REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
Wednesday, December 6, 2023  
6:30 PM  
West Branch  
1125 University Avenue

Commission Members:  
Amy Roth, President; Sophie Hahn, Vice President; Tanir Ami; Beverly Greene, John Selawsky

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

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

I. OATH OR AFFIRMATION OF OFFICE

A. Trustee Tanir Ami

II. PRELIMINARY MATTERS

A. Call to Order

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

C. Public Comment on Non-agenda Matters

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

D. Comments from Library Unions

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

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

E. Comments from Board of Library Trustees

III. PRESENTATIONS

A. Berkeley READS (Literacy) Update (oral) – Linda Sakamoto-Jahnke, Literacy Coordinator
B. Staffing and Recruitment Update (oral) – My Chan, Sr. Human Resources Analyst

IV. CONSENT CALENDAR

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

A. Minutes of November 1, 2023 Regular Meeting
   From: Tess Mayer, Director of Library Services
   Recommendation: Adopt the resolution to approve the minutes of the November 1, 2023 Regular Meeting of the Board of Library Trustees.
B. Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority (Revised Vendor List)
From: Tess Mayer, Director of Library Services
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director’s delegated spending authority of $50,000 for services and $100,000 for goods, materials, and equipment.

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

V. ACTION CALENDAR

A. Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancies Policy
From: Tess Mayer
Recommendation: Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancies Policy as described.

VI. INFORMATION REPORTS
All items for discussion only and no final action.

A. FYTD 2024 – 1st Quarter YTD Budget Report – Nneka Gallaread, Fiscal and Administrative Services Manager

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

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

A. Discussion of items to be added to future agendas

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

Communications to Berkeley boards, commissions or committees are public record and will become part of the City’s electronic records, which are accessible through the City’s website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

COMMUNICATION ACCESS INFORMATION:
This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.
I hereby certify that the agenda for this regular/special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library’s website, on November 30, 2023.

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

Communications:

11/13/2023  Professor Christopher Martin Palacios  Statton 102 11/9/2023 WILL BE BLAST...
11/15/2023  Edora Roeil  Partnership with Think Neuro
OATH OR AFFIRMATION

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

____________________________________________
Signature

Board of Library Trustees
Title of Board/Commission/Committee

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

Tess Mayer, Director of Library Services, City of Berkeley, State of California
I. PRELIMINARY MATTERS

A copy of the agenda packet can be found at [http://www.berkeleypubliclibrary.org/about/board-library-trustees](http://www.berkeleypubliclibrary.org/about/board-library-trustees)

A. Call to order: 6:30 pm.

Present: Trustees Greene, Hahn, Roth and Selawsky.

Absent: None.

Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Administrative and Fiscal Services Manager; Dia Penning, Program Manager - EDI; Aimee Reeder, Associate Management Analyst; Chenice Jackson, Social Services Specialist; Eve Franklin, Administrative Secretary.

A. Public Comments: 5 speakers

B. Comments from Library Unions:
   1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
   2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
   3. Public Employees Union, LOCAL 1 – 0 speakers

C. Comments from Board of Library Trustees –
   1. Trustee Greene - Interested in learning the demographics of part time staff.
   2. Trustee Hahn – Invited staff to come speak with her in her office at City Hall.

II. PRESENTATIONS

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

III. CONSENT CALENDAR

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


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

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 4, 2023 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R23-051 to approve the minutes of October 4, 2023.

IV. ACTION CALENDAR

A. Budget Process Update
   From: Director of Library Services
   Recommendation: Review Budget Process in Preparation for the FY 2025 & FY 2026 Biennial Budget Cycle. (Attachment 2)
   Contact: Tess Mayer, Director of Library Services
   Tess Mayer, Director of Library Services and Nneka Gallaread, Admin and Fiscal Services Manager reviewed the budget process.
   Action: No action taken.

B. Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancy Policy
   From: Tess Mayer, Director of Library Services
   Recommendation: Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancy Policy as described.
   Contact: Tess Mayer, Director of Library Services
   Action: M/S/C Trustee Greene / Trustee Hahn to continue the discussion to the next regular meeting.

V. INFORMATION CALENDAR

A. Monthly Library Director’s Report
   From: Tess Mayer, Director of Library Services
   Action: Received

VI. AGENDA BUILDING
   The next regular meeting will be held December 6, 2023.
   • Literacy Report

VII. ADJOURNMENT
   M/S/C Trustee Selawsky/Trustee Roth to adjourn the meeting.
   Adjourned at 8:22 PM.
   This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of November 1, 2023 as approved by the Board of Library Trustees.
   //s// __________________________________
   Tess Mayer, Director of Library Services, acting as secretary to BOLT

Attachments:
1. Social Services Presentation
SUPPORTING COLLEAGUES

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

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

CARE KIT PROGRAM

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

Attorney helps patrons apply & maintain eligibility for:
- General Assistance
- Supplemental Nutrition Assistance Program (SNAP)
- CalFresh
- Med-Cal
- SSI & SSDI

BAY AREA COMMUNITY SERVICES (BACS)

Assists unhoused patrons (individuals) in Albany, Berkeley, and Emeryville. BACS provides:
- Housing assessments
- Employment counseling,
- Housing problem-solving
- Shelter coordination & more
ALAMEDA HEALTH SYSTEM
MOBILE HEALTH CLINIC

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

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

THANK YOU!

