



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

AGENDA

LOCATION

Thursday, October 10, 2024

6:30 PM

West Branch
1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Tanir Ami; Beverly Greene, Priscilla Villanueva

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

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Jacqui Rodriguez, Administrative Secretary](mailto:Jacqui.Rodriguez@berkeleyca.gov), (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 items on this agenda

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

D. Comments from Library Unions

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

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

E. Comments from Board of Library Trustees

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 September 4, 2024 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the September 4, 2024, Regular Meeting of the Board of Library Trustees.

B. Fiscal Year 2024 Annual Gift Report to City Council

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2024 as mandated by CC Resolution No. 65,444-N.S.

C. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution to open the Central Library and all Branch Libraries one hour later on January 31, April 25, July 25, and October 31, 2025, to allow adequate time for the all-staff meetings.

D. 2025 Regular Meeting Schedule for the Board of Library Trustees

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving dates, times and locations for the 2025 regular meeting schedule for the Board of Library Trustees.

E. Contract Amendment: Contract No. 31900159 with Pride Industries One

From: Henry Bankhead, Deputy Director of Library Services

Recommendation: Adopt a Resolution to amend Contract No. 31900159 with Pride Industries One to provide for an increase of \$550,000 thereby increasing the contract's allowable not-to-exceed amount to \$2,550,000 and to extend the term end date to June 30, 2025.

III. ACTION CALENDAR**A. Nominations for the Selection of the President**

From: Tess Mayer, Director of Library Services

Recommendation: Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President, for the term commencing November 7, 2024, for a one-year term.

B. Nominations for the Selection of the Vice-President

From: Tess Mayer, Director of Library Services

Recommendation: Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Vice-President, for the term commencing November 7, 2024, for a one-year term.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. FYTD 2024 – 4th Quarter YTD Budget Report – Nneka Gallaread, Administrative and Fiscal Services Manager

B. Sunday Hours Report (oral report) – Bill Kolb, Library Services Manager

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

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

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

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

include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

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

COMMUNICATION ACCESS INFORMATION:



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

I hereby certify that the agenda for this 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 10/3/2024

//s//

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

Communications:

Date	Name	Subject
9/19/2024	Ivi Kolasi	Maker space, computing workshops and events at the library



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, September 4, 2024
6:30 PM
West Branch Meeting Room – 1125 University Avenue, Berkeley, CA 94702

Board of Library Trustees:
Amy Roth, President
Sophie Hahn, Vice President
Tanir Ami
Beverly Greene
Priscilla Villanueva

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:** 6:34 p.m.
- Present: Trustees Ami, Greene, Hahn, Roth and Villanueva.
- Absent: None
- Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Aimee Reeder, Associate Management Analyst; Bill Kolb, Library Services Manager; Bae Smith, Supervising Librarian; Jacqui Rodriguez, Administrative Secretary.
- B. Ceremonial Matters:** None
- 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 –**
1. Trustee Roth welcomes Trustee Villanueva.
 2. Trustee Greene comments on looking forward to Sunday hours being restored, to meet the community's requests.
 3. Trustee Hahn welcomes Trustee Villanueva.
 4. Trustee Villanueva comments on the enjoyable experience and excitement of serving the community; she appreciates the Board for their welcome.

II. PRESENTATIONS

- A. Oral Staff Report – State of the Collection**
From: Bae Smith, Supervising Librarian-Collection Services
Action: Received

III. CONSENT CALENDAR

Action: M/S/C Trustee Ami / Trustee Hahn to adopt Resolution No. R24-090 to approve the consent calendar as presented.
Vote: All Ayes.

- A. Approve Minutes of the July 11, 2024 Regular Meeting**
From: Tess Mayer, Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the July 11, 2024, Regular Meeting of the Board of Library Trustees.
Contact: Tess Mayer, Director of Library Services
Action: Adopted Resolution No. R24-091 to approve the minutes of July 11, 2024 as submitted.
- B. Contract Amendment: Contract No. 32200222 with Konica Minolta Business Solutions U.S.A.**
From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt a Resolution authorizing the Director of Library Services to amend Contract No.32200222 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$135,594 for the continuing provision of public use copiers and printers at all Library locations and extending the term date to end on October 31, 2027.

