees | Date  |



# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. ***It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.***

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. ***Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.***

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. ***It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.***

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. ***There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.***

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. ***It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.***

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.***

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.***

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)  
[The Association of American University Presses](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression





**INFORMATION REPORTS**

July 6, 2022

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

**PRIDE Storytime Events**

On Saturday, June 11, the North Branch hosted a successful drag queen storytime with attendance of approximately 50 people. However, at a drag queen storytime program in nearby San Lorenzo on the same date, people self-identifying as members of the Proud Boys stormed the program shouting slurs, while the presenter were led to a safe space until sheriff's deputies arrived and the demonstrators left:

[Possible hate crime investigated after group stormed Drag Queen Story Hour at Bay Area library \(sfchronicle.com\)](https://www.sfchronicle.com/bayarea/article/Possible-hate-crime-investigated-after-group-stormed-Drag-Queen-Story-Hour-at-Bay-Area-library-16800000)

BPL had another drag queen storytime scheduled for Friday, June 17, but it was necessary to change the format of the program when the performer originally scheduled for the program decided not to participate due to concerns around personal and community safety. Library staff honored and respected this decision and offered a wonderful PRIDE-themed storytime instead. They also prepared for any potential disruptions by developing a safety plan in advance of the program. A variety of staff read books relating to LGBTQAI+ inclusion and the celebration of difference. The 4th floor was decorated in all the colors of the rainbow. Interim Police Chief Louis of the Berkeley Police Department attended the program with her family.



These incidents demonstrate the need for emergency and incident preparedness amongst Library staff. In an unrelated incident on June 6, there was a shooting that occurred inside the Hillview Branch of the San José



Public Library. There were approximately 20 people inside including children, but none of the bystanders were injured. This was apparently gang-related violence that moved into the branch environment after beginning outside. This has heightened staff and public awareness about the need for planning and preparation in the event that similar situations arise in our public spaces. Staff are coordinating support for active shooter and de-escalation training, similar to the training that helped prepare the Alameda County Library staff to manage the incident that took place at San Lorenzo. Some of the subject matter specialists that used to provide this training for City of Berkeley are no longer available.

### **Summer Reading Kick-off Celebration**

The Central Library hosted a very successful Summer Reading Kick-off Celebration in front of the building on Kittredge (the street was closed from Kittredge to Harold Way). It was a very well-attended event, despite the fact that nearby Berkeley High School was hosting a graduation ceremony that day as well. Over 400 people stopped by the sign up for Summer Reading, enjoy the donated ice cream, participate in craft activities, try some Zumba, and watch a musical storytime offered by BPL staff.

### **Benvenue Beats**

Claremont Branch staff hosted a fabulous neighborhood outdoor concert on Friday, June 24. The "Benvenue Beats" mini-music festival featured three bands: California Blue Runners, Asheba, and Cascada de Flores. A delighted crowd of over 100 neighbors, caregivers, and children gathered and enjoyed the music as well as free gelato ice cream that was donated by a local business. The street between Ashby and Webster was closed, allowing for plenty of space for participants. Supervising Librarian Shani Leonards shared of the event that "the positive feedback wouldn't quit." Staff are looking forward to planning similar community-building events in the future.



### **Staff Finance Show & Tell**

Fiscal and Administrative Services Manager Nneka Gallaread offered a follow up training for staff on June 22. This training focused on the newly updated Finance/Administrative Services intranet site, and the newly



created procedures available to staff that explain a variety of processes. The recording was posted to Bloop (the Library staff intranet) for those who could not make it.

### **Recruitment**

The new Social Services Specialist, Chenice Jackson, will begin at the Library on Tuesday, July 5. Supervising Librarian Heather Cummins is developing plans to introduce Chenice to the wide-array of services available in the City of Berkeley, to inform her ability to support patrons with effective referrals. Chenice has a varied and extensive background in social services to multiple age groups and populations.

The Library Services Manager recruitment is almost concluded, with background checks pending, and the Library has opened the Deputy Director position.

Current recruitments include: Supervising Librarian for North Branch, Assistant HR Analyst, Library Assistant (multiple positions), and Library Specialist (multiple positions).

### **CONTACT PERSON**

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