



BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING

Thursday, May 30, 2024

AGENDA

6:30 PM

LOCATION

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](mailto: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 [Jacqui Rodriguez, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.

## I. PRELIMINARY MATTERS

### A. 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 (Limited to Agenda Items)

*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 Board of Library Trustees

## II. CONSENT CALENDAR

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

### A. Minutes of May 1, 2024 Regular Meeting

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

**Recommendation:** Adopt the resolution to approve the minutes of the May 1, 2024 Regular Meeting of the Board of Library Trustees.

## III. ACTION CALENDAR

### A. Trustee Interviews

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

**Recommendation:** Trustees will conduct interviews of candidates for the current vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to City Council. Packets of candidate applications are included in the agenda packet.

### B. Recommendation to City Council on FY2025 Library Tax Rates

**From:** Nneka Gallaread, Fiscal and Administrative Services Manager

**Recommendation:** Adopt the resolution to recommend that the Berkeley City Council set the FY 2025 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2800 (28.00 cents) per square foot for dwelling units and \$0.4233 (42.33 cents) per square foot for industrial, commercial, and institutional buildings.

## IV. 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

## V. 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](mailto:tmayer@berkeleyca.gov).*

*Communications to Berkeley boards, commissions or committees are public record and will become part of the*

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

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

**COMMUNICATION ACCESS INFORMATION:**

This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website, on ###, 2024.

//s//

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

**Communications:**

| From                    | Subject                 | Received |
|-------------------------|-------------------------|----------|
| Mark Federico<br>Moreno | United Artist's Theater | 5/14/24  |



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, May 1, 2024 6:30 PM**

|                             |                |
|-----------------------------|----------------|
| Board of Library Trustees:  |                |
| Amy Roth, President         | Tanir Ami      |
| Sophie Hahn, Vice President | Beverly Greene |
|                             | John Selawsky  |

**I. PRELIMINARY MATTERS**

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

- A. Call to order:** 6:32 pm
- Present: Trustees Ami, 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; Aimee Reeder, Associate Management Analyst; Eve Franklin, Administrative Secretary.
- B. Ceremonial Matters:**
1. This is Administrative Secretary Eve Franklin's last meeting. Trustees expressed gratitude.
- C. Public Comments:** 0 speakers
- D. 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
- E. Comments from Board of Library Trustees** - none

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R24-074 to approve the consent calendar as presented.

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

**A. Approve Minutes of the April 3, 2024 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the April 3, 2024 Regular Meeting of the Board of Library Trustees as presented with minor corrections.

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

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R24-075 to approve the minutes of April 3, 2024.

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

**A. Contract Amendment: Contact No. 31900013 with The Library Corporation for the provision of an Integrated Library System**

**From:** Manager, Library Information Technology

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 31900013 with The Library Corporation (TLC) for software licensing, maintenance and related services for the Library's CARL X Integrated Library System (ILS) for an incremental amount not-to-exceed amount of \$260,829 and a total contract not-to-exceed amount of \$795,651 from July 1, 2024 to June 30, 2027.

**Contact:** Alicia Abramson, Manager, Library Information Technology

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R24-076 authorizing the Director of Library Services to execute an amendment to Contract No. 31900013 with The Library Corporation (TLC) for software licensing, maintenance and related services for the Library's CARL X Integrated Library System (ILS) for an incremental amount not-to-exceed amount of \$260,829 and a total contract not-to-exceed amount of \$795,651 from July 1, 2024 to June 30, 2027.

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

### III. ACTION CALENDAR

#### A. Proposed Budget FY 2025-26 – All Library Funds.

**From:** Tess Mayer

**Recommendation:** Adopt a Resolution to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of \$29,233,229 and \$29,644,143 respectively, as presented.

**Financial Implications:** see report.

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

Director Mayer requested approval to submit an amended version of the item for review and to have it become the record for the meeting (attachments 1 and 2)

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to accept and approve the amended materials.

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

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R24-077 to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of \$29,233,229 and \$29,644,143 respectively.

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

### IV. INFORMATION CALENDAR

#### A. Monthly Library Director's Report

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

**Action:** Received

### V. AGENDA BUILDING

There will be a special meeting on Thursday, May 30, 6:30pm

The next regular meeting will be held June 5, 2024.

- Trustee Interviews
- Tax Rate
- Photography Policy update

### VI. ADJOURNMENT

M/S/C Trustee Selawsky / Trustee \_\_ to adjourn the meeting.

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

Adjourned at 7:25 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 1, 2024 as approved by the Board of Library Trustees.

//s// \_\_\_\_\_  
secretary to BOLT

Tess Mayer, Director of Library Services, acting as

Attachments:

1. Amended Proposed Budget FY 2025-26 – All Library Funds (showing tracked changes)
2. Amended Proposed Budget FY 2025-26 – All Library Funds



## **ACTION CALENDAR**

May 1, 2024

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: Proposed Budget FY 2025-26 – All Library Funds

### **RECOMMENDATION**

Adopt a Resolution to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of ~~\$30,150,330~~29,233,229 and ~~\$30,584,084~~29,644,143 respectively, as presented. This represents a balanced budget as the Library will incorporate an estimated \$278,386 in FY 2025 from the current gross fund balance of \$17,169,479 estimated for 2025 to offset the difference between revenue and expenditures (see Attachment 4).

### **INTRODUCTION**

The proposed FY 2025-26 Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Budget for all Library Funds for FY 2025 and 26 projects revenue of \$25,810,174 and \$26,319,469; respectively and expenditures of ~~\$30,150,330~~29,233,229 and ~~\$30,584,084~~29,644,143. The following table reflects the dollar values by Fund grouping.

### **Proposed Budget**

| Fund                           | FY 2025             |                                                 | FY 2026             |                                                 |
|--------------------------------|---------------------|-------------------------------------------------|---------------------|-------------------------------------------------|
|                                | Revenue             | Expense                                         | Revenue             | Expense                                         |
| Library Tax (101)              | \$25,535,754        | <del>\$27,732,804</del> <u>26,815,703</u>       | \$26,046,049        | <del>\$28,166,558</del> <u>27,226,617</u>       |
| Library Capital Projects (102) | \$0                 | \$2,000,000                                     | \$0                 | \$2,000,000                                     |
| Grants (103)                   | \$68,420            | \$67,526                                        | \$68,420            | \$67,526                                        |
| Friends and Gifts (104)        | \$105,000           | \$150,000                                       | \$105,000           | \$150,000                                       |
| BPL Foundation (105)           | \$100,000           | \$200,000                                       | \$100,000           | \$200,000                                       |
| <b>Berkeley Public Library</b> | <b>\$25,810,174</b> | <b><del>\$30,150,330</del><u>29,233,229</u></b> | <b>\$26,319,469</b> | <b><del>\$30,584,084</del><u>29,644,143</u></b> |

The Board of Library Trustees established the FY25 and FY 26 Budget Priorities as adopted by Resolution No. 24-068 on February 7, 2024:

Budget Priorities for FY 2025 and FY 2026:



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Proposed Budget FY 2025-26 – All Library Funds

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1. Ensure equitable access to high quality collections, programs, facilities, technology, and helpful staff.
2. Foster community connections and increase public awareness.
3. Enhance the quality of experience for all Library employees and take steps to continually improve our ability to meet our mission and vision.
4. Plan for the sustainability of the Library's funding base, physical infrastructure, and services.

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

**FISCAL IMPACTS OF RECOMMENDATION**

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal years 2025 and 2026.

*Library Tax Fund*

The Library Tax Fund is projected to achieve revenues of \$25,536,754 and \$26,046,049 in FY 2025 & FY 2026, respectively; with expenditures of ~~\$27,732,804~~ 26,815,703 and ~~\$28,166,558~~ 27,226,617. The amount in tax revenues are systematically updated as a part of the budget process based on the City's applied default rate. This change is in comparison to the previous budget year. Actuals are typically different to account for the varying property transactions and the City-wide exercise of updating rates based on CPI or PIG from the April-April period. The CPI and PIG comes out well into the budget process which doesn't allow for budget reports to be updated. The actual revenue collected is reflective of the changes. For this reason, the current budgeted revenue is \$228,438 less than Mid-Year FY 2024 projection.

Planned expenditure budgets total ~~\$27,732,804~~ 26,815,703 and ~~\$28,166,558~~ 27,226,617 for FY2025 and 26, respectively. Excluding estimated City pass-through expenses for fiscal years 2025 and 26 are \$27,695,954 and \$28,128,709.

**Library Tax Rate**

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to ensure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The CA Personal Income Growth factor is released in late April and the San Francisco Bay Area Consumer Price Index released in mid-May. The Library employs the proceeds of the library tax to maintain and enhance the Library's physical plant and infrastructure, purchase library materials, and provide public services and programming. The budget as presented in this report applies the City's default rate of 4.7%.

**Personnel**

Personnel expenses are projected at ~~\$21,025,699~~ 20,108,598 and ~~\$21,641,503~~ 20,701,562; equal to ~~75.875.0%~~ and ~~76.876.0%~~ of Fund expenditures for FY2025 and 26, respectively.

On January 11, 2024, through Resolution No. R24-061, the Board of Library Trustees approved the Library's FY 2025 and 2026 personnel budgets.

In summary, this incorporated the following changes to the Library's personnel budget:

Approved expansion of 14.45 FTE from an authorized FY 2024 level of 118.225 FTE to 132.675 FTE for FY2025 and 26. Authorized headcount increased by two to 147 from 145.

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**Breakdown by Position Type**

| Type         | FTE            |               |                | Headcount      |              |                |
|--------------|----------------|---------------|----------------|----------------|--------------|----------------|
|              | FY25/26        | +/-           | FY24           | FY25/26        | +/-          | FY24           |
| Career       | 132.675        | 14.450        | 118.225        | 147.000        | 3.000        | 144.000        |
| Non-Career   | 0.375          | -             | 0.375          | 1.000          | -            | * 1.000        |
| <b>Total</b> | <b>133.050</b> | <b>14.450</b> | <b>118.600</b> | <b>147.000</b> | <b>3.000</b> | <b>145.000</b> |

\*Addition of EDI Program Manager position in FY 24

**Part-time hours conversion:** expanded hours of 53 part-time positions from 20/week or .5 FTE to 30/week or .75 FTE. This includes 100% coverage of staff members' medical insurance benefits. This change affects 53 part-time positions. Given that part-time positions already include 75%-funded medical benefits packages, the difference in cost of this change reflects the additional 25% coverage as well as the rate of pay for the 10 additional hours. The total estimated cost of this change was approximately \$1,665,685.

Additional approved position changes included the addition of a full-time Supervising Librarian (1.0 FTE) as well as the additional of a Communications Specialist position (1.0 FTE) to support the ever-expanding needs associated with both external and internal communications at the Library. The addition of these positions represents \$381,331.00 combined including benefits packages.

For additional background information regarding these changes, please see the Board packet dated January 11, 2024.