Contact: Alicia Abramson, Manager, Library Information Technology

Action: Adopted Resolution No. R24-092.

F. Gann Override Measure Reauthorizing the Library Tax Approved in 1988

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a Resolution to support the passage of Measure AA – Article XIIIB GANN Appropriations Limit Authorization on the November 5, 2024 ballot reauthorizing the City to spend proceeds of the Library Relief Tax that was approved by the votes in 1988.

Contact: Tess Mayer, Director of Library Services

Action: Adopted Resolution No. R24-093.

ACTION CALENDAR

A. Proposed Personnel Changes

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a Resolution approving the conversion of three vacant positions into two new positions, a full-time Library Assistant and a .75 FTE Librarian, and increased hours of one 30-hour Library Assistant position to full-time.

Contact: Tess Mayer, Director of Library Services

Action: M/S/C (Trustee Hahn / Trustee Ami) to adopt Resolution No. R24-094.

Vote: All Ayes.

Trustee Hahn exited the meeting at 7:34 PM.

IV. INFORMATION REPORTS

A. Review Rules for Nominations for the Selection of Board President and Vice-President

From: Tess Mayer, Director of Library Services

Action: Received

B. Monthly Library Director's Report

From: Tess Mayer, Director of Library Services

Action: Received

V. AGENDA BUILDING

The next regular meeting will be held on Thursday, October 10, 2024, at 6:30 PM. Future meeting topics identified include a presentation on Sunday hours, nominations for the selection of Board President and Vice President, close-of-year summary finance report, and a gift report.

VI. ADJOURNMENT

Action: M/S/C (Trustee Greene / Trustee Villanueva) to adjourn the meeting.

Vote: All Ayes.

Adjourned at 7:56 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Wednesday, September 4, 2024 as approved by the Board of Library Trustees.

//s// _____
secretary to BOLT

Tess Mayer, Director of Library Services, acting as

Attachments:

1. State of Collection Presentation

Collection Services

BOLT SEPTEMBER 4, 2024

Collection Services Team



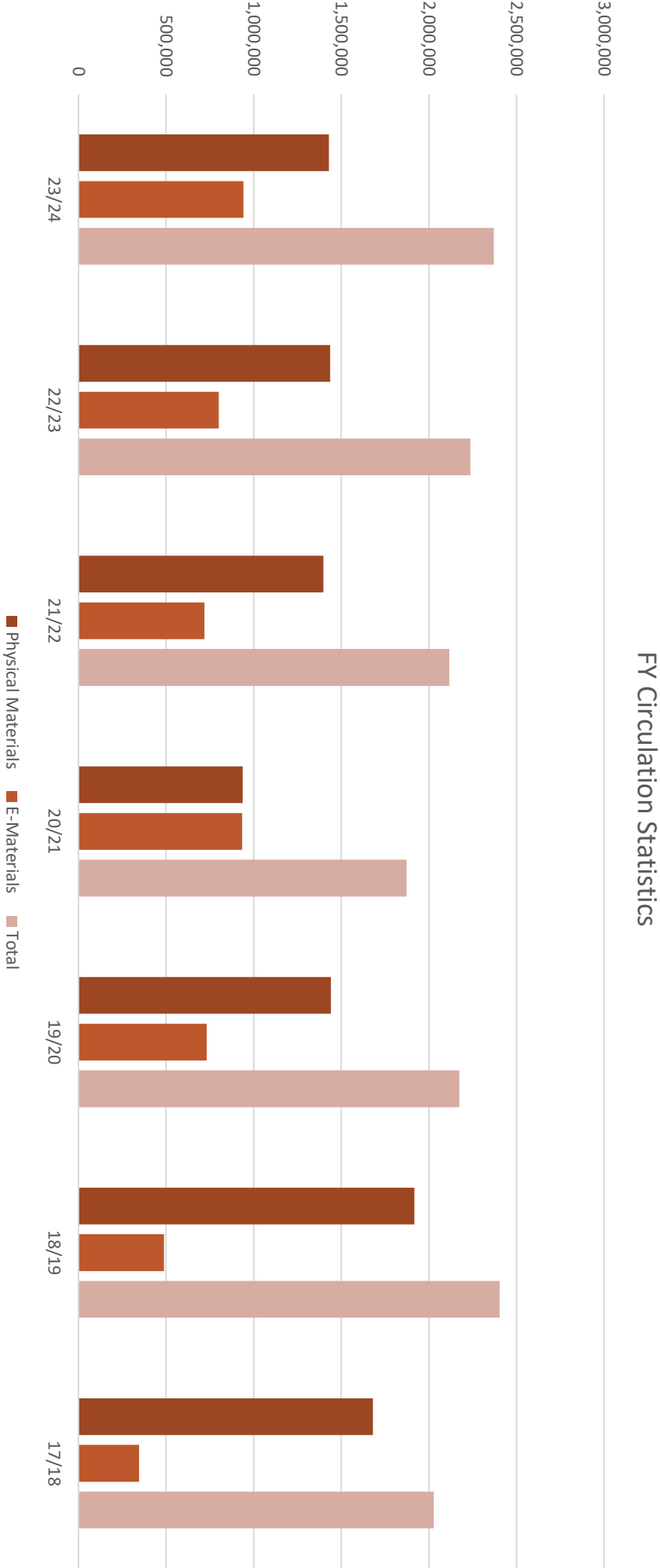
Leticia Cendejas
Jonathan Esmenjaud
Lilia Flores
Mecca Freeman
Jose Guerrero
Kauru (Cindy) Kumano
Rosie Merlin
Julia Wiswell