Questions?
Budget Process Overview
FY 2025-26

Finalize Strategic Plan → Set Budget Priorities
Strategic Plan Phases & Timing

**Phase 1: Evaluate**
Spring 2023
Assess Current State
Establish Steering Committee
Identify Project Goals & Approach

**Phase 2: Validate**
June - September 2023
Gather External Stakeholder Feedback
Gather Internal Feedback
Mission, Vision, Values Alignment

**Phase 3: Educate**
October - December 2023
Workshops: Identify Strategies
Edit/Test & Finalize Plan
Communicate Plan

Strategic Plan Presentation for BOLT: January 2024

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**Budget Process - Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2023</td>
<td>FINANCE: REVIEW OF EXISTING Position control review</td>
</tr>
<tr>
<td>Nov 2023</td>
<td>BOLT: Budget process overview</td>
</tr>
<tr>
<td>Jan 2024</td>
<td>BOLT: Strategic plan presentation</td>
</tr>
<tr>
<td>March 2024</td>
<td>FINANCE: Budget workshops for all staff</td>
</tr>
<tr>
<td>April 2024</td>
<td>BOLT: Draft budget</td>
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<tr>
<td>June 2024</td>
<td>BOLT: Recommendation to City Council for final adoption of budget</td>
</tr>
<tr>
<td>Nov &amp; Dec</td>
<td>FINANCE: Budget meetings by library division</td>
</tr>
<tr>
<td>Dec 2023</td>
<td>BPL HUMAN RESOURCES: Personnel report &amp; analysis to BOLT</td>
</tr>
<tr>
<td>Feb 2024</td>
<td>BOLT: Set budget priorities</td>
</tr>
<tr>
<td>March 2024</td>
<td>FINANCE: FY24 mid year report</td>
</tr>
<tr>
<td>May 2024</td>
<td>BOLT: • Adoption of tax rate • Tentative adoption of budget</td>
</tr>
<tr>
<td>July 1, 2024</td>
<td>New fiscal year begins - FY 2025</td>
</tr>
</tbody>
</table>
1:1 Budget Meetings

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

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

Topics Covered

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

FY 2023 Expenditures (Actuals)

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

Personnel 76.7%
Operations 13.5%
Collections 9.8%
2031 expenses exceed income + 2033 fund balance is depleted

Assumes the following:
- NO changes in position control
- NO increases in hours of service delivery
- 2% average annual COLA, a conservative estimate
- 20% benefits increase in FY 2025, projected by City HR
- 1% annual revenue increase
- Capital improvement no longer part of expenditure budget line per BOLT direction - budget line of $5,000,000
- Maintains mandated emergency reserve policy of 6% per BOLT resolution April 2021
To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services’ Granted Authority (Revised Vendor List)  

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

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

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

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

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

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

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

FUTURE ACTION
No future action is necessary.

CONTACT PERSON
Tess Mayer, Director of Library Services, 981-6195

Attachments
1. Resolution
2. FY 2024: Vendor Purchased Values > $10k to for FY 2024 Eligible Vendors (revised)
PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF DIRECTOR OF LIBRARY SERVICES’ GRANTED AUTHORITY FOR FISCAL YEAR 2024 PER ATTACHMENT 2

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

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

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

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

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

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

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

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

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

____________________________________________
Amy Roth, Chairperson

____________________________________________
Tess Mayer, Director of Library Services
Serving as Secretary of the Board of Library Trustees
WHEREAS, staff has revised the vendor list that the Board of Library Trustees approved during the regular meeting held September 6, 2023; Resolution NO: 23-035.

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<thead>
<tr>
<th>Vendor</th>
<th>Vendor Name</th>
<th>Funding Source</th>
<th>Grand Total</th>
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<td>2224</td>
<td>BAKER &amp; TAYLOR, INC.</td>
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<td>17128</td>
<td>MIDWEST TAPE</td>
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<td>EBSCO INFORMATION SERVICES</td>
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<td>CALIFA GROUP</td>
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<td>21648</td>
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<td>19905</td>
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<td>26825</td>
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<td>21288</td>
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<td>18618</td>
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<td>53982</td>
<td>NPTS, INC</td>
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<td>$10,000.00</td>
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To: Board of Library Trustees  
From: Alicia Abramson, Manager, Library Information Technology  
Subject: Approve a Contract with Interact Intranet Inc. for the Provision of Cloud-Based Intranet Services  