**In addition to the above changes which have already been approved, the Library staff recommends the following changes also be incorporated into the final personnel budgets for FY 2025 and 2026:**

**1. Conversion of a vacant Supervising Library Assistant position in the Circulation Division to a Central Library Circulation Supervisor position**

This involves the reintroduction of a position that the Library used to have but eliminated in 2005 during the FY 2006-07 Budget development process as part of proposed balancing measures at that time. Circulation Services is the Library's largest division and is based at the Central Library. There have been a number of significant concerns and projects associated with Circulation Services that will benefit from additional leadership support at the Central Library. One such example is the need for establishment of clear and transparent training goals for entry level positions such as the Library Aide position, so that staff can prepare for advancement within the system. This will enable the Circulation Manager to have more of a system-wide focus, as the position was originally intended.

The total cost of this change is marginal, as the cost of a Circulation Supervisor mid-range on the pay scale is close to what had originally been previously budgeted for the Supervising Library Assistant:

Total Cost Estimate: approximately \$3,500

**2. Addition of a Supervising Librarian position for the Tool Lending Library**

The Tool Lending Library is housed in the same location at the Tarea Hall Pittman South Branch. In the past, the Tool Lending operation has been supervised by the Supervising Librarian that provides leadership of the THP South Branch. Although the supervisory span of the two service sites is still within acceptable parameters for the Supervising Librarian position (8 positions), the complexity of the services offered at both locations and the different needs and approaches to staffing introduce a greater level of complexity. As the Library prepares to do a more in-depth analysis of the potential expansion of tool lending, on the heels of a strategic planning process which referenced this need by both the public as well as staff, ensuring adequate leadership support of this service is a necessary step to take. Furthermore, if

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Proposed Budget FY 2025-26 – All Library Funds

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there is an expansion of hours of this service, additional staffing support will be needed, and adding a Supervising Librarian will provide both public service as well as supervisory support.

Total Cost Estimate: \$201,308

**3. Addition of a Communications Program Manager (Program Manager II), replacement of Associate Management Analyst position**

In Administration, the Library seeks to add a Program Manager II position dedicated to leadership of communication services to be filled through competitive process. If filled, the new position would replace the existing occupied Associate Management Analyst position. The corresponding change in scope of this position acknowledges the ongoing importance of internal and external communications for the Library as emphasized by the recent strategic planning process, and underscores the significance and criticality expressed by staff to ensuring the transparency and timeliness of Library communications. This change also provides for increased management capacity given the addition of a Communications Specialist position.

Total Cost Estimate: \$14,220

California Public Employees' Retirement System (CalPERS) retirement plan contributions continue as a significant share of staffing costs. The City's participation in the agency's Miscellaneous Employee Plan – to which all career Library staff are included – is currently funded (the ratio of plan assets to accrued liabilities) at 70% based on actuarial valuations as of June 30, 2019; plan costs are expected to continue to increase over the long-term as CalPERS seeks to achieve 100% funding within a 30-year timeframe. The base budget, for FY25 & 26, currently projects payment of \$5,329,499 and \$5,420,098, an increase of \$2,018,135, or 60.9%, over the FY 2024 budget.

The budget estimates fiscal year 2025 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$2,937,353 above the FY 2024 budget. Fringe benefit expense items are considered nondiscretionary, as for the most part they can only be reduced by a direct decrease in FTE count.

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

**Non-Personnel**

At \$6,707,105 for FY25 and \$6,526,055 for FY26, non-personnel costs constitute 24.18% and 23.17%, respectively, of total Fund expenditures. Principal items and programs in the FY 2025-26 budgets include:

- Central Library Air Conditioning Units Replacement: \$1,566,000
- Collection budget enhancements: \$200,000 (additional over previous year)
- Redesign of Storyroom: \$100,000
- Anticipated investments in technology infrastructure, including a comprehensive technology planning process: \$200,000
- Ongoing Equity, Diversity, and Inclusion training: \$50,000
- Janitorial Services: \$430,000



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- Reserve: \$1,548,136

In FY 2025, it's anticipated that the Library will be undertaking replacement of both roof-top air conditioning units at the Central Library. Other projects have been identified that carry budgetary implications, including a more comprehensive assessment and repair of the Central Library and North Branch's elevators, an updating of the Central Library's a/c ducting, as well as an audit of the Library's lighting systems with a goal toward replacing the lighting with more energy efficient and environmentally-friendly products. This is already occurring on an incremental basis.

The Library will continue to fund its budget for collections at higher than the increased level approved for the FY 24 budget. In 2024, the Collection budget was increased by \$200,000 over the previous year. In 2025, there will be an additional \$200,000 increase in funding, to provide for refreshed collections, and to meet the heightened demand for electronic resources that continues to rise. The Collections team is also working to enhance and refresh world languages collections in response to community needs, with an initial focus on an infusion of Spanish and Chinese language materials.

The contract for the redesign of the 4th floor Storyroom in the Children's Library will be fulfilled in FY 2025 now that the plans for the design have been completed by Anderson Brulé Architects, Inc. This second stage of this project will also be undertaken in partnership with the BPL Foundation – the Foundation has committed to continue to support some of the expenses associated with the redesign.

Other large miscellaneous budgetary expenditures include IT projects to develop a Technology Roadmap or over-arching technology plan for the Library and to improve meeting room booking and events management and registration software; contracted janitorial services for \$430,000; and gas and electric utilities at \$395,000. Lastly, the Reserve is adjusted upward by \$164,548 to reflect approximately 6% of anticipated library tax receipts.

#### *Grants Fund*

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

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS projected award for fiscal year 2024 is \$82,104; with expenditures projected at \$65,000. In late FY 2023, we obtained a new grant called Lunch @ the Library. The initial funding was about \$30,000 but that amount decreased this grant year to about \$11,000.

#### *Gifts Fund*

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

FY 2025 and 26 includes a placeholder amount for estimated annual award receipts of \$105,000 from the Friends of the Berkeley Public Library and \$150,000 for other expenditures. Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous donations to the Library in general and the BerkeleyREADS program specifically, and other Fund balance support as directed by the Director of Library Services.

#### *Foundation Fund*

The Foundation is committed to being an important contributor to public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, Branch Libraries Refresh, creative laptop software,

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and movable shelving at Claremont Branch, to facilitate more flexible programming space. Fiscal year 2025 and 26 includes a \$100,000 placeholder for revenue and \$2000,000 for expenditures. The Foundation has expressed their commitment to partner with the Library on redesign phase of the 4th floor Story Room in the Children's Library.

**CURRENT SITUATION**

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services. The Fund generates 99% of total revenues and bears 98% of total expenses.

In the proposed FY 2025 and 26 budgets, a new capital fund (102) is reflected with an initial investment of \$5,000,000, transferred from the Library Tax Fund and made possible through temporary excess equity in the Library's tax fund balance. A capital improvement plan is under development, but preliminary assessments demonstrate a need for an estimated \$7,300,000 to support physical plant and technology projects over the next five years. If this funding is diverted back to the primary budget in the case of budget shortfall to cover baseline expenses, the amount of funding available to address these capital needs will be further reduced.

The Library believes the FY 2025 and 26 proposed budgets contained herein directly addresses each budget priority in a balanced approach. The Library remains determined to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities.

**ALTERNATIVE ACTIONS**

No alternative actions are proposed at this time.

**FUTURE ACTION**

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

**CONTACT PERSON**

Nneka Gallaread, Administrative and Fiscal Services Manager, Library Administration, 510-981-6118

**Attachments:**

1. Resolution
2. Proposed FY 2025 and 26 Revenue Budgets by Fund
3. Proposed FY 2025 and 26 Expenditure Budgets by Fund
4. Library Tax Fund (101) 5-Year Fund Analysis
5. Capital Project Fund (102) 5-Year Fund Analysis
6. Grants Fund (103) 5-Year Fund Analysis
7. Friends & Gifts Fund (104) 5-Year Fund Analysis
8. Foundation Fund (105) 5-Year Analysis
9. Proposed FY 2025 and 26 Position FTE Summary by Classification
10. Estimated Capital Project Expenses – Facilities and Technology

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 24-077**

**Approve The Proposed Revenue Budgets For FY 2025 and FY 2026 of \$25,810,174/\$26,319,469 and the Proposed Expenditure Budgets for FY 2025 and FY 2026 of ~~\$30,150,330~~29,233,229/~~\$30,584,084~~29,644,143**

WHEREAS, on February 7, 2024, the Board of Library Trustees established the FY25 and FY 26 Budget Priorities as adopted by Resolution No. 24-068; and

WHEREAS, the Director of Library Services and the Administrative and Fiscal Services Manager submitted for approval the personnel budgets for FY 2025 and 2026; and

WHEREAS, the Board of Library Trustees adopted the FY 2025 and 2026 personnel budget on January 11, 2024 by Resolution No. R24-061; and

WHEREAS, there are additional personnel changes recommended as well as non-personnel budgets that have yet to be considered; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2025 and FY2026 to the Board of Library Trustees for their approval; and

WHEREAS, the Library has submitted a balanced budget as the Library will incorporate an estimated \$278,386 in FY 2025 from the current gross fund balance of \$17,169,479 estimated for 2025 to offset the difference between revenue and expenditures; and

WHEREAS, the Board of Library Trustees must adopt the FY 2025 and FY 2026 budgets no later than June 24, 2024; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of ~~\$30,150,330~~29,233,229 and ~~\$30,584,084~~29,644,143, respectively, as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 1, 2024 by the following vote:

|              |                                             |
|--------------|---------------------------------------------|
| AYES:        | Trustees Ami, Greene, Hahn, Roth & Selawsky |
| NOES:        | none                                        |
| ABSENT:      | none                                        |
| ABSTENTIONS: | none                                        |

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Amy Roth, President

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



**ACTION CALENDAR**

May 1, 2024

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: Proposed Budget FY 2025-26 – All Library Funds

**RECOMMENDATION**

Adopt a Resolution to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of \$29,233,229 and \$29,644,143 respectively, as presented. This represents a balanced budget as the Library will incorporate an estimated \$278,386 in FY 2025 from the current gross fund balance of \$17,169,479 estimated for 2025 to offset the difference between revenue and expenditures (see Attachment 4).

**INTRODUCTION**

The proposed FY 2025-26 Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Budget for all Library Funds for FY 2025 and 26 projects revenue of \$25,810,174 and \$26,319,469; respectively and expenditures of \$29,233,229 and \$29,644,143. The following table reflects the dollar values by Fund grouping.

**Proposed Budget**

| Fund                           | FY 2025             |                     | FY 2026             |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | Revenue             | Expense             | Revenue             | Expense             |
| Library Tax (101)              | \$25,535,754        | \$26,815,703        | \$26,046,049        | \$27,226,617        |
| Library Capital Projects (102) | \$0                 | \$2,000,000         | \$0                 | \$2,000,000         |
| Grants (103)                   | \$68,420            | \$67,526            | \$68,420            | \$67,526            |
| Friends and Gifts (104)        | \$105,000           | \$150,000           | \$105,000           | \$150,000           |
| BPL Foundation (105)           | \$100,000           | \$200,000           | \$100,000           | \$200,000           |
| <b>Berkeley Public Library</b> | <b>\$25,810,174</b> | <b>\$29,233,229</b> | <b>\$26,319,469</b> | <b>\$29,644,143</b> |

The Board of Library Trustees established the FY25 and FY 26 Budget Priorities as adopted by Resolution No. 24-068 on February 7, 2024:

Budget Priorities for FY 2025 and FY 2026:

1. Ensure equitable access to high quality collections, programs, facilities, technology, and helpful staff.
2. Foster community connections and increase public awareness.
3. Enhance the quality of experience for all Library employees and take steps to continually improve our ability to meet our mission and vision.
4. Plan for the sustainability of the Library's funding base, physical infrastructure, and services.