Collection Practices

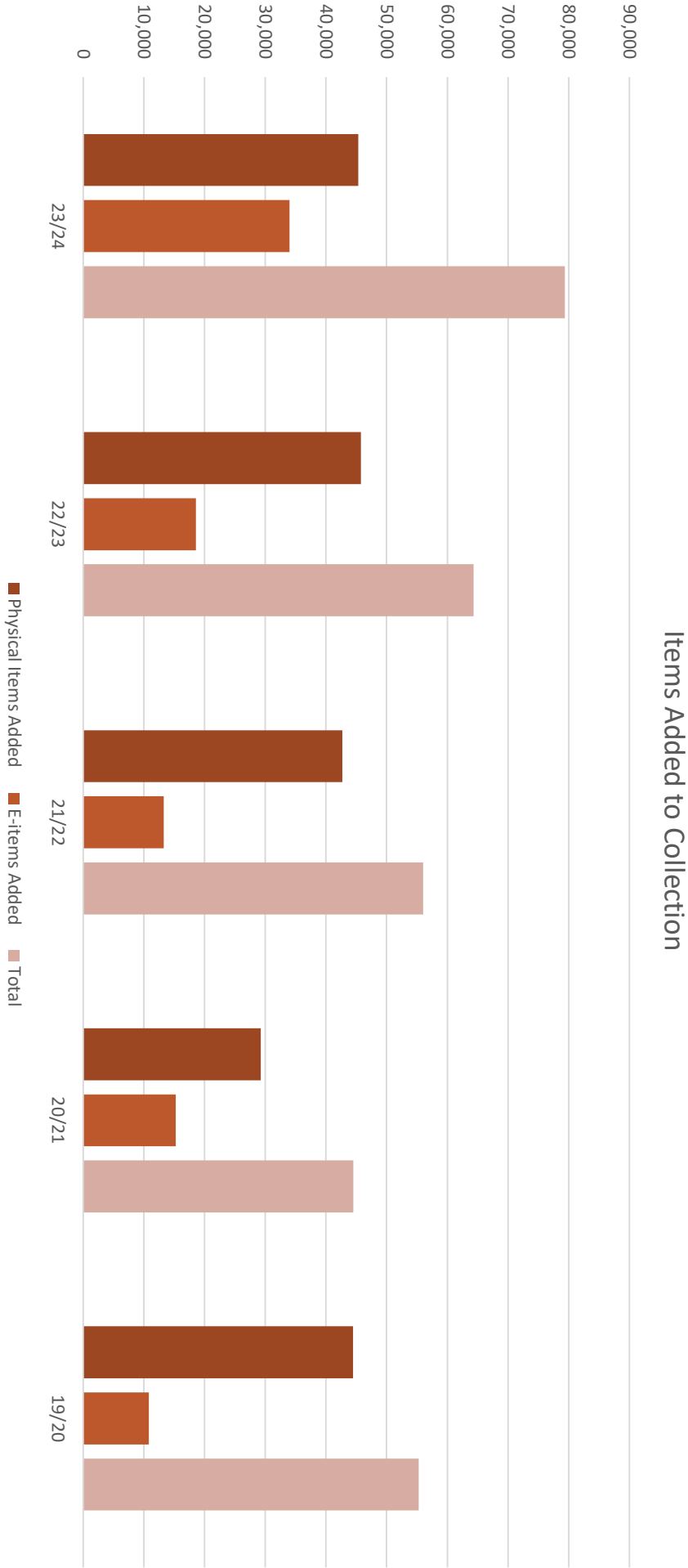
Collection Services is responsible for the stewardship of library collections, including, acquisition, cataloging, deselection, physical processing, and managing of library materials in all formats.