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

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

Cost Summary

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<th>Amount</th>
<th>Description</th>
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<tr>
<td>$22,931.04</td>
<td>Total FY2024: Maint, support, hosted cloud storage and optional additional user licenses.</td>
</tr>
<tr>
<td>$22,931.04</td>
<td>Total FY2025: Maint, support, hosted cloud storage and optional additional user licenses.</td>
</tr>
<tr>
<td>$45,862.08</td>
<td>Grand Total FY 2024-2025</td>
</tr>
</tbody>
</table>

CURRENT SITUATION AND ITS EFFECTS

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

BACKGROUND

In December, 2015, by the authority of the Director of Library Services, the Library entered into a two-year contractual agreement with Interact Intranet, Inc. (contract No. 108383) for the purchase of a cloud-based Intranet system for staff for a total, not-to-exceed amount of $40,206.00 for a term from December 28, 2015 – December 31, 2017.
As Interact Intranet, Inc. successfully fulfilled their contractual obligations, in September 2017, the Board of Library Trustees authorized, by BOLT Resolution R17-046, a contract amendment with Interact Intranet, Inc. for a total not-to-exceed amount of $110,000.00 (an addition of $69,794.00 to the original contract amount), and extended the term of the contract to December 31, 2020.

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

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

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

ALTERNATIVE ACTIONS CONSIDERED
None.

CONTACT PERSON
Alicia Abramson, Manager, Library Information Technology

Attachments:
1: Resolution.
BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: 23-___

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

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

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

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

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

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

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

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

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

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

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________
Amy Roth, President

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

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

FISCAL IMPACT
There is no fiscal impact from this report.

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

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

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

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

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

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

2) This year, the Board needed to address the situation of a nominee to the Board not being able to serve. The current policy and Bylaws do not speak to this concern. Therefore, it is necessary to establish a procedure in the event that this occurs in the future. The recommendation is to update the BOLT Vacancies Policy to include this procedure.
3) In addition to this procedural question, BOLT also identified an opportunity to clarify the procedures for voting for candidates. Although the Bylaws cover procedures for regular and special elections of the President and Vice President, they do not explicitly address nominations for trustee vacancies. For this reason, it is proposed that the Board of Library Trustees Vacancies Policy be updated to include a section that specifies how the Trustees will vote on prospective nominees.

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

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

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

Attachments:
1. Resolution
2. Adopted Bylaws of the Board of Library Trustees (BOLT)
3. Draft Bylaws of the Board of Library Trustees (BOLT) with track changes showed
4. Draft Bylaws of Board of Library Trustees (BOLT) without track changes showed
5. Board of Library Trustees (BOLT) Vacancies Policy, 5/4/22
6. Draft Board of Library Trustees Vacancies Policy, with track changed showed
7. Draft Board of Library Trustees Vacancies policy without track changes showed
RESOLUTION TO AMEND BYLAWS OF THE BOARD OF LIBRARY TRUSTEES and the BOARD OF LIBRARY TRUSTEES VACANCIES POLICY

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

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

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

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

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

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

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

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

AYES:
NOES:
ABSENT:
ABSTENTIONS:

____________________________________
Amy Roth, President

____________________________________
Tess Mayer, Director of Library Services
Serving as Secretary to the Board of Library Trustee
Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

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

Mission Statement:
“We believe free, universal access to information is fundamental to a healthy democracy and that reading, and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement.”  (May 2020)

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

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

Article I - Organization

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

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.

2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
   a. manage and control the Library;
   b. make and enforce rules, regulations, and bylaws necessary for the administration, governance and protection of the Library and Library property;
   c. appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
   d. recommend to the City Council the purchase or lease of real property.
3. Annually evaluate the job performance of the Library Director.

4. Participate in the formation and adoption of a strategic plan for the Library and support achievement of such plan through the Library’s programs and budget.

5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.

6. Approve by vote of BOLT library purchases of materials, supplies or equipment of $50,000 or more, and contracts for services of $25,000 or more.

7. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control all Library property.

8. Communicate the mission, goals, needs, and other important information about the Library to the City of Berkeley and to the public.

9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT’s work over the course of the past year, as well as any other reports and information that may be requested by the City Council.

**Article II - Membership**

1. **Membership** - The Board of Library Trustees shall consist of five (5) members (“Trustee” or “Trustees”), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.

2. **Appointment** - Four of the five Trustees shall be non-City Councilmembers, appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.

3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.

4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.

5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.
a. Each Trustee shall serve until a successor is appointed and qualified.

b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.

5. **Compensation** - Trustees shall serve without compensation.

6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk’s Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.

7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. If a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary.

8. **Leaves of Absence** - If a Trustee must be absent for a period, a leave of absence not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the Council agenda to approve the absence prior to the commencement of the period of absence, in compliance with the procedures in the Commissioners’ Manual.

9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

**Article III - General Responsibilities of Trustees**

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library’s conflict of interest statement, code of ethics, and confidentiality requirements.

2. Abide by the requirements of the Brown Act and be familiar with Robert’s Rules of Order.

3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other’s time, and preserve order and decorum.
4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.

5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council’s Statement on Race and Social Equity, The American Library Association’s Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.

6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.

7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.

8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.

9. Periodically visit the Library locations, Central and branches.

10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.

11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.

12. Serve on ad hoc committees when assigned and complete associated projects.

13. Abide by and uphold BOLT’s decisions.

**Article IV - Officers**

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

1. **Terms of Office:**
   a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.
b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.

c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.

d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President; however, the Vice President shall execute the President’s duties until a new President is elected.

e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.

f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.

g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

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

a. Regular Elections:

i. In July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and the duties of such Officers and calling for nominations to be made at the September BOLT meeting.

ii. At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.

iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.
iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

b. Special Elections:
   i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

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

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

5. Duties of The Secretary
   a. Keep a full account of all receipts and expenditures.
   b. Keep a record and full minutes of all proceedings.
c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner’s Manual.

ARTICLE V: Filling BOLT Vacancies

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

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

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

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.

2. **Process** – BOLT shall adopt and update a process for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, and a selection process.

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

**Article VI - BOLT Meetings**

1. **Brown Act**: All meetings must be conducted in compliance with the Brown Act.

2. **Regular Meetings**: A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution of BOLT.

3. **Agenda and Notice Requirements**: Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
   a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted.
or discussed at the meeting, including items to be discussed in closed session, if any.
b. Agenda titles should fully describe the issue or action to be discussed and/or
taken.
c. The agenda shall specify the time and location of the regular meeting.
d. The agenda shall include, but is not limited to, the following:
   i. Call to Order
   ii. Public Comment on Non-Agendized, Consent, and Information Items
   iii. Comment from Unions
   iv. Approval of Minutes
   v. Consent Items
   vi. Action Items
   vii. Information Reports
   viii. Communications
   ix. Adjournment
e. The agenda must be posted in the following locations:
   i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
   ii. At the Central Library and all Branch Library locations
   iii. The location where the meeting will be held if not held in one of the
       Library branches
   iv. On the Berkeley Public Library website
f. The agenda and accompanying information for a meeting shall be approved by
the President, pursuant to Section 3(d) of these Bylaws.
   i. An item may be placed on the meeting agenda for BOLT consideration by
      any Board member by submitting it in person at a Regular BOLT Meeting
      or electronically to the BOLT President and Secretary, for consideration at
      the next Regular BOLT meeting.
   ii. If an item is received after a BOLT meeting agenda has already been
       published, it will be considered at the next Regular BOLT Meeting for
       which appropriate notice can be given.
   iii. Emergency items may only be added to an agenda at a BOLT meeting in
       accordance with the Brown Act, Gov. Code Section 54954.2(b).

4. Special meetings
   a. Special meetings of BOLT may be called at any time by the President or by any
      three (3) Trustees, by written notice at least twenty-four (24) hours before the
      time of the proposed meeting, or at any time by the President with the written
      consent of all BOLT members.
   b. Notice and agenda requirements for Special Meetings shall conform to the
      Commissioner’s Manual.
   c. Subcommittee meetings are considered Special Meetings for the purposes of
      noticing and agenda requirements.
5. **Meeting Conduct:** All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).
   a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
   b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

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

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

m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner’s Manual.

n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library’s policies related to ethical conduct of staff and officials.

o. Abide by these board Bylaws.

2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.

3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: “I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley.”

4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

Article VIII - Quorum and Resolution Adoption of the Berkeley BOLT

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.

2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

Article IX - Ad Hoc Subcommittees

1. From time-to-time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview, and a tenure of up to one year, as established by BOLT.
2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner’s Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.

3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee’s work.

4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

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

Article XI - Amendments of the Bylaws of the Berkeley BOLT
1. Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda.
Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

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

Mission Statement:
“We believe free, universal access to information is fundamental to a healthy democracy and that reading, and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement.”  (May 2020)

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

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

Article I - Organization

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

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.

2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
   a. manage and control the Library;
   b. make and enforce rules, regulations, and bylaws necessary for the administration, governance and protection of the Library and Library property;
   c. appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
   d. recommend to the City Council the purchase or lease of real property.
3. Annually evaluate the job performance of the Library Director.

4. Participate in the formation and adoption of a strategic plan for the Library and support achievement of such plan through the Library’s programs and budget.

5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.

6. Approve by vote of BOLT library purchases of materials, supplies or equipment of $50,000 or more, and contracts for services of $25,000 or more.

7. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control all Library property.

8. Communicate the mission, goals, needs, and other important information about the Library to the City of Berkeley and to the public.

9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT’s work over the course of the past year, as well as any other reports and information that may be requested by the City Council.

Article II - Membership

1. Membership - The Board of Library Trustees shall consist of five (5) members (“Trustee” or “Trustees”), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.

2. Appointment - Four of the five Trustees shall be non-City Councilmembers, appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.

3. Removal - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.

4. Majority Vote Required - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.

5. Terms - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.
a. Each Trustee shall serve until a successor is appointed and qualified.

b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.

5. **Compensation** - Trustees shall serve without compensation.