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ACTION CALENDAR REPORT**

Proposed Budget FY 2025-26 – All Library Funds

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

**FISCAL IMPACTS OF RECOMMENDATION**

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal years 2025 and 2026.

*Library Tax Fund*

The Library Tax Fund is projected to achieve revenues of \$25,536,754 and \$26,046,049 in FY 2025 & FY 2026, respectively; with expenditures of \$26,815,703 and \$27,226,617. The amount in tax revenues are systematically updated as a part of the budget process based on the City's applied default rate. This change is in comparison to the previous budget year. Actuals are typically different to account for the varying property transactions and the City-wide exercise of updating rates based on CPI or PIG from the April-April period. The CPI and PIG comes out well into the budget process which doesn't allow for budget reports to be updated. The actual revenue collected is reflective of the changes. For this reason, the current budgeted revenue is \$228,438 less than Mid-Year FY 2024 projection.

Planned expenditure budgets total \$26,815,703 and \$27,226,617 for FY2025 and 26, respectively. Excluding estimated City pass-through expenses for fiscal years 2025 and 26 are \$27,695,954 and \$28,128,709.

**Library Tax Rate**

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to ensure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The CA Personal Income Growth factor is released in late April and the San Francisco Bay Area Consumer Price Index released in mid-May. The Library employs the proceeds of the library tax to maintain and enhance the Library's physical plant and infrastructure, purchase library materials, and provide public services and programming. The budget as presented in this report applies the City's default rate of 4.7%.

**Personnel**

Personnel expenses are projected at \$20,108,598 and \$20,701,562; equal to 75.0% and 76.0% of Fund expenditures for FY2025 and 26, respectively.

On January 11, 2024, through Resolution No. R24-061, the Board of Library Trustees approved the Library's FY 2025 and 2026 personnel budgets.

In summary, this incorporated the following changes to the Library's personnel budget:

Approved expansion of 14.45 FTE from an authorized FY 2024 level of 118.225 FTE to 132.675 FTE for FY2025 and 26. Authorized headcount increased by two to 147 from 145.

**Breakdown by Position Type**

| Type       | FTE     |        |         | Headcount |       |         |
|------------|---------|--------|---------|-----------|-------|---------|
|            | FY25/26 | +/-    | FY24    | FY25/26   | +/-   | FY24    |
| Career     | 132.675 | 14.450 | 118.225 | 147.000   | 3.000 | 144.000 |
| Non-Career | 0.375   | -      | 0.375   | 1.000     | -     | * 1.000 |



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ACTION CALENDAR REPORT**

Proposed Budget FY 2025-26 – All Library Funds

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|              |                |               |                |                |              |                |
|--------------|----------------|---------------|----------------|----------------|--------------|----------------|
| <b>Total</b> | <b>133.050</b> | <b>14.450</b> | <b>118.600</b> | <b>147.000</b> | <b>3.000</b> | <b>145.000</b> |
|--------------|----------------|---------------|----------------|----------------|--------------|----------------|

\*Addition of EDI Program Manager position in FY 24

**Part-time hours conversion:** expanded hours of 53 part-time positions from 20/week or .5 FTE to 30/week or .75 FTE. This includes 100% coverage of staff members' medical insurance benefits. This change affects 53 part-time positions. Given that part-time positions already include 75%-funded medical benefits packages, the difference in cost of this change reflects the additional 25% coverage as well as the rate of pay for the 10 additional hours. The total estimated cost of this change was approximately \$1,665,685.

Additional approved position changes included the addition of a full-time Supervising Librarian (1.0 FTE) as well as the additional of a Communications Specialist position (1.0 FTE) to support the ever-expanding needs associated with both external and internal communications at the Library. The addition of these positions represents \$381,331.00 combined including benefits packages.

For additional background information regarding these changes, please see the Board packet dated January 11, 2024.

**In addition to the above changes which have already been approved, the Library staff recommends the following changes also be incorporated into the final personnel budgets for FY 2025 and 2026:**

**1. Conversion of a vacant Supervising Library Assistant position in the Circulation Division to a Central Library Circulation Supervisor position**

This involves the reintroduction of a position that the Library used to have but eliminated in 2005 during the FY 2006-07 Budget development process as part of proposed balancing measures at that time. Circulation Services is the Library's largest division and is based at the Central Library. There have been a number of significant concerns and projects associated with Circulation Services that will benefit from additional leadership support at the Central Library. One such example is the need for establishment of clear and transparent training goals for entry level positions such as the Library Aide position, so that staff can prepare for advancement within the system. This will enable the Circulation Manager to have more of a system-wide focus, as the position was originally intended.

The total cost of this change is marginal, as the cost of a Circulation Supervisor mid-range on the pay scale is close to what had originally been previously budgeted for the Supervising Library Assistant:

Total Cost Estimate: approximately \$3,500

**2. Addition of a Supervising Librarian position for the Tool Lending Library**

The Tool Lending Library is housed in the same location at the Tarea Hall Pittman South Branch. In the past, the Tool Lending operation has been supervised by the Supervising Librarian that provides leadership of the THP South Branch. Although the supervisory span of the two service sites is still within acceptable parameters for the Supervising Librarian position (8 positions), the complexity of the services offered at both locations and the different needs and approaches to staffing introduce a greater level of complexity. As the Library prepares to do a more in-depth analysis of the potential expansion of tool lending, on the heels of a strategic planning process which referenced this need by both the public as well as staff, ensuring adequate leadership support of this service is a necessary step to take. Furthermore, if there is an expansion of hours of this service, additional staffing support will be needed, and adding a Supervising Librarian will provide both public service as well as supervisory support.

Total Cost Estimate: \$201,308

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**3. Addition of a Communications Program Manager (Program Manager II), replacement of Associate Management Analyst position**

In Administration, the Library seeks to add a Program Manager II position dedicated to leadership of communication services to be filled through competitive process. If filled, the new position would replace the existing occupied Associate Management Analyst position. The corresponding change in scope of this position acknowledges the ongoing importance of internal and external communications for the Library as emphasized by the recent strategic planning process, and underscores the significance and criticality expressed by staff to ensuring the transparency and timeliness of Library communications. This change also provides for increased management capacity given the addition of a Communications Specialist position.

Total Cost Estimate: \$14,220

California Public Employees' Retirement System (CalPERS) retirement plan contributions continue as a significant share of staffing costs. The City's participation in the agency's Miscellaneous Employee Plan – to which all career Library staff are included – is currently funded (the ratio of plan assets to accrued liabilities) at 70% based on actuarial valuations as of June 30, 2019; plan costs are expected to continue to increase over the long-term as CalPERS seeks to achieve 100% funding within a 30-year timeframe. The base budget, for FY25 & 26, currently projects payment of \$5,329,499 and \$5,420,098, an increase of \$2,018,135, or 60.9%, over the FY 2024 budget.

The budget estimates fiscal year 2025 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$2,937,353 above the FY 2024 budget. Fringe benefit expense items are considered nondiscretionary, as for the most part they can only be reduced by a direct decrease in FTE count.

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

**Non-Personnel**

At \$6,707,105 for FY25 and \$6,526,055 for FY26, non-personnel costs constitute 24.18% and 23.17%, respectively, of total Fund expenditures. Principal items and programs in the FY 2025-26 budgets include:

- Central Library Air Conditioning Units Replacement: \$1,566,000
- Collection budget enhancements: \$200,000 (additional over previous year)
- Redesign of Storyroom: \$100,000
- Anticipated investments in technology infrastructure, including a comprehensive technology planning process: \$200,000
- Ongoing Equity, Diversity, and Inclusion training: \$50,000
- Janitorial Services: \$430,000
- Reserve: \$1,548,136

In FY 2025, it's anticipated that the Library will be undertaking replacement of both roof-top air conditioning units at the Central Library. Other projects have been identified that carry budgetary implications, including a more comprehensive assessment and repair of the Central Library and

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North Branch's elevators, an updating of the Central Library's a/c ducting, as well as an audit of the Library's lighting systems with a goal toward replacing the lighting with more energy efficient and environmentally-friendly products. This is already occurring on an incremental basis.

The Library will continue to fund its budget for collections at higher than the increased level approved for the FY 24 budget. In 2024, the Collection budget was increased by \$200,000 over the previous year. In 2025, there will be an additional \$200,000 increase in funding, to provide for refreshed collections, and to meet the heightened demand for electronic resources that continues to rise. The Collections team is also working to enhance and refresh world languages collections in response to community needs, with an initial focus on an infusion of Spanish and Chinese language materials.

The contract for the redesign of the 4th floor Storyroom in the Children's Library will be fulfilled in FY 2025 now that the plans for the design have been completed by Anderson Brulé Architects, Inc. This second stage of this project will also be undertaken in partnership with the BPL Foundation – the Foundation has committed to continue to support some of the expenses associated with the redesign.

Other large miscellaneous budgetary expenditures include IT projects to develop a Technology Roadmap or over-arching technology plan for the Library and to improve meeting room booking and events management and registration software; contracted janitorial services for \$430,000; and gas and electric utilities at \$395,000. Lastly, the Reserve is adjusted upward by \$164,548 to reflect approximately 6% of anticipated library tax receipts.

*Grants Fund*

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

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS projected award for fiscal year 2024 is \$82,104; with expenditures projected at \$65,000. In late FY 2023, we obtained a new grant called Lunch @ the Library. The initial funding was about \$30,000 but that amount decreased this grant year to about \$11,000.

*Gifts Fund*

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

FY 2025 and 26 includes a placeholder amount for estimated annual award receipts of \$105,000 from the Friends of the Berkeley Public Library and \$150,000 for other expenditures. Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous donations to the Library in general and the BerkeleyREADS program specifically, and other Fund balance support as directed by the Director of Library Services.

*Foundation Fund*

The Foundation is committed to being an important contributor to public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, Branch Libraries Refresh, creative laptop software, and movable shelving at Claremont Branch, to facilitate more flexible programming space. Fiscal year 2025 and 26 includes a \$100,000 placeholder for revenue and \$2000,000 for expenditures. The Foundation has expressed their commitment to partner with the Library on redesign phase of the 4th floor Story Room in the Children's Library.

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**CURRENT SITUATION**

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services. The Fund generates 99% of total revenues and bears 98% of total expenses.

In the proposed FY 2025 and 26 budgets, a new capital fund (102) is reflected with an initial investment of \$5,000,000, transferred from the Library Tax Fund and made possible through temporary excess equity in the Library's tax fund balance. A capital improvement plan is under development, but preliminary assessments demonstrate a need for an estimated \$7,300,000 to support physical plant and technology projects over the next five years. If this funding is diverted back to the primary budget in the case of budget shortfall to cover baseline expenses, the amount of funding available to address these capital needs will be further reduced.