Collection Statistics

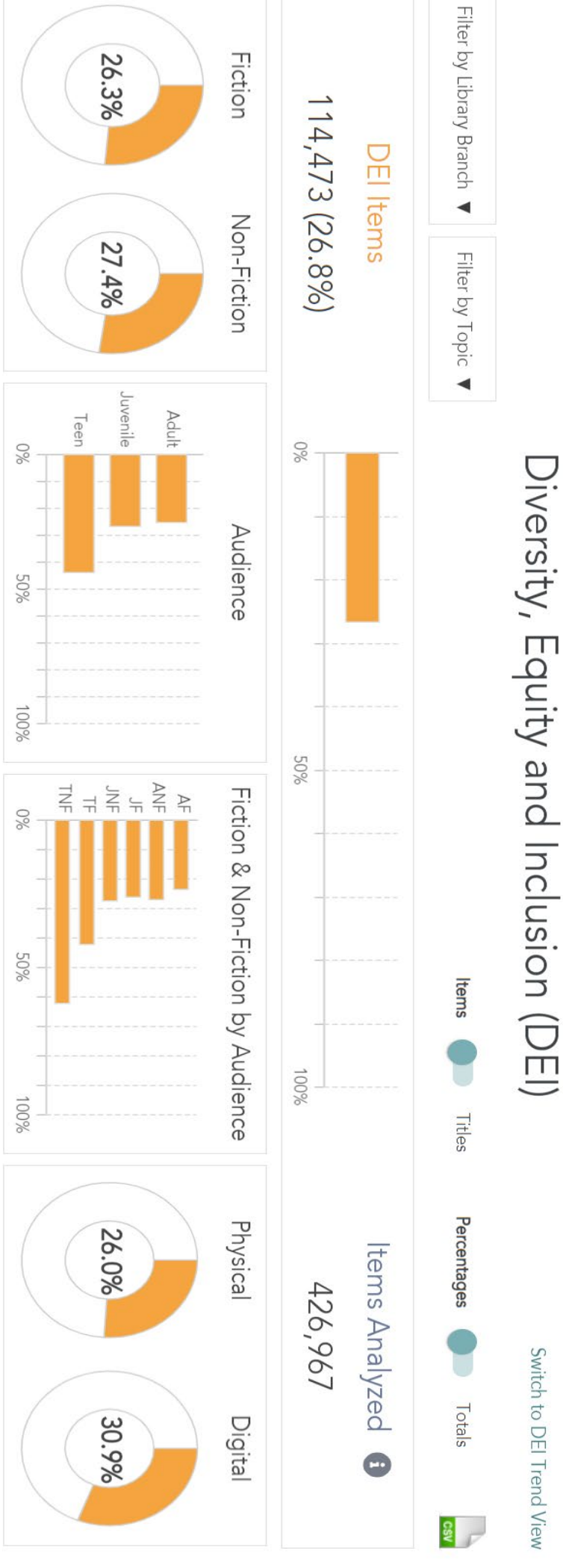
II Consent Calendar		
Fiscal Year	Item A	Attachment 1
23/24		
Physical Materials		1,429,524
E-Materials		941,330
Total		2,370,854