6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk’s Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.

7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. If a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary.

8. **Leaves of Absence** - If a Trustee must be absent for a period, a leave of absence not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the Council agenda to approve the absence prior to the commencement of the period of absence, in compliance with the procedures in the Commissioners’ Manual.

9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

**Article III - General Responsibilities of Trustees**

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library’s conflict of interest statement, code of ethics, and confidentiality requirements.

2. Abide by the requirements of the Brown Act and be familiar with Robert’s Rules of Order.

3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other’s time, and preserve order and decorum.
4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.

5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council’s Statement on Race and Social Equity, The American Library Association’s Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.

6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.

7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.

8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.

9. Periodically visit the Library locations, Central and branches.

10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.

11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.

12. Serve on ad hoc committees when assigned and complete associated projects.

13. Abide by and uphold BOLT’s decisions.

**Article IV - Officers**

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

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

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

b. Special Elections:
   i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

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

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

5. Duties of The Secretary
   a. Keep a full account of all receipts and expenditures.
   b. Keep a record and full minutes of all proceedings.
c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner’s Manual.

ARTICLE V: Filling BOLT Vacancies

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

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

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

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.

2. **Process** – BOLT shall adopt and update a process policy for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, and a selection process, and any other pertinent information.

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

Article VI - BOLT Meetings

1. **Brown Act**: All meetings must be conducted in compliance with the Brown Act.

2. **Regular Meetings**: A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution of BOLT.

3. **Agenda and Notice Requirements**: Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, if any.

b. Agenda titles should fully describe the issue or action to be discussed and/or taken.

c. The agenda shall specify the time and location of the regular meeting.

d. The agenda shall include, but is not limited to, the following:
   i. Call to Order
   ii. Public Comment on Non-Agendized, Consent, and Information Items
   iii. Comment from Unions
   iv. Approval of Minutes
   v. Consent Items
   vi. Action Items
   vii. Information Reports
   viii. Communications
   ix. Adjournment

e. The agenda must be posted in the following locations:
   i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
   ii. At the Central Library and all Branch Library locations
   iii. The location where the meeting will be held if not held in one of the Library branches
   iv. On the Berkeley Public Library website

f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
   i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.
   ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
   iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

4. Special meetings
   a. Special meetings of BOLT may be called at any time by the President or by any three (3) Trustees, by written notice at least twenty-four (24) hours before the time of the proposed meeting, or at any time by the President with the written consent of all BOLT members.

b. Notice and agenda requirements for Special Meetings shall conform to the Commissioner’s Manual.
c. Subcommittee meetings are considered Special Meetings for the purposes of noticing and agenda requirements.

5. **Meeting Conduct:** All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).
   a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
   b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

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

**Article VII – General Conduct of Trustees**

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

k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.

l. Accept my responsibility for providing oversight of the financial condition of the organization.

m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner’s Manual.

n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library’s policies related to ethical conduct of staff and officials.

o. Abide by these board Bylaws.

2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.

3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: “I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley.”

4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

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

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.

2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

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

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Act and the Commissioner’s Manual. Trustees who are not members of the Ad Hoc
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3. Subcommittees are tasked with the study of a specific issue and with making a
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4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.

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2. Abide by the requirements of the Brown Act and be familiar with Robert’s Rules of Order.

3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other’s time, and preserve order and decorum.
4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.

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b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.

c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.

d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President; however, the Vice President shall execute the President’s duties until a new President is elected

e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.

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a. Regular Elections:
   i. In July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and the duties of such Officers and calling for nominations to be made at the September BOLT meeting.

   ii. At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.

   iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.
iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

b. Special Elections:
   i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

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

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

5. Duties of The Secretary
   a. Keep a full account of all receipts and expenditures.
   b. Keep a record and full minutes of all proceedings.
c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner’s Manual.

ARTICLE V: Filling BOLT Vacancies

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

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

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

1. Vacancies – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.

2. Process – BOLT shall adopt and update a policy for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, a selection process, and any other pertinent information.

Article VI - BOLT Meetings

1. Brown Act: All meetings must be conducted in compliance with the Brown Act.

2. Regular Meetings: A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution of BOLT.

3. Agenda and Notice Requirements: Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
   a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, if any.
   b. Agenda titles should fully describe the issue or action to be discussed and/or taken.
c. The agenda shall specify the time and location of the regular meeting.

d. The agenda shall include, but is not limited to, the following:
   i. Call to Order
   ii. Public Comment on Non-Agendized, Consent, and Information Items
   iii. Comment from Unions
   iv. Approval of Minutes
   v. Consent Items
   vi. Action Items
   vii. Information Reports
   viii. Communications
   ix. Adjournment

e. The agenda must be posted in the following locations:
   i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
   ii. At the Central Library and all Branch Library locations
   iii. The location where the meeting will be held if not held in one of the Library branches
   iv. On the Berkeley Public Library website

f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
   i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.
   ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
   iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

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

5. Meeting Conduct: All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).
   a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

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

Article VII – General Conduct of Trustees
1. By accepting board membership, a trustee is committing to honor the following code of conduct:
   a. As a trustee, I shall do my utmost to ensure that Berkeley Public Library performs its mission and achieves its goals. As a trustee I agree to:
   b. Act with honesty and integrity.
   c. Support in a positive manner all actions taken by the board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
   d. Participate in annual strategic planning retreats and work sessions to evaluate the Library Director; participate in board self-evaluation programs; and participate in board development workshops, seminars, and other educational events that enhance my skills as a board member.
   e. Keep confidential information confidential.
   f. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
   g. Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
   h. Always act for the good of the organization and represent the interests of all people served by the organization.
   i. Always represent this organization in a positive and supportive manner.
   j. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
   k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
   l. Accept my responsibility for providing oversight of the financial condition of the organization.
   m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position
for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner’s Manual.

n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library’s policies related to ethical conduct of staff and officials.

 o. Abide by these board Bylaws.

2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.

3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: “I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley.”

4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

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

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.

2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

**Article IX - Ad Hoc Subcommittees**

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

2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner’s Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.

3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee
reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee’s work.

4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

Article X - The Director

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

Article XI - Amendments of the Bylaws of the Berkeley BOLT

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

SUBJECT: Board of Library Trustees Vacancies Policy

I. PURPOSE

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

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

II. POLICY

A. Ad-hoc Trustee Nominating Sub-committee - When a BOLT vacancy has occurred or is planned to occur, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.

B. Candidate Search Objectives - The sub-committee’s purpose will be to ensure that nominations are inclusive and broadly represents the diverse perspectives of the community. The sub-committee will seek candidates with varied backgrounds, knowledge, abilities, expertise, and networks that can advance the Mission and Vision of the Library. The search objectives include finding candidates able to carry out the trustee role, functions, and duties, as described in the BOLT Bylaws.

C. Search Process - The sub-committee will convene to take account of current BOLT needs and to schedule the process for its purposes. The process will include the creation and posting of a vacancy announcement, the application period, the review of candidates, the recommendation to BOLT, and action taken by BOLT.

D. Vacancy Announcement - The sub-committee will write an announcement that BOLT is seeking interested parties, including the requirements thereof, the manner and form of applying, and the due date for submission of applications; the sub-committee, working with the Library Director and the City, and with the approval of BOLT, will advertise the call for interest.

E. Application Procedure - For consideration, any applicant must be a resident of the City of Berkeley, California. Applicants must submit a resume and a supplemental statement
of interest that addresses questions or topics enumerated by the ad hoc trustee nominating sub-committee.

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

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

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<tr>
<td>Director of Library Services</td>
<td>5/10/22</td>
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G. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees of no more than five candidates to be interviewed by BOLT for action and furtherance to the Council. A recommendation from the ad hoc trustee nominating sub-committee is not binding. The vote on candidates for nomination will take place at the meeting following the meeting during which the candidates are interviewed. A recommendation from the ad hoc trustee nominating sub-committee or the full Board is not binding.

In the event that BOLT votes on multiple candidates, the voting will proceed as follows:

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

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

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

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

Reviewed by: 

Director of Library Services

Date

Approved by: 

Chair, Board of Library Trustees

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

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Revenue</th>
<th>Expenditures (xcl Encmb)</th>
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<tbody>
<tr>
<td></td>
<td>Actual 1Q</td>
<td>YoY</td>
</tr>
<tr>
<td>Library Tax (101)</td>
<td>$121,278</td>
<td>-5.1%</td>
</tr>
<tr>
<td>Grants (103)</td>
<td>$13,532</td>
<td>0%</td>
</tr>
<tr>
<td>Friends &amp; Gifts (104)</td>
<td>$79,312</td>
<td>553.7%</td>
</tr>
<tr>
<td>Foundation (105)</td>
<td>$3,629</td>
<td>0%</td>
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BACKGROUND
FY 2024 is an annual budget that was adopted by the Board of Library Trustees on June 7, 2023 via approval of Resolution No.: 23-029.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND (101)
The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the first quarter, revenues at $121,278 decreased by -18.1%. First quarter year-to-date revenue from library tax receipts ended up year-under at $118,831 and was 17.0% below the FY23Q1 received amount.

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

GRANTS FUND (103)
The Grants Fund is typically composed of funding from California State Library administered programs for the California Library Literacy Services (CLLS) program, the Library Services and Technology Act, as well as any other governmental or private grant awarded to the Library. Currently, we have two grant programs in the Fund is the California Library Literacy Services that targets it support to the BerkeleyREADS adult literacy program and Lunch at the Library that provides lunch, with daily programming, during summer months for children and young adults under the age of 18.

At the end of the first quarter, revenues at $13,532 increased by 100% and expenditures at $24,187 increased by 82.1%.
FRIENDS & GIFTS FUND (104)

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

The Fund's first quarter receipts were comprised of $75,300 from Friends; representing the first installment of FY 2024 award. Expenditures at $36,313 increased on a year-over basis by 192.4%, as we continue to provide more programing options, including indoor, outdoor and virtual. The Friends continuous support programs that spanned the interests from Children to Adults, and sustained the Summer Reading and City Reads that promote reading as an activity.

FOUNDATION FUND (105)

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

During the first quarter, revenue of $3,629 increased on a year-over basis by 100% with expenditures of $3,061 for previous years’ approved funding supported Library programs, decrease on a year-over basis by 14.1%.

SUMMARY OF OPERATIONS EXPENSES

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

CONTACT PERSON

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

Attachments:
1. 1Q-FYTD 2024 Revenues by Fund
2. 1Q-FYTD 2024 Expenditures by Fund
3. 1Q-FYTD 2024 Revenue Breakdown Tax Fund
4. 1Q-FYTD 2024 Expenditure Breakdown Tax Fund
# 1Q-FYTD 2024 REVENUES BY FUND

<table>
<thead>
<tr>
<th>Description</th>
<th>Bdgt ORG FY24</th>
<th>Bdgt RVSD FY24</th>
<th>Lib Dscr 101</th>
<th>Grants 103</th>
<th>Frnd/Gift 104</th>
<th>Fndtn 105</th>
<th>Actual FY24</th>
<th>% RVSD Rcvd</th>
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<td>Special Assessment T</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>13,532</td>
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<td>0</td>
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<td>Refuse - Residential</td>
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<td>0</td>
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<td>3,629</td>
<td>78,929</td>
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<td>Misc Rev - Other</td>
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**Berkeley Public Library + CoB**

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<th>Actual FY24</th>
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<td>13,532</td>
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<td>217,752</td>
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## 1Q-FYTD 2024 EXPENDITURES BY FUND

### BERKELEY PUBLIC LIBRARY: EXPENDITURES SEP FY24

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<tr>
<th>Object Description</th>
<th>Bdgt ORG FY24</th>
<th>Bdgt RYSD FY24</th>
<th>Lib Dscr 101</th>
<th>Grants 103</th>
<th>Frnd/Gift 104</th>
<th>Fndtn 105</th>
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<th>% RYSD FY24</th>
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<td>1,802,426</td>
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<tr>
<td><strong>Emp FB - Dental</strong></td>
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<td><strong>Emp FB - Cash-In-Lieu</strong></td>
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<td>18,312</td>
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<td>0</td>
<td>0</td>
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<tr>
<td><strong>Emp FB - Life Insurance</strong></td>
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<td>0</td>
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<td><strong>Emp FB - Medicare</strong></td>
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<td>28,008</td>
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<td>663,179</td>
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<td>920</td>
<td>366</td>
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<td><strong>Emp FB - Workers Compensation</strong></td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td><strong>Emp FB - Terminal Paycut</strong></td>
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<td>210,927</td>
<td>38,704</td>
<td>116</td>
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<td>0</td>
<td>38,821</td>
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<tr>
<td><strong>Emp FB - Allowances</strong></td>
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<td><strong>Emp FB - Commuter Check</strong></td>
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<tr>
<td><strong>Emp FB - Other Fringe Benefits</strong></td>
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<td>185,088</td>
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<td>0</td>
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<td><strong>6,614,649</strong></td>
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<td>Bdgt RVSD FY24</td>
<td>Lb Dscr</td>
<td>Grants</td>
<td>Frnd/Gift</td>
<td>Fndtn</td>
<td>Actual FY24</td>
</tr>
<tr>
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<td>612250</td>
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**Purchased Prof & Tech Svcs**

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<tr>
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<th>Description</th>
<th>Bdgt ORG FY24</th>
<th>Bdgt RVSD FY24</th>
<th>Lb Dscr</th>
<th>Grants</th>
<th>Frnd/Gift</th>
<th>Fndtn</th>
<th>Actual FY24</th>
<th>% RVSD</th>
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<tr>
<td>637110</td>
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**Other Purchased Services**

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<td>1,991,138</td>
<td>2,010,142</td>
<td>1,787,588</td>
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<td>Edgt RVSD FY24</td>
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<td>Frnd/Gift FY24</td>
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<td>Other Purchased Services</td>
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<td>0</td>
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<td>Suppl - Field - Tools and Part</td>
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<td>31,200</td>
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<td>23</td>
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<td>313,400</td>
<td>372,703</td>
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<td>25,054</td>
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<tr>
<td>663110</td>
<td>Cap - FA - Impro Other Than Bldg</td>
<td>900,000</td>
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<td>664110</td>
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<td>0</td>
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<tr>
<td>664130</td>
<td>Cap - FA - Furniture &amp; Fixure</td>
<td>100,000</td>
<td>109,253</td>
<td>5,825</td>
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<td>9,956</td>
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<td>664140</td>
<td>Cap - FA - Computer Equipment</td>
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<td>1,427,039</td>
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<td>9,956</td>
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<td>670150</td>
<td>Int Svc - Mail Services</td>
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<td>1,764</td>
<td>441</td>
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<tr>
<td>670180</td>
<td>Int Svc - City Vehicle Fuel/Ma</td>
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<td>15,000</td>
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<tr>
<td>670190</td>
<td>Int Svc - City Pkg Permits</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Services</td>
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<td>196,888</td>
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<td>Other Expenses</td>
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<td>9,073,945</td>
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<td>93,761</td>
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<td>6,212,648</td>
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<tr>
<td>Berkeley Public Library + CoB</td>
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<td>25,060,391</td>
<td>26,444,312</td>
<td>9,458,576</td>
<td>28,887</td>
<td>93,761</td>
<td>33,249</td>
<td>9,614,273</td>
<td>36.4%</td>
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</tbody>
</table>
FY24 Revenue Breakdown

Library Fines, $2,229, 2%

Misc Rev - Other, $219, 0%

Special Assessment, $118,831, 98%
To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Director’s Report  

Recruitments and Vacancies:  

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

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

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

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

Please see attachment 1 for more detail.

Strategic Planning Updates  
36 staff from throughout the library system, including Strategic Planning Steering Committee and BPL Racial Justice Advisory Group members, had the opportunity to review the stakeholder report compiling feedback from staff and the community about the Library’s strategic plan. They formed action teams of 12 people each that focused on the three areas that will be highlighted in the future plan: the patron experience, community collaboration, and building a learning organization. The goal was to articulate both short term and longer term strategies that would address the needs and interests outlined in the stakeholder report and contributors’ experiences working in the library. The three teams held meetings during which they
provided feedback, as well as contributed to a document. The Library’s Leadership team has also reviewed the stakeholder report and is currently reviewing the documents provided by the three action teams. The full staff will soon have the opportunity to review both the stakeholder report and the responses generated by the three action teams to provide feedback.

**EDI Survey**

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

Penning summarized initial survey results:

**Opportunities**

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

**Highlights**

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

**Gender 101 Training**

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

**Programming**

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

Tarea Hall Pittman South Branch staff invited caregivers and children to a holiday weekend marionette show on Saturday, November 25, a production of Jack and the Beanstock by Fratello Marionettes, and 90 people attended!
CONTACT PERSON
Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments:
Conference and Training Attendance List 2020-2023
<table>
<thead>
<tr>
<th>Training Name</th>
<th>Provider</th>
<th>Number participants</th>
<th>Coordinated by library staff</th>
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<td>10 Tips For Providing Safe Access To Collections</td>
<td>NEDCC (Northeast Document Conservation Center)</td>
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<td>ACL Institute 2020: Sex Ed for Libraries</td>
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<td>ACL Performers Showcase</td>
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<td>Active Shooter Basic Awareness</td>
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<tr>
<td>Active Shooter Worksite Specific (all locations)</td>
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<td>All Staff Day 2023: Human Centered Design</td>
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<td>Authority Control 2020</td>
<td>Juice Academy</td>
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<td>Becoming Real: Speaking Your Truth to Collaborate</td>
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<td>Compassionate Strategies for Patron Engagement, Homelessness, Mental Health,</td>
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<td>and Poverty</td>
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<td>Conflict De-escalation</td>
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<td>KonMari and Workspaces workshop</td>
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<td>Libraries as Climate Resilience Hubs: Working with Your Community to Take Action</td>
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Mandated Reporter
Marketing, Communication, PR & Social Media

Microaggressions (CAIR) 9/12/22
CAIR (Council on American-Islamic Relations):
Nisha Mody

Microaggressions Training with Nisha Mody (5/24/23)
CAIR (Council on American-Islamic Relations):
Nisha Mody

Mindfulness and Communication Staff Development Series (3-part series)
Aiko Michot

Orientation To Library Simplified: The Library-Driven Platform
American Library Association

PLP Spring Workshop 2021: Compassionate Patron Engagement: The Pandemic, Homelessness & Mental Health
Library Journal

Race Work
Dr. Lori Watson

Reader’s Advisory Fundamentals: Books and Beyond
InfoPeople

Resilience
Right to Be

Social Worker 101
Chenice Jackson

Society of Children’s Book Writers and Illustrators
American Library Association

Supervisor Performance Evaluation Training
My Chan

Supervisor-Manager Training Workshop
Regional Government Services

The Newbery Medal: Past, Present and Future
American Library Association

Training for Effective Feedback & Active Listening
My Chan

Using Community Conversations to Create Outcomes
Cal State Library

Video Creation and Editing for Instruction in Libraries
We Here

Workplace Harassment v9 - Employee
COB

Workplace Harassment v9 - Law Where You Work
COB

Workplace Harassment v9 - Manager Complete
COB

Workplace Investigation Training
Association of Workplace Investigation

American Library Association

Aiko Michot

Library Journal

InfoPeople

Right to Be

Chenice Jackson

American Library Association

My Chan

Regional Government Services

American Library Association

My Chan

Cal State Library

We Here

COB

COB

COB

Association of Workplace Investigation

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