The Library believes the FY 2025 and 26 proposed budgets contained herein directly addresses each budget priority in a balanced approach. The Library remains determined to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities.

**ALTERNATIVE ACTIONS**

No alternative actions are proposed at this time.

**FUTURE ACTION**

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

**CONTACT PERSON**

Nneka Gallaread, Administrative and Fiscal Services Manager, Library Administration, 510-981-6118

**Attachments:**

1. Resolution
2. Proposed FY 2025 and 26 Revenue Budgets by Fund
3. Proposed FY 2025 and 26 Expenditure Budgets by Fund
4. Library Tax Fund (101) 5-Year Fund Analysis
5. Capital Project Fund (102) 5-Year Fund Analysis
6. Grants Fund (103) 5-Year Fund Analysis
7. Friends & Gifts Fund (104) 5-Year Fund Analysis
8. Foundation Fund (105) 5-Year Analysis
9. Proposed FY 2025 and 26 Position FTE Summary by Classification
10. Estimated Capital Project Expenses – Facilities and Technology

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 24-077**

**Approve The Proposed Revenue Budgets For FY 2025 and FY 2026 of  
\$25,810,174/\$26,319,469 and the Proposed Expenditure Budgets for FY 2025 and FY 2026 of  
\$29,233,229/\$29,644,143**

WHEREAS, on February 7, 2024, the Board of Library Trustees established the FY25 and FY 26 Budget Priorities as adopted by Resolution No. 24-068; and

WHEREAS, the Director of Library Services and the Administrative and Fiscal Services Manager submitted for approval the personnel budgets for FY 2025 and 2026; and

WHEREAS, the Board of Library Trustees adopted the FY 2025 and 2026 personnel budget on January 11, 2024 by Resolution No. R24-061; and

WHEREAS, there are additional personnel changes recommended as well as non-personnel budgets that have yet to be considered; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2025 and FY2026 to the Board of Library Trustees for their approval; and

WHEREAS, the Library has submitted a balanced budget as the Library will incorporate an estimated \$278,386 in FY 2025 from the current gross fund balance of \$17,169,479 estimated for 2025 to offset the difference between revenue and expenditures; and

WHEREAS, the Board of Library Trustees must adopt the FY 2025 and FY 2026 budgets no later than June 24, 2024; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of \$29,233,229 and \$29,644,143, respectively, as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 1, 2024 by the following vote:

|              |                                        |
|--------------|----------------------------------------|
| AYES:        | Trustees Greene, Hahn, Roth & Selawsky |
| NOES:        | none                                   |
| ABSENT:      | Trustee Ami                            |
| ABSTENTIONS: | none                                   |

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Amy Roth, President

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









**ACTION CALENDAR**

May 30, 2024

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Trustees will conduct interviews of candidates for the current vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to City Council.

**INTRODUCTION**

With the end of Trustee Selawsky's term scheduled to occur in mid-May, the Board initiated the process to fill this vacancy in March. Under the revised Board of Library Trustees Vacancies Policy, the President of BOLT appointed an ad hoc trustee nominating sub-committee to initiate the process. The process has progressed and candidate interviews have been scheduled for May 30, 2024.

**FISCAL IMPACT**

None.

**BACKGROUND**

Trustee Selawsky's term was scheduled to end on May 16, 2024. Although the City Council reserves the right to appoint and remove Library Trustees by a vote of five members of the Council, BOLT assists in the process by submitting a recommendation for appointment to the City Council for approval. The Board of Trustees Vacancies Policy most recently updated in December 2023 outlines the process for selecting a nominee for appointment.

**CURRENT SITUATION AND ITS EFFECTS**

President Amy Roth appointed the ad hoc nominating subcommittee at the regular March 6 BOLT meeting. The recruitment was originally open from March 18 to April 8. Committee members President Roth, Trustee Greene, and Secretary Mayer met on April 19 to review the applicant pool and discuss. They decided to reopen the recruitment for three more weeks, through Friday, May 10, in order to allow time for additional outreach to prospective candidates and ensure as diverse an applicant pool as possible. 24 total people applied: ten between March 18 and April 8, and another 14 between April 23 and May 10.

The committee met again on May 13 to review the applicant pool and to recommend to the Board five candidates to interview, per the Board of Library Trustees Vacancies Policy.

A special meeting was scheduled in May to allow for the Board to meet and establish the tax rate for the upcoming fiscal year. Candidate interviews will now be held on May 30, at the same meeting. Five people are scheduled to be interviewed.

At the June 5 regular BOLT meeting, the trustees will vote on which candidate they recommend for nomination to the City Council, following discussion.

The voting will proceed as follows, as enumerated in the Board of Library Trustees Vacancy Policy:

- 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.

On June 5, BOLT will engage in an informal discussion of the candidates, followed by a vote as described above.

BOLT’s recommendation will be referred to City Council. A majority vote of all the members of the City Council is required to appoint a member to the board.

The new Trustee’s term is anticipated to begin in Fall of 2024.

The recruitment timeline below reflects the outstanding steps in the process.

| Date                     | Activity                                                                                     |
|--------------------------|----------------------------------------------------------------------------------------------|
| May 30, 2024             | Special BOLT Meeting: interview date for candidates                                          |
| June 5, 2024             | Regular BOLT Meeting: action item to select preferred candidate to recommend to City Council |
| June 6, 2024             | Submit City Council item report to the City Clerk by 12:00pm                                 |
| July 9, 2024             | City Council Meeting: Consent or Action item to appoint the preferred candidate              |
| July 10, 2024            | New Trustee term begins                                                                      |
| July 11 or Sept. 4, 2024 | New Trustee’s first regular meeting as a Board member                                        |

FURTHER ACTION

None.

**CONTACT PERSON**

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

**Attachments:**

1. Candidate list
2. Interview questions
3. BOLT Selection Criteria Summary
4. BOLT Rating Worksheet
5. Candidate applications
6. Board of Library Trustees Vacancies Policy updated 12/06/23





### Trustee Candidate List

| First     | Last       | Interview Date |
|-----------|------------|----------------|
| Deepti    | Doshi      | 05.30.2024     |
| Catherine | Dower      | 05.30.2024     |
| Mary      | Gilg       | 05.30.2024     |
| Oliver    | Haug       | 05.30.2024     |
| Priscilla | Villanueva | 05.30.2024     |



## **Board of Library Trustees Interview Questions**

### **Question #1:**

How do you like to use the library?

### **Question #2:**

If you could pick **one** strength that you would bring to the Board of Library Trustees, what would it be? How would you use that particular "super power" in your work on the Board?

### **Question #3:**

As a Trustee, you will be asked many questions by our patrons about Library happenings. Imagine this scenario: You are a member of the Board of Library Trustees. A neighbor approaches you and asks: "I heard that North Branch is having a Drag Queen Storytime Program for young children. What does this have to do with the library?" How would you respond?

### **Question #4:**

What do equity, diversity, and inclusion mean to you?

Why is it important for our Library to engage in equity, diversity, and inclusion efforts?

### **Question #5:**

What are the highest priorities that public libraries should focus on today?





## **Board of Library Trustees, Selection Criteria Summary**

### **Desired Qualifications:**

- Candidates should be public library champions, passionate about lifelong learning and community engagement.
- A demonstrated commitment to equity, diversity and inclusion is essential.
- Candidates with executive leadership, technology, business, financial management and/or administrative skills are encouraged to apply.
- Candidates with leadership experiences in community-based, non-profit, or government agencies

### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community, including a diversity of experiences working in different sectors of the community as well as age, ethnicity, religion, gender identities, abilities, and sexual orientation
- Willing and able to work with management, staff and the union.

### **Practical background and/or direct experience in one or more of these areas is desirable:**

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions; previous experience highly valued
- An interest in long-range planning
- Personal experience in one or more of these areas:
  - Education
  - Architecture/Construction Accounting/Finance Business
  - Personnel management Technology Law/Government
  - Humanities
  - The Arts
- Availability and openness to the public



Board of Library Trustees

**RATING WORKSHEET**

Candidate \_\_\_\_\_

Interviewer \_\_\_\_\_

Date \_\_\_\_\_

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**Level 1: Basic**

Satisfactorily performs the rudimentary skills in this area

**Level 2: Intermediate**

Above average in this area; consistently performs well in this area

**Level 3: Advanced**

This is a notable strength; better than most in this area; could be a coach in this area

**Level 4: Expert**

A model in this area; one of the best I've seen; gifted in this area; people often seek out this person for guidance in this area

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Qualification Rating: Strong public library advocacy, passionate about lifelong learning and community engagement

| Level 1                  | Level 2                  | Level 3                  | Level 4                  | Strong evidence skill is not present | Overuses skill (over dependent) | Insufficient evidence collected in application/ interview |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|---------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>        | <input type="checkbox"/>                                  |

Comments:

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Candidate \_\_\_\_\_ Interviewer \_\_\_\_\_  
 Date \_\_\_\_\_

| Qualification Rating: Demonstrated commitment to equity, diversity and inclusion |                          |                          |                          |                                                        |                                          |                                                                       |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------|
| Level 1                                                                          | Level 2                  | Level 3                  | Level 4                  | Strong evidence<br>evidence<br>skill is not<br>present | Overuses<br>skill<br>(over<br>dependent) | Insufficient<br>evidence<br>collected in<br>application/<br>interview |
| <input type="checkbox"/>                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                               | <input type="checkbox"/>                 | <input type="checkbox"/>                                              |

Comments:

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| Qualification Rating: Executive leadership, technology, business, financial management and/or administrative skills |                          |                          |                          |                                                        |                                          |                                                                       |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------|
| Level 1                                                                                                             | Level 2                  | Level 3                  | Level 4                  | Strong evidence<br>evidence<br>skill is not<br>present | Overuses<br>skill<br>(over<br>dependent) | Insufficient<br>evidence<br>collected in<br>application/<br>interview |
| <input type="checkbox"/>                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                               | <input type="checkbox"/>                 | <input type="checkbox"/>                                              |

Comments:

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| Qualification Rating: Leadership experience in community-based, non-profit, or government agencies |                          |                          |                          |                                                        |                                          |                                                                       |
|----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------|
| Level 1                                                                                            | Level 2                  | Level 3                  | Level 4                  | Strong evidence<br>evidence<br>skill is not<br>present | Overuses<br>skill<br>(over<br>dependent) | Insufficient<br>evidence<br>collected in<br>application/<br>interview |
| <input type="checkbox"/>                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                               | <input type="checkbox"/>                 | <input type="checkbox"/>                                              |

Comments:

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## RECRUITMENT RECOMMENDATION:

YES      NO





APPLICATION FOR APPOINTMENT TO BERKELEY  
BOARDS AND COMMISSIONS

III Action Calendar, Item A

Attachment 5  
**Redistricting Commissioners  
may not be eligible to serve.  
Contact the City Clerk to verify.**

NAME: Deepti Doshi

PREFERRED PRONOUN(S): she/her/hers

RESIDENCE ADDRESS: [REDACTED] Berkeley 94705  
Street City Zip

BUSINESS NAME/ADDRESS: New\_ Public Inc  
[REDACTED] [REDACTED] [REDACTED]  
Street City Zip

EMAIL ADDRESS: [REDACTED]

OCCUPATION/PROFESSION: Co-Director of Non-Profit

HOME PHONE: [REDACTED] BUSINESS PHONE: \_\_\_\_\_

I have been a resident of Berkeley since: 5 years

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: BOLT (Berkeley Public Library Board of Library Trustees)

Name of board/commission: \_\_\_\_\_

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

\_\_\_\_\_  
Please see attached document  
\_\_\_\_\_  
\_\_\_\_\_

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

| NAME           | ADDRESS    | PHONE NO   |
|----------------|------------|------------|
| Eli Pariser    | [REDACTED] | [REDACTED] |
| Michael Kwende | [REDACTED] | [REDACTED] |
| Mark Chekal    | [REDACTED] | [REDACTED] |

\*\*\*PLEASE COMPLETE DEMOGRAPHIC SURVEY \*\*\*

Please indicate gender: ☐ Male ☒ Female ☐ Nonbinary ☐ Prefer not to say  
Please indicate whether you are currently a student: ☐ Yes ☐ No  
Please indicate the racial / ethnic category which you most closely identify with below (response optional - please check only one category):  
☐ **WHITE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East  
☐ **BLACK or AFRICAN AMERICAN (not of Hispanic or Latino origin):** All persons having origins in any of the Black racial groups of Africa  
☐ **HISPANIC or LATINO:** All persons of Central / South America or other Spanish culture or origin, regardless of race  
☒ **ASIAN (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam  
☐ **AMERICAN INDIAN / ALASKAN NATIVE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of North, Central, and South America, and who maintain cultural identification through tribal affiliation or community recognition.  
☐ **NATIVE HAWAIIAN / PACIFIC ISLANDER (not of Hispanic or Latino origin):** All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands  
☐ **TWO or MORE RACES (not of Hispanic or Latino origin):** All persons who identify with more than one of the above six races

\*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at <https://berkeleyca.gov/your-government/public-records/conflict-interest-reports>.

**AFFIDAVIT OF RESIDENCY\***

I, Deepti Doshi, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant:  Date: 04/08/2024

\*Not required for Police Accountability Board, Loan Administration Board, Elmwood BID Advisory Board, Solano BID Advisory Board, or BUSD appointees

**Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704**



**APPOINTMENT FORM - BOARDS AND COMMISSIONS**  
(For Mayor and Council use only)

**MAYOR/COUNCILMEMBER** \_\_\_\_\_

**NAME OF APPOINTEE** \_\_\_\_\_

**RESIDENCE ADDRESS** \_\_\_\_\_  
Street City Zip

**BUSINESS NAME/ADDRESS** \_\_\_\_\_  
Name  
Street City Zip

**EMAIL ADDRESS** \_\_\_\_\_

**OCCUPATION/PROFESSION** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

Check appropriate box: ☐ New Appointment ☐ Reappointment ☐ Temporary Appt.

**Temporary Appt.:** From (date) \_\_\_\_\_ To (date) \_\_\_\_\_  
(only if appointing for more than one meeting)

**Please send mail to:** ☐ Home ☐ Business

**Please indicate the name of the board/commission to which you are appointing this individual**

**Board/Commission Name:** \_\_\_\_\_

**\*\*\*Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions:** Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

**Special Category** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Mayor/Councilmember

**For Mayor/Councilmember and City Use Only:**

|                |               |              |
|----------------|---------------|--------------|
| Interview Date | Appoint. Date | Process Date |
|----------------|---------------|--------------|





## SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.

My drive to become a Library Trustee is deeply intertwined with my belief in the value of public spaces for a pluralistic and cohesive democracy. Professionally, I run a non profit that aim to extend the values of physical public spaces like libraries into the digital realm. And personally, we chose our house based on its proximity to a library - and the Claremont branch has become a center of our children's (7&4) social and educational lives. Serving as a Trustee would allow me to harmonize my personal & professional experiences, contributing to our libraries' role as a vibrant, inclusive hubs that nurtures community cohesion and growth.

+

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?

An effective Trustee must have a keen understanding of community needs, excel in strategic problem-solving, and possess a forward-thinking mindset. My role as a parent of two boys as well as my engagement with South Asian community in the East Bay has equipped me with a deep understanding of our diverse needs. As an executive across non-profit and corporate sectors, I am confident in my ability to tackle operational challenges with innovative solutions. Finally, I am passionate about how we bring our online and offline worlds closer-using digital tools to strengthen local communities and want to bring these ideas and skills to support the library to evolve.

3. Provide examples of current or previous community service and leadership roles.

-I co-direct New\_Public, a community driven research & design laboratory building digital spaces that serve the public good.

-I created a non profit in India called Haiyya, a grassroots leadership development organization that supports people to run local, issue-based campaigns.

-I am on the board of Trust Labs, a non profit focused on community building for millennials.

-I led a participatory budgeting project in our old neighborhood in Paris, where we lives before we moved here five years ago.

4. What do you see as the Library's role in the community now and in the future?

Libraries are crucial for a thriving democracy and society - acting not only as centers of knowledge but places where we gather, meet our neighbors across all walks of live, and participate in public life. In a moment where people are suffering from loneliness and social disconnection, I believe libraries can serve that gap with the right kind of leadership, vision and programming. For example, I am interested in how we can embed more civic and community programming for kids into our Berkeley libraries so that they become places that support young people to build thier communal identities to complement thier digital experiences.

*Please return this form and the **Application for Appointment to Berkeley Boards and Commissions** to the Office of the City Clerk*

Dear Board of Berkeley Library Trustees,

It is with much enthusiasm and humility that I would like to submit an application to join you all in the governance of our town's libraries.

I have been considering getting involved in various City Board or Commissions as a way to serve our neighborhoods and community, and this feels like the perfect opportunity at the perfect time.

I grew up in the library. My dad was bipolar and so to escape the chaos of our homes, my brother, sister and I would run to the library to do homework, for the children/youth programming, and to meet with friends. It was the refuge of my childhood - a public space where we were welcome, cared for, and safe.

As a result, when we started looking to buy a home in Berkeley 5 years ago, I was clear that it had to be close to a library, and we waited for the home we are in now [REDACTED] just around the corner from the Claremont branch. While my kids (7 and 4) don't have the same needs of escape, the library has become an extension of their home – be in the Tuesday craft hour with Mr Michael or Friday chess club, and the staff has become an extension of our family – taking the education and development of our children as serious as we do. I am incredibly grateful for these experiences for our children – as they not only ground them in their own imagination through readings and activities but because as a safe place, they allow us to build their independence and confidence, and given that they go to private school, I appreciate the role it plays in grounding them in the diversity of our neighborhood. I would be honored and humbled to be able to serve our libraries – bringing my experience as a new parent, new resident of Berkeley (5 years!), South Asian community leader, and public space professional to its development.

Professionally, I co-founded my non-profit, New\_ Public grounded in this personal story and the importance public space played in my life. Today, as I see young people consumed with their phones, I have been curious about how we can bring these public spaces online. As articulated in [this op-ed](#) in Wired, our vision is to build social spaces online that inspired by the design of our public parks and libraries serve as places where we can engage with our neighbors, solve problems and overcomes our differences. After almost seven years as an exec at Facebook, I am proud to bringing my skills and knowledge to this public mission and would appreciate the opportunity to support and learn from our libraries to most effectively serve this role in our digital age.

I appreciate you considering my application and would really welcome this opportunity to serve our community in such a meaningful way.

Warmly,  
Deepti Doshi

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APPLICATION FOR APPOINTMENT TO BERKELEY  
BOARDS AND COMMISSIONS

III Action Calendar, Item A  
Redistricting Commissioners  
Attachment 5  
may not be eligible to serve.  
Contact the City Clerk to verify.

NAME: Catherine Dower

PREFERRED PRONOUN(S): she/her/hers

CITY OF BERKELEY - CITY CLERK

RESIDENCE ADDRESS:

Street

City

Zip

CITY OF BERKELEY - CITY CLERK

BUSINESS NAME/ADDRESS:

2024 APR 8 AM 9:06

Street

City

Zip

EMAIL ADDRESS:

OCCUPATION/PROFESSION: Independent Consultant/Researcher/Attorney

HOME PHONE:

BUSINESS PHONE:

I have been a resident of Berkeley since: 1982

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Berkeley Public Library Board of Library Trustees

Name of board/commission:

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

I am passionate about education, life-long learning, research, and access to information. I completed degrees at UC Berkeley in political science and law. I am committed to public service and non-profit work. I have served on many boards over 20+ years, am familiar with parliamentary procedures, and work well as a board member. I have training and experience in strategic planning, organizational finances, as well as pragmatic translation of ideas into action. Resume attached.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

| NAME             | ADDRESS | PHONE NO |
|------------------|---------|----------|
| Cheryl Newbrough |         |          |
| Dan Mogolof      |         |          |
| Kristy Madrigal  |         |          |
| Emma Gimon       |         |          |

\*\*\* PLEASE COMPLETE DEMOGRAPHIC SURVEY \*\*\*

Please indicate gender: ☐ Male ☒ Female ☐ Nonbinary ☐ Prefer not to say

Please indicate whether you are currently a student: ☐ Yes ☒ No

Please indicate the racial / ethnic category which you most closely identify with below (response optional - please check only one category):

- ☒ **WHITE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
- ☐ **BLACK or AFRICAN AMERICAN (not of Hispanic or Latino origin):** All persons having origins in any of the Black racial groups of Africa
- ☐ **HISPANIC or LATINO:** All persons of Central / South America or other Spanish culture or origin, regardless of race
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- ☐ **TWO or MORE RACES (not of Hispanic or Latino origin):** All persons who identify with more than one of the above six races



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**AFFIDAVIT OF RESIDENCY\***

I, CATHERINE DOWER, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant: Catherine Dower Date: 7 April 2024

\*Not required for Police Accountability Board, Loan Administration Board, Elmwood BID Advisory Board, Solano BID Advisory Board, or BUSD appointees

**Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704**



**APPOINTMENT FORM - BOARDS AND COMMISSIONS**  
(For Mayor and Council use only)

MAYOR/COUNCILMEMBER \_\_\_\_\_

NAME OF APPOINTEE \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_  
Street City Zip

BUSINESS NAME/ADDRESS \_\_\_\_\_  
Name  
Street City Zip

EMAIL ADDRESS \_\_\_\_\_

OCCUPATION/PROFESSION \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

Check appropriate box: ☐ New Appointment ☐ Reappointment ☐ Temporary Appt.

Temporary Appt.: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_  
(only if appointing for more than one meeting)

Please send mail to: ☐ Home ☐ Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: \_\_\_\_\_

\*\*\*Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions: Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

Special Category \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor/Councilmember

**For Mayor/Councilmember and City Use Only:**

| Interview Date | Appoint. Date | Process Date |
|----------------|---------------|--------------|
|                |               |              |

# CATHERINE DOWER



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## PROFILE

Consultant providing research, analysis and writing services to non-profit and educational organizations dedicated to expanding knowledge and improving health.

Program management leader with 20+ years' experience conceptualizing, managing, and executing a portfolio of projects that advance goals and mission.

Utilizes relationship-building and public speaking skills to lead cross-functional teams and represent organizations across diverse forums.

Prolific writer and community volunteer with 60+ publications and public service with 25+ organizations over 25 years.

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## CONTACT



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## CONSULTANT EXPERIENCE

### CATHERINE DOWER CONSULTING

2010 - present

#### Health Research & Policy Consultant

- Researched and delivered analysis on opportunities for U.S. regulatory boards to improve handling sexual misconduct cases.
- Analyzed and co-authored materials to implement recently passed legislation for HealthImpact.
- Compiled legislative histories of state legal environments for nurse practitioners in the US for large Midwestern university.
- Conducted primary care research, analysis, and writing for Robert Wood Johnson Foundation.
- Delivered workforce and practice model research and analysis for large, integrated system.

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## PROGRAM DIRECTOR EXPERIENCE

### KAISER PERMANENTE

2014 - 2020

#### Sr. Director, 2018 - 2020

Senior program director for national nursing research and evidence-based practice efforts across 8 US regions for integrated health system with 220K+ clinicians and employees and \$79B+ annual revenue. Developed relationships with Johns Hopkins, University of California at San Francisco, University of San Francisco, and American Organization for Nursing Leadership to further research.

- Implemented program for nurses to use Johns Hopkins Evidence-based Practice training to inform research and point-of-care practice
- Tripled number of research and quality improvement posters accepted for 2019 KP National Nursing Leadership Conference over prior year
- Developed and executed updated nursing strategy and governance infrastructure in partnership with department SVP and VP

#### Director, 2014 - 2018

Led national nursing research expansion and strengthening across enterprise. Established cross-regional nursing research committee and expanded resources and training for researchers. Managed and executed portfolio of research and workforce programs impacting 60K nurses. Delivered evidence-based practice and quality improvement projects.

- Developed evaluation strategy to test and measure impact of new patient education program for congestive heart failure patients—resulted in reduced readmission rates.
- Piloted mental health training program to improve mental and behavioral health competence with select staff members.
- Created and implemented tools to collect and analyze workforce data—resulted in customized dashboards for 38 medical centers.



# CATHERINE DOWER

PAGE 2 |

## AWARDS

Champion of Diversity, University of California, San Francisco, Office of Affirmative Action, Equal Opportunity & Diversity, 2000

Ben Shimberg Public Service Award, Citizen Advocacy Center, Washington, DC, 2011

## COMMUNITY

International Society for the Advancement of Continuing Competence, Board of Directors, 2023 - present

AARP California, Volunteer Policy Advisor, 2023 - present

Institute for Credentialing Excellence, Board of Directors, 2019 - 2023

École Bilingue de Berkeley, Board of Directors & Trustee, 1998 - 2000, 2014 - 2018

Women's Community Clinic, San Francisco, Board of Directors, 2014 - 2016, Chair - 2014

National Commission for Certifying Agencies, Commissioner, 2009 - 2011

Robert Wood Johnson Foundation Initiative on the Future of Nursing at the Institute of Medicine, Committee Member, 2009 - 2010

Foreign Credentialing Commission on Physical Therapy, Member, 2002

## PROGRAM DIRECTOR EXPERIENCE, CONT.

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO 1994 - 2014  
**Director, Health Policy & Law**, 2013 - 2014  
**Associate Director**, 2012 - 2013  
**Associate Director, Research**, 2010 - 2012  
**Associate Director, Health Law & Policy**, 2000 - 2009

- Oversaw design and management of projects on health care professionals' education, training, practice, and regulation across US.
- Partnered with executive director to manage staff, budget, communications, and professional development at UCSF Center for the Health Professions.
- Influenced health policy at local, state, and federal levels with expertise in scopes of practice, telehealth, women's health, workforce data, and emerging professions.
- Developed relationships with executive leadership of external funders.
- Served as program director and P.I., overseeing 25+ research, workforce, and policy projects with total value of \$10M+ from initiation to completion
- Delivered 200+ presentations, lectures, and testimony to up to 2K people for audiences in education, legislation, healthcare, professional associations, and research.
- Directed and executed Innovative Workforce Models in Health Care initiative to optimize care and improve client outcomes.

## SELECT PUBLICATIONS

Bauer, L, Chan G, Dower, C *et al.*, Accelerating Impact: How to Support Nurse Practitioners in Expanding Access to Care. CHCF Issue Brief. Nov. 2022.

Baker, M., Dower, C., Winter, P., Rutherford, M., Betts, V. Improving Nurses' Behavioral Health Knowledge and Skills with Mental Health First Aid. Journal for Nurses in Professional Development. Jul/Aug 2019; 35(4):210-214.

Jang, HG., Weberg, D., Dower, C. Nursing Partnerships in Research and Quality Improvement Within a Large Integrated Health Care System. Nursing Administration Quarterly. Oct/Dec 2018; 42(4):357-362.

Dower, C., Moore, J., Langelier, M. It Is Time to Restructure Health Professions Scope-Of-Practice Regulations to Remove Barriers to Care. Health Affairs. Nov 2013; 32(11):1971-1976.

Dower, C. Health Gaps. Health Affairs: Health Policy Briefs. Aug 15, 2013.

## EDUCATION & TRAINING

**Juris Doctor**  
University of California, Berkeley

**Bachelor of Arts, Political Science**  
University of California, Berkeley

State Bar of California, Attorney License #168086, 1993 - present

Strategic Leadership Program, Kaiser Permanente, 8/2016 - 4/2017

Mental Health First USA certification



## SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the "Application for Appointment to Berkeley Boards and Commissions", candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.  
Public libraries have benefitted me over the years in countless ways, helping me advance my education, do my job, be a good parent, live my life, and contribute to society. Throughout adulthood, I have prided myself on having more library cards (and using them) than credit cards. I would like to give back in some way and I think I can give back best as a Library Trustee. I have decades of experience on a variety of boards and want to bring that experience to help maintain and strengthen the public library in Berkeley so that it is well-positioned to be a jewel in the city, one that will shine even brighter in the future than it has in the past. I am concerned by challenges to free thinking and want to ensure our library is here to guard against such efforts.
2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?  
An effective Trustee listens; I know how to be quiet, to ask questions, and learn from others about situations, challenges, and options. I also know when and how to speak up; I am comfortable sharing my views in committees and boardrooms. Trustees need to be prepared; I do my homework and arrive ready to work on the agenda or task at hand. Trustees must understand their fiduciary duties; I have many years of experience demonstrating my awareness of the care, obedience, and loyalty I have for organizations for which I serve. I am familiar with parliamentary procedures; I will discuss, cast my vote, and always uphold the decision of the group. I think strategically and support divisions of responsibility between the board and administrative staff.
3. Provide examples of current or previous community service and leadership roles.  
Current: AARP California - Volunteer Policy Advisor; Berkeley Food Pantry - food sorter; International Society for the Advancement of Continuing Competence (ISACC) - Director/Vice President  
Previous (partial): Institute for Credentialing Excellence - Board of Directors (incl. Chair, Finance Comm.); Ecole Bilingue de Berkeley - Board of Trustees; Women's Community Clinic, SF - Board of Directors (incl. Chair); National Commission for Certifying Agencies - Commissioner; Robert Wood Johnson Initiative on the Future of Nursing at the Institute of Medicine - Committee Member; Foreign Credentialing Commission on Physical Therapy - Member.
4. What do you see as the Library's role in the community now and in the future?  
On a philosophical level, public libraries play significant roles in preserving and making information, literature, and ideas available to people. This is particularly important when challenges to books and democracy are very real and the library's role needs to be one of strong and steady presence. On a pragmatic level, the public library needs to continue to offer a range of resources from books and news, to WiFi and music, from children's reading hours to safe places for anyone who wants to read, learn, write, and think. These goals require that library leaders are able to think about and respond to everyday realities of budgets, staffing, and infrastructure while also addressing strategic, big-picture, and long-term opportunities.

*Please return this form and the **Application for Appointment to Berkeley Boards and Commissions** to the Office of the City Clerk*



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# APPLICATION FOR APPOINTMENT TO BERKELEY BOARDS AND COMMISSIONS

Redistricting Commissioners  
Attachment 5  
may not be eligible to serve.  
Contact the City Clerk to verify.

NAME: Mary Gilg

PREFERRED PRONOUN(S): she/her

RESIDENCE ADDRESS: [REDACTED]  
Street City Zip

BUSINESS NAME/ADDRESS: [REDACTED]  
Street City Zip

EMAIL ADDRESS: [REDACTED]

OCCUPATION/PROFESSION: Attorney

HOME PHONE: [REDACTED] BUSINESS PHONE: [REDACTED]

I have been a resident of Berkeley since: 2006

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Board of Library Trustees

Name of board/commission: [REDACTED]

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

Attorney at Homeless Action Center since 2007; Deputy Director since 2016. Work with clients who are disabled and homeless, or at risk of homelessness.

Trained in de-escalation, trauma-informed care, Critical Race Theory among others

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

| NAME              | ADDRESS    | PHONE NO   |
|-------------------|------------|------------|
| Patricia Wall     | [REDACTED] | [REDACTED] |
| April Davis       | [REDACTED] | [REDACTED] |
| Elisa Della-Piana | [REDACTED] | [REDACTED] |

## \*\*\*PLEASE COMPLETE DEMOGRAPHIC SURVEY \*\*\*

- Please indicate gender: ☐ Male ☒ Female ☐ Nonbinary ☐ Prefer not to say
- Please indicate whether you are currently a student: ☐ Yes ☒ No
- Please indicate the racial / ethnic category which you most closely identify with below (response optional - please check only one category):
- ☒ **WHITE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
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- ☐ **HISPANIC or LATINO:** All persons of Central / South America or other Spanish culture or origin, regardless of race
- ☐ **ASIAN (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- ☐ **AMERICAN INDIAN / ALASKAN NATIVE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of North, Central, and South America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **NATIVE HAWAIIAN / PACIFIC ISLANDER (not of Hispanic or Latino origin):** All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- ☐ **TWO or MORE RACES (not of Hispanic or Latino origin):** All persons who identify with more than one of the above six races

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**AFFIDAVIT OF RESIDENCY\***

I, Mary Gilg, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant: [Signature]

Date: 5/7/24

\*Not required for Police Accountability Board, Loan Administration Board, Elmwood BID Advisory Board, Solano BID Advisory Board, or BUSD appointees

**Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704**



**APPOINTMENT FORM - BOARDS AND COMMISSIONS**  
(For Mayor and Council use only)

MAYOR/COUNCILMEMBER \_\_\_\_\_

NAME OF APPOINTEE \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_  
Street City Zip

BUSINESS NAME/ADDRESS \_\_\_\_\_  
Name  
Street City Zip

EMAIL ADDRESS \_\_\_\_\_

OCCUPATION/PROFESSION \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

Check appropriate box: ☐ New Appointment ☐ Reappointment ☐ Temporary Appt.

Temporary Appt.: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_  
(only if appointing for more than one meeting)

Please send mail to: ☐ Home ☐ Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: \_\_\_\_\_

\*\*\*Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions: Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

Special Category \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor/Councilmember

**For Mayor/Councilmember and City Use Only:**

| Interview Date | Appoint. Date | Process Date |
|----------------|---------------|--------------|
|                |               |              |





## SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the "Application for Appointment to Berkeley Boards and Commissions", candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.

I am committed to serving my community and to making Berkeley a better place for all my neighbors. As my children are older, I would like to spend time that I once spent volunteering at their schools on another volunteer project. I am a huge fan and frequent patron of the Library, and I believe that the Library is an essential part of our community. I would love to contribute my time and skills to this important institution.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?

I believe a good Library Trustee would be committed to the community, enthusiastic about the Library, and responsible. I have lived in Berkeley for nearly 18 years, and am raising two children here, in Berkeley Public Schools. I have also chosen to work in Berkeley and Oakland, providing services to folks who are poor and disabled in the community. I am enthusiastic about the Library -- it is a rare occasion when there aren't library books on my coffee table at home. I am a responsible citizen. I keep apprised of what is happening in local politics. I am civically active and engaged. I hold a position of significant responsibility at work, and have held volunteer positions in the community, as well.

3. Provide examples of current or previous community service and leadership roles.

I am the Deputy Director of the Homeless Action Center, with offices in Berkeley and Oakland. HAC provides legal services to those who are homeless or at risk of homelessness in Alameda County. As part of my position, I lead a staff of 92 attorneys, advocates, outreach workers and support staff. I also share responsibility for a \$13 million budget. In addition to my leadership at work, I have previously served as co-chair and then secretary of the Board of Directors of YEAH!, the youth shelter. I have also spent time volunteering in my childrens' schools, including serving as the Equity Liaison on the Emerson Elementary PTA and volunteering weekly in the school library for several years, as well as in the classroom.

4. What do you see as the Library's role in the community now and in the future?

The Library's role in the community can not be overstated. The Library is of course a place to find information. It is a place to explore different ideas, viewpoints, and worlds through works of fiction and nonfiction. It is a place for children to discover the joys of reading and learning. It is a community resource -- a space for community events and meetings. It is a safe and welcoming space for all of our neighbors, including those without homes. In the future, I would like to see the Library continue being this place. In a time when it is often difficult to feel connected, the Library can serve as a community center. I would like to see the Library continue to provide services to our neighbors living in poverty and to expand those services, as well.

*Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk*

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# APPLICATION FOR APPOINTMENT TO BERKELEY BOARDS AND COMMISSIONS

**Redistricting Commissioners**  
may not be eligible to serve.  
Contact the City Clerk to verify.

CITY OF BERKELEY - CITY CLERK  
2024 MAY 7 AM 10:01

**NAME:** Oliver Haug

**PREFERRED PRONOUN(S):** They/Them

**RESIDENCE ADDRESS:** [REDACTED]  
Street City Zip

**BUSINESS NAME/ADDRESS:** [REDACTED]  
Street City Zip

**EMAIL ADDRESS:** [REDACTED]

**OCCUPATION/PROFESSION:** Journalist and Editor

**HOME PHONE:** [REDACTED] **BUSINESS PHONE:** [REDACTED]

I have been a resident of Berkeley since: 1997

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Berkeley Board of Library Trustees

Name of board/commission: [REDACTED]

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

As a lifelong member of the Berkeley community—and lifelong library card holder—I want to give back to the library that helped me become the writer and community member that I am today. My organizational management experience as treasurer of Pan Asians in Action, my personal business management skills as a self-employed worker, and my interfacing and organizational skills as an editor would all be assets to my work on the Board of Library Trustees.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

| NAME                 | ADDRESS    | PHONE NO   |
|----------------------|------------|------------|
| Hanne Williams-Baron | [REDACTED] | [REDACTED] |
| Roxy Szal            | [REDACTED] | [REDACTED] |
| Deb Goldberg         | [REDACTED] | [REDACTED] |

## \*\*\*PLEASE COMPLETE DEMOGRAPHIC SURVEY\*\*\*

Please indicate gender: ☐ Male ☐ Female ☒ Nonbinary ☐ Prefer not to say

Please indicate whether you are currently a student: ☐ Yes ☒ No

Please indicate the racial / ethnic category which you most closely identify with below (response optional - please check only one category):

- ☐ **WHITE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
- ☐ **BLACK or AFRICAN AMERICAN (not of Hispanic or Latino origin):** All persons having origins in any of the Black racial groups of Africa
- ☐ **HISPANIC or LATINO:** All persons of Central / South America or other Spanish culture or origin, regardless of race
- ☐ **ASIAN (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- ☐ **AMERICAN INDIAN / ALASKAN NATIVE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of North, Central, and South America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **NATIVE HAWAIIAN / PACIFIC ISLANDER (not of Hispanic or Latino origin):** All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- ☒ **TWO or MORE RACES (not of Hispanic or Latino origin):** All persons who identify with more than one of the above six races

\*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at <https://berkeleyca.gov/your-government/public-records/conflict-interest-reports>.

**AFFIDAVIT OF RESIDENCY\***

I, Oliver Haug, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant:  Date: 04/30/2024

\*Not required for Police Accountability Board, Loan Administration Board, Elmwood BID Advisory Board, Solano BID Advisory Board, or BUSD appointees

**Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704**



**APPOINTMENT FORM - BOARDS AND COMMISSIONS**  
(For Mayor and Council use only)

MAYOR/COUNCILMEMBER \_\_\_\_\_

NAME OF APPOINTEE \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_  
Street City Zip

BUSINESS NAME/ADDRESS \_\_\_\_\_  
Name  
Street City Zip

EMAIL ADDRESS \_\_\_\_\_

OCCUPATION/PROFESSION \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

Check appropriate box: ☐ New Appointment ☐ Reappointment ☐ Temporary Appt.

Temporary Appt.: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_  
(only if appointing for more than one meeting)

Please send mail to: ☐ Home ☐ Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: \_\_\_\_\_

\*\*\*Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions: Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

Special Category \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor/Councilmember

**For Mayor/Councilmember and City Use Only:**

| Interview Date | Appoint. Date | Process Date |
|----------------|---------------|--------------|
|                |               |              |





## SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.  
Since I received my first BPL card at four years old, the library has been a staple of my life and work. It fostered my interest in reading and writing as a young person, provided a space for me to escape to as a high school student, and continues to play an important role in my adult life today. I want to be a trustee so that I can give back to the institution that has given so much to me—and so that I can help ensure that it can continue to give these same gifts to future generations.
2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?  
A trustee must be dependable, invested in long term planning, have a good sense of judgement and be able to comprehensively understand and weigh the priorities of a number of communities that have a stake in the institution. In my freelance career, and in work with organizations in college, I developed skills in money and time management and learned how to effectively communicate and strategize around growth and sustainability. And as a lifelong member of the Berkeley community, I intimately understand the multitude of communities and demographics that the library serves. It's a community I have always been and will always be accountable to.
3. Provide examples of current or previous community service and leadership roles.  
I previously served as a board member and treasurer for Pan Asians in Action—a queer Asian organizing group—for two years during my time at Smith College. In this capacity I managed the organization's funds, helped organize and execute community events and campaigns, and facilitated discussions.  
In my current work as a digital magazine editor, I am responsible for supervising and supporting interns and writers. I also frequently provide mentorship and career development advice for younger writers in my community.
4. What do you see as the Library's role in the community now and in the future?  
The library is fundamentally a space where everyone is allowed to be, regardless of who they are. As Berkeley continues to experience a housing crisis, the library provides essential support—whether that's through programming for members of our community who are trying to learn English or need support doing their taxes, or by simply providing a safe space for those who need somewhere to be during the day. The Berkeley Public Library taught me how to be a community member—and knowing how to be in community is a crucial skill in these times. It would be an honor to help it do the same for others.

*Please return this form and the **Application for Appointment to Berkeley Boards and Commissions** to the Office of the City Clerk*



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**APPLICATION FOR APPOINTMENT TO BERKELEY  
BOARDS AND COMMISSIONS**

**Redistricting Commissioners  
may not be eligible to serve.  
Contact the City Clerk to verify.**

**NAME:** Priscilla M. Villanueva

**PREFERRED PRONOUN(S):** She/her

**RESIDENCE ADDRESS:** [Redacted]  
Street City Zip

**BUSINESS NAME/ADDRESS:** Gap, Inc.  
[Redacted]  
Street City Zip

**EMAIL ADDRESS:** [Redacted]

**OCCUPATION/PROFESSION:** Senior Counsel, Innovation and Contracts (Attorney)

**HOME PHONE:** [Redacted] **BUSINESS PHONE:** [Redacted]

I have been a resident of Berkeley since: 2011

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Berkeley Public Library

Name of board/commission: [Redacted]

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

In my role as an in house attorney with a technology focus, I am in the unique position of being both risk assessor and valuable strategic business advisor to my business partners. I've worked at differently sized companies with different needs and am able to adjust my approach based on what's required in the moment and for that context. I'm also an avid user and supporter of the public library and want to serve my community.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

| NAME            | ADDRESS    | PHONE NO   |
|-----------------|------------|------------|
| Brandon Kruper, | [Redacted] | [Redacted] |
| Pamela Laney,   | [Redacted] | [Redacted] |
| Shirley Lewis,  | [Redacted] | [Redacted] |

**\*\*\*PLEASE COMPLETE DEMOGRAPHIC SURVEY \*\*\***

- Please indicate gender: ☐ Male ☒ Female ☐ Nonbinary ☐ Prefer not to say
- Please indicate whether you are currently a student: ☐ Yes ☒ No
- Please indicate the racial / ethnic category which you most closely identify with below (response optional - please check only one category):
- ☐ **WHITE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
  - ☐ **BLACK or AFRICAN AMERICAN (not of Hispanic or Latino origin):** All persons having origins in any of the Black racial groups of Africa
  - ☐ **HISPANIC or LATINO:** All persons of Central / South America or other Spanish culture or origin, regardless of race
  - ☐ **ASIAN (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  - ☐ **AMERICAN INDIAN / ALASKAN NATIVE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of North, Central, and South America, and who maintain cultural identification through tribal affiliation or community recognition.
  - ☐ **NATIVE HAWAIIAN / PACIFIC ISLANDER (not of Hispanic or Latino origin):** All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
  - ☐ **TWO or MORE RACES (not of Hispanic or Latino origin):** All persons who identify with more than one of the above six races

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**AFFIDAVIT OF RESIDENCY\***

I, Priscilla M. Villanueva, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant: [Signature] Date: 4/8/24

\*Not required for Police Accountability Board, Loan Administration Board, Elmwood BID Advisory Board, Solano BID Advisory Board, or BUSD appointees

**Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704**



**APPOINTMENT FORM - BOARDS AND COMMISSIONS**  
(For Mayor and Council use only)

MAYOR/COUNCILMEMBER \_\_\_\_\_

NAME OF APPOINTEE \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_  
Street City Zip

BUSINESS NAME/ADDRESS \_\_\_\_\_  
Name  
Street City Zip

EMAIL ADDRESS \_\_\_\_\_

OCCUPATION/PROFESSION \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

Check appropriate box: ☐ New Appointment ☐ Reappointment ☐ Temporary Appt.

Temporary Appt.: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_  
(only if appointing for more than one meeting)

Please send mail to: ☐ Home ☐ Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: \_\_\_\_\_

\*\*\*Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions: Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

Special Category \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor/Councilmember

**For Mayor/Councilmember and City Use Only:**

|                |               |              |
|----------------|---------------|--------------|
| Interview Date | Appoint. Date | Process Date |
|                |               |              |





## SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the "Application for Appointment to Berkeley Boards and Commissions", candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.

I have lived in Berkeley for 13 years and there's one universal comment that people mention to me when I tell them I live in Berkeley: it's that the library system is incredible. I couldn't agree more. I've been an avid user of the library since moving to Berkeley. I would love to do what I can to ensure it maintains its incredible reputation and to continue to evolve and grow its programs in service to the mission of being place of learning and knowledge for all Berkeley residents. My selfish reason for wanting to be a Library Trustee is that I am looking for ways to be more engaged with my community and to be in a position of service. Simply put, I would like to help where my talents and expertise are needed.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?

An effective trustee would have a great understanding of the diverse community that it serves. That means that the person in this position should have a lot of empathy, the ability to manage competing interests in a fair and reasonable manner, a high level of professionalism while also being authentic in their dealings with fellow board members and any other community members that they meet in performance of their duties. These traits are not unlike the traits that have made me successful in my career. I've made it okay for other to be themselves around me, and that's really helped me in navigating situations where not everyone (and perhaps no one) is going to be 100% satisfied with the outcome. They may not be happy about the outcome, but they will be happy about how they were heard. It would also help to have an avid interest in reading, and books in general - at all levels and of all types. Diversity in content, not just the community.



3. Provide examples of current or previous community service and leadership roles.

This would be my first community service role in Berkeley, but I donate pro bono time to national election protection charities. In terms of leadership roles, I serve on Gap Inc's Legal Diversity Equity and Belonging committee who's mission is to promote diversity programs in our use of outside counsel and in our recruiting of attorneys and law clerks. I am a great fan of mentorship at all levels - anyone can be a leader. Formal positions aren't required, and I proudly serve as a career mentor to several individuals throughout my network.

4. What do you see as the Library's role in the community now and in the future?

The library is critical in ensuring that the community is informed about technical developments related to its mission, and one of those developments includes artificial intelligence. As my professional role involves being on the cutting edge and advising business partners of the risks and rewards associated with these technologies, I am in the unique position of being able to advise the library on its use of developing technologies, and also develop programs that keep the public informed about how applicable technological advancements relate to them through the library system. This is an unbelievably critical time in our history, and we haven't seen anything like it since the rise of the internet. I would like to contribute to keeping the library and its patrons up to speed in these developments and help guide the ethical and inclusive use of such developing technologies into the future.

*Please return this form and the Application for Appointment to Berkeley Boards and Commissions  
to the Office of the City Clerk*

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**BERKELEY PUBLIC LIBRARY  
POLICIES**

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

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/04/2022 |
| BOLT Resolution #: | R22-025    |
| REVISED DATE:      | 12/06/2023 |
| BOLT Resolution #: | R23-056    |
| PAGE:              | 1 of 3     |

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**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 of no more than five candidates to be interviewed by BOLT for action and furtherance to the Council. 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.


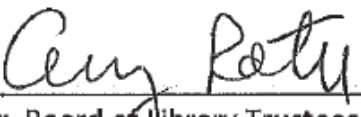
In the event that BOLT votes on multiple candidates, the voting will proceed as follows:

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: |  | 12/12/23 |
|              | Director of Library Services                                                      | Date     |
| Approved by: |  | 12/12/23 |
|              | Chair, Board of Library Trustees                                                  | Date     |







**ACTION CALENDAR**

May 30, 2024

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services, and Nneka Gallaread, Fiscal and Administrative Services Manager

Subject: Recommendation to City Council on FY 2025 Library Tax Rate

**RECOMMENDATION**

Adopt the resolution to recommend that the Berkeley City Council set the FY 2025 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2800 (28.00 cents) per square foot for dwelling units and \$0.4233 (42.33 cents) per square foot for industrial, commercial, and institutional buildings.

**FISCAL IMPACTS OF RECOMMENDATION**

The total revenue generated by the Library Tax in FY 2025 is expected to be approximately \$25,905,893 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2025, as compared with amounts for FY 2024:

| Square Feet | Annual Tax – Dwelling Units |          | Annual Tax – All Other Properties |          |
|-------------|-----------------------------|----------|-----------------------------------|----------|
|             | FY25                        | FY24     | FY25                              | FY24     |
| 1,200       | \$335.96                    | \$323.77 | \$508.00                          | \$489.56 |
| 1,500       | 419.95                      | 404.71   | 635.00                            | 611.95   |
| 1,900       | 531.94                      | 512.63   | 804.33                            | 775.13   |
| 3,000       | 839.91                      | 809.42   | 1,270.00                          | 1,223.90 |
| 3,900       | 1,091.88                    | 1,052.24 | 1,651.00                          | 1,591.06 |
| 10,000      | 2,799.69                    | 2,698.05 | 4,233.33                          | 4,079.65 |

**BACKGROUND**

The Central Library and neighborhood branch libraries will have received up to 98% of 2024 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.2698 for dwelling units and \$0.4080 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to ensure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs. Refer to Attachment 2. *Tax Rate Indices: PIG + CPI* for table of rates since 2008 and the Board's recommendation to the City Council.

**CURRENT SITUATION**

For the current fiscal year, Berkeley's Library Tax will raise around \$24.9 million. The tax rates, initiated by a recommendation from the Director of Library Services to the Board, may be adjusted annually by indexing up to the greater of the Consumer Price Index in the immediate San Francisco Bay Area or the per capita Personal Income Growth factor in California.

The FY 2025 tax of \$0.2800 for dwelling units and \$0.4233 for all other property are recommended based on the per capita Consumer Price Index in the immediate San Francisco Bay Area of 3.767%, as the voters approved the greater of that or the Personal Income Growth Factor in California Area of 3.620%. In

addition, the Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by 3.767%. The recommended library tax rates for FY 2025 are expected to yield total revenue of approximately \$25,905,893 (*net of Alameda County billing and collection fees*).

At a special meeting of the Board of Library Trustees held on May 17, 2023, the Board of Library Trustees recommended via BOLT Resolution No.: R23-022 that the City Council increase tax rates for FY 2024.

#### RATIONALE FOR RECOMMENDATION

Adopting the per capita April Consumer Price Index in the immediate San Francisco Bay Area would contribute an incremental increase of approximately \$36,699 to projected FY 2025 revenue over that of the Personal Income Growth factor in California.

#### ALTERNATIVE ACTIONS CONSIDERED

The fiscal impact on the Library Tax Fund of adopting the Personal Income Growth factor in California of 3.620% instead of the per capita April Consumer Price Index in the immediate San Francisco Bay Area of 3.767% would be a reduction of \$36,699 in projected FY 2025 library tax receipts.

The fiscal impact on the Library Tax Fund of forgoing an adjustment to the fiscal year's library tax rate would be a reduction of \$940,448 in projected FY 2025 library tax receipts when compared to the recommendation.

#### FUTURE ACTION

The Board of Library Trustee's recommendation will be forwarded to the City's Director of Finance for inclusion as a submittal to the City Council for action.

#### CONTACT PERSON

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

#### Attachments:

1. Resolution
2. Tax Rate Indices: PIG + CPI

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: R24-078**

**RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2025 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.2800 (28.00 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.4233 (42.33 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS BASED ON THE APRIL CONSUMER PRICE INDEX IN THE IMMEDIATE SAN FRANCISCO BAY AREA OF 3.767%**

WHEREAS, each year the City Council adopts an ordinance to establish the rates for the Library Services Tax, which supports the Library's operations; and

WHEREAS, the increase is based on up to the greater of the per capita Personal Income Growth factor in California or the Consumer Price Index in the immediate San Francisco Bay Area; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of tax rates for library services, with a potential increase in the Library Services Tax rate based on either the per capita Personal Income Growth factor in California or the April Consumer Price Index in the immediate San Francisco Bay Area; and

WHEREAS, the Fiscal Year 2024-25 the April 2024 Consumer Price Index in the immediate San Francisco Bay Area is 3.767% and per capita Personal Income Growth factor for California is 3.620%; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2025 tax rate for the Library Services Tax at \$0.2800 (28.00 cents) per square foot for dwelling units and \$0.4233 (42.33 cents) per square foot for industrial, commercial, and institutional buildings based on the April 2024 Consumer Price Index in the immediate San Francisco Bay Area of 3.767%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 30, 2024 by the following vote:

|              |                                             |
|--------------|---------------------------------------------|
| AYES:        | Trustees Ami, Greene, Hahn, Roth & Selawsky |
| NOES:        | none                                        |
| ABSENT:      | none                                        |
| ABSTENTIONS: | none                                        |

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Amy Roth, President

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

BERKELEY PUBLIC  
LIBRARY  
TAX RATE INDICES: PIG +  
CPI

G:\FINANCE\BUDGETS\Yearly\Annual Tax Rates.xlsx\BOLT 30MAY24

| Year        | PIG*                                | CPI^   | Notes                                    |
|-------------|-------------------------------------|--------|------------------------------------------|
| 2008        | 4.42%                               | 3.200% | BOLT R07-043 (9MAY07)                    |
| 2009        | 4.29%                               | 4.000% | BOLT R08-046 (14MAY08)                   |
| 2010        | 0.62%                               | 0.802% | BOLT R09-054 (10JUN09)                   |
| 2011        | -2.50%                              | 1.717% | BOLT R10-039 (25MAY10)                   |
| 2012        | 2.51%                               | 2.821% | BOLT R11-039 (11MAY11)                   |
| 2013        | 3.77%                               | 2.078% | BOLT R12-037 (13JUN12)                   |
| 2014        | 5.12%                               | 2.381% | BOLT R13-033 (29MAY13)                   |
| 2015        | -0.23%                              | 2.787% | BOLT R14-026 (20MAY14)                   |
| 2016        | 3.82%                               | 2.436% | BOLT R15-108 (28MAY15)                   |
| 2017        | 5.37%                               | 2.695% | BOLT R16-018 (19MAY16)                   |
| 2018        | 3.69%                               | 3.789% | BOLT R17-031 (31MAY17)                   |
| 2019        | 3.67%                               | 3.217% | BOLT R18-026 (6JUN18)                    |
| 2020        | 3.85%                               | 4.015% | BOLT R19-023 (24MAY19)                   |
| 2021        | 3.73%                               | 1.110% | BOLT R20-018 (3JUN20): Increase declined |
| 2022        | 5.73%                               | 3.806% | BOLT R21-095 (26MAY21)                   |
| 2023        | 7.55%                               | 4.996% | BOLT R22-026 (23MAY22)                   |
| 2024        | 4.44%                               | 4.192% | BOLT R23-022 (17MAY23)                   |
| 2025        | 3.62%                               | 3.77%  | Director Recommendation (MAY30) = CPI    |
| <b>BOLD</b> | BOLT recommendation to City Council |        |                                          |

\* per capita Personal Income Growth factor in California released late April/early May.

^ Consumer Price Index in the immediate San Francisco Bay Area released mid-May.