Collection Statistics - Additions



Collection Diversity

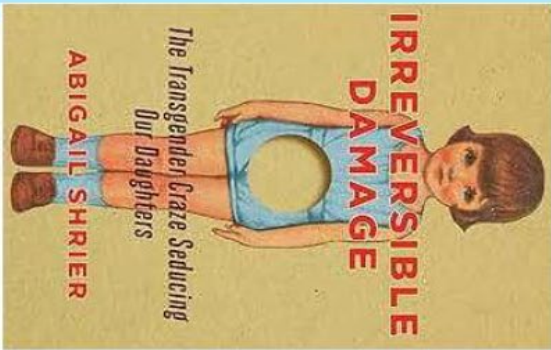


Fiscal Year FY24

- Continued reclass of graphic novel series titles
- Continued work on shifting of collections at Central Library
- International Language Collections expanded to all locations in juvenile, teen, and adult areas
- Continued re-classification project – away from alpha numeric call numbers
- Diversity audit

FY 24 Continued

Example of addition of Subject
Headings: Added subject heading
Transphobic works



650	7	Trans men. #2 homoit #0 https://homosaurus.org/v3/homoi0001643
650	7	Transgender children. #2 homoit #0 https://homosaurus.org/v3/homoi0001400
650	7	Transgender youth. #2 homoit #0 https://homosaurus.org/v3/homoi0001452
655	7	Transphobic works. #2 rbmscv

GLAAD Accountability Project

The GLAAD Accountability Project monitors and documents individual public figures and groups using their platforms to spread misinformation and false rhetoric against LGBTQ people, youth, and allies. Some groups have misleading names inferring unwarranted expertise or credibility, when their main focus is advocating against LGBTQ people, and some claiming to be grassroots efforts have ties to national organizations with long histories opposing LGBTQ Americans.

Fiscal 24 Continued

Expansion of Digital Offerings

- ASL module for Mango Language database
- Added simultaneous use Artist Works and All Access Comics in Overdrive
- Added CreativeBug

Staff training

- Vendor training for staff expanded

FY 25 Projects

- Collection Audit
- Complete re-classification of graphic novel series titles
- Continue re-classification away from alpha-numeric call numbers
- Continue staff training
- Continue shifting of Central adult collections
- Evaluate purchasing practices for e-book and e-audio materials
- Evaluation of print expenditures

Thank you. Questions?



CONSENT CALENDAR

October 10, 2024

TO: Board of Library Trustees

FROM: Nneka Gallaread, Administrative and Fiscal Services Manager

SUBJECT: Fiscal Year 2024 ANNUAL GIFT REPORT

RECOMMENDATION

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2024 as mandated by City Council Resolution No. 65,444-N.S.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Open Government Ordinance (Ord. 7,166-N.S.) approved by the City Council in 2011 includes a section on the acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the Board, Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept on behalf of the Library any gifts of funds, goods, or services up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for Board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2023 through June 30, 2024.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2023 through June 30, 2024 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: The Friends of the Berkeley Public Library for \$150,600, the Berkeley Public Library Foundation for \$165,717.24, and seven other donations totaling \$1,175.

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT
FY 2024 Annual Gift Report**

Page 2

FY 2024 Gifts and Foundation Receipts

Report to Council	Donor	Value	Fund	Notes
Yes	Individual ≤ \$1,000	\$1,175.00	101	Individual donations of \$1,000 or less
Yes	Friends of BPL	\$150,600.00	104	Library programs and materials support
Yes	BPL Foundation	\$165,717.24	105	Library Grants and Projects
	Total	\$317,492.24		

FURTHER ACTION

None.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 24-####

FY 2024 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL

WHEREAS, the Berkeley Public Library regularly accepts and receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as individuals and groups; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. , which included a requirement that the Board of Library Trustees report annually to Council gifts in excess of \$1,000 in aggregate; and

WHEREAS, this year's report covers the fiscal year period from July 1, 2023 through June 30, 2024; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: The Friends of the Berkeley Public Library for \$150,600, the Berkeley Public Library Foundation for \$165,717.24, and seven other donations totaling \$1,175; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the submission of the Library's annual gift report to the Berkeley City Council.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 10, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



CONSENT CALENDAR

October 10, 2024

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

RECOMMENDATION

Adopt a resolution to open the Central Library and all Branch Libraries one hour later on January 31, April 25, July 25, and October 31, 2025, to allow adequate time for the all-staff meeting.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

All-Staff meetings are held in the Central Library from 9 AM to 10:30 AM up to four times annually. To enable travel time back to branches, the Library has delayed opening until 11:00 AM as an accommodation.

All scheduled Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted.

Items generally included on the all-staff meeting agenda include:

- Introductions of new staff
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, upcoming projects, budget updates, recognition of staff achievements, etc.)
- Presentations by staff or guests on topics relevant to all (e.g. demonstrations of new equipment, team and/or committee reports, new policy overviews, strategic planning and organizational priorities updates)

All-Staff meetings allow the Director and managers the opportunity to distribute staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to Library staff having the ability to meet as a team and interact with people they do not usually see. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on up to four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to prepare for opening. Since this time, this schedule change has permitted effective, informative meetings,

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT**

**Authorization to open the Central Library and All Branches one hour late to allow
adequate time for All-Staff Meetings**

Page 2

with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation and important planning information related to projects and initiatives. Library staff propose continuing this practice, with the goal of using this time to improve communication regarding policies and other topics of professional and operational value to employees.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: 24-####

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW
ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2025**

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

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to recognize staff, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operations; and

WHEREAS, by delaying the Library's opening by one hour on these designated mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all Branch Libraries one hour later on January 31, April 25, July 25, and October 31, 2025, to allow adequate time for the all-staff meeting in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 10, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



CONSENT CALENDAR

October 10, 2024

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: 2025 Regular Meeting Schedule for the Board of Library Trustees

RECOMMENDATION

Adopt a resolution approving dates, times and locations for the 2025 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees have generally been held on the first Wednesday of each month at 6:30 p.m. at the West Branch Library, 1125 University Ave. The meetings may be held at other locations, for example when that month's staff report features a branch.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

Winter Recess: (December 11, 2024 – January 20, 2025)

January 21, 2025

February 11 & February 25

March 11, March 18 & March 25

Spring Recess: (March 26 – April 14, 2025)

April 15 & April 29

May 6 & May 20

June 3, June 17 and June 24

July 8, July 22 and July 29

Summer Recess: July 30 – September 8

September 9, September 16 and September 30

October 14 and October 28

November 4 and November 18

December 2

Winter Recess: (December 3, 2025 – January 26, 2026)

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT**

2025 Meeting Schedule for the Board of Library Trustees

Page 2

The proposed *2025 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

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

Attachments:

1. Resolution
2. City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays
3. Proposed 2025 Board of Library Trustee Meeting Schedule

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: 24-####

APPROVAL OF THE 2025 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the West Branch Library, 1125 University Avenue; and

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2025 regular meeting schedule for the Board of Library Trustees as once per month (Generally on the first Wednesday of the month) at 6:30 P.M. except for August when there is a meeting recess, and except for October 8, scheduled after the first Wednesday of the month in observance of *Yom Kippur*.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 10, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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

City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays

Pursuant to Resolution No. 70,066-N.S., it is the policy of the City to avoid scheduling meetings of City Legislative Bodies (City Council, Policy Committees, Commissions, Task Forces) on religious holidays that incorporate significant work restrictions for common observance in the United States. City legislative bodies must avoid scheduling meetings on the religious holidays listed below.

Religion	Holiday	2025 Date(s)
Shinto	New Year	1/1/2025 thru 1/3/2025
Hindu	Makar Sankranti	1/14/2025
Cultural	Chinese New Year (Eve, Day, Lantern Festival)	1/28, 1/29, 2/12
Islam	Ramadan (Eve & First Night)	2/28/2024 thru 3/1/2025
Hindu	Holi	3/14/2025
Cultural	Nowruz*	3/20/2025
Islam	Eid al-Fitr	3/30/2025 thru 3/31/2025
Jewish	Passover Nights 1 & 2 (7*, 8*)	4/12 - 4/13 (4/19, 4/20)
Christian	Good Friday	4/18/2025
Christian	Easter Sunday	4/20/2025
Buddhist	Vesak	5/12/2025
Jewish	Shavuot*	6/1/2025 thru 6/3/2025
Islam	Eid al-Adha	6/6/2025 thru 6/7/2025
Shinto	Obon Ceremony*	8/13/2025 thru 8/15/2025
Jewish	Rosh Hashanah	9/22/2025 thru 9/24/2025
Jewish	Yom Kippur	10/1/2025 thru 10/2/2025
Hindu	Dussehra	10/2/2025
Jewish	Sukkot (1st Day)*	10/6/2025 thru 10/7/2025
Jewish	Shmini Atzeret/ Simchat Torah*	10/13/2025 thru 10/15/2025
Hindu	Diwali	10/20/2025
Baha'i Faith	Birth of Bab	10/22/2025
Baha'i Faith	Birth of Baha'u'llah	10/23/2025
Jewish	Chanukah (1st night)	12/14/2025
Christian	Christmas	12/25/2025
Cultural	Kwanzaa	12/26/2025 thru 1/1/2026
Jewish	Shabbat (Friday sunset to Saturday sunset)*	Weekly

* Meetings not prohibited, but avoid scheduling meetings if possible

Berkeley Public Library
Board of Library Trustees
2025 Regular Meeting Schedule
1st Wednesday Dates (unless marked*)

Regular Meeting Dates	Location
January 8, 2025* <i>Shinto New Year January 1-3, 2025</i>	West Branch Library (1125 University Avenue)
February 5, 2025	West Branch Library (1125 University Avenue)
March 5, 2025	West Branch Library (1125 University Avenue)
April 2, 2025	West Branch Library (1125 University Avenue)
May 7, 2025	West Branch Library (1125 University Avenue)
June 4, 2025	West Branch Library (1125 University Avenue)
July 2, 2025	West Branch Library (1125 University Avenue)
{No meeting in August}	
September 3, 2025	West Branch Library (1125 University Avenue)
October 8, 2025* <i>Yom Kippur begins on Wednesday, October 1 and ends Thursday, October 2, 2025.</i>	West Branch Library (1125 University Avenue)
November 5, 2025	West Branch Library (1125 University Avenue)
December 3, 2025	West Branch Library (1125 University Avenue)



CONSENT CALENDAR

October 10, 2024

To: Board of Library Trustees

From: Henry Bankhead, Deputy Director of Library Services

Subject: Contract Amendment: Contract No. 31900159 with Pride Industries One

RECOMMENDATION

Adopt a Resolution to amend Contract No. 31900159 with Pride Industries One to provide for an increase of \$550,000 thereby increasing the contract's allowable not-to-exceed amount to \$2,550,000 and to extend the term end date to June 30, 2025.

FISCAL IMPACTS OF RECOMMENDATION

The Library, as a party to the citywide Request for Proposal (Specification No. 18-11213-C (Re-Issued)), benefited from derived economies of scale savings stemming from the competitive public solicitation delivered through a city-wide bid in obtaining janitorial services through Pride Industries One.

The FY 2024 Library Tax Fund (101) budget includes adequate funding to provide for ongoing custodial - janitorial services in the following account: 101-22-242-272-0000-000-463-622110.

CURRENT SITUATION AND ITS EFFECTS

In order to maintain janitorial services through June, 2025 the Library will require an additional \$550,000 for the contract.

BACKGROUND

In 2008, the Library and City decided to join efforts with the intent to align the delivery of like services with a common vendor. The goal was to better rationalize the list of active service providers and to gain economies of scale. Nonetheless, the Library would retain control of its vendor agreements, as continues through to today, and consequently executes contracts separate from those of the City; and, thus preserves the Board of Library Trustees' existing oversight responsibilities.

Request for Proposal release Specification No. 18-11213-C (Re-Issued) closed for bids on Tuesday, October 23, 2018. Six (6) bids were received. PRIDE Industries was unanimously ranked first and Contract No. 31900159 was signed with them July 1, 2019. The amount of the contract was not to exceed 1,250,000 and the contract was through June 30, 2022 with options to renew for 2 additional years. A contract extension was signed in June 2022, per the terms of the original contract, for an additional year, year four of the original contract, to extend the contract through June 2024.

RATIONALE FOR RECOMMENDATION

A contract extension through June, 2025 and an additional \$550,000 of funding for the contract will allow the library to maintain janitorial services provided by Pride Industries One until an overall City contract is negotiated for FY25/26.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered. A contract amendment and extension are required to continue janitorial service through June 2025.

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT**

Contract Amendment: Contract No. 31900159 with Pride Industries One

Page 2

CONTACT PERSON

Henry Bankhead, Deputy Director of Library Services, 510-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: 24-####

Contract Amendment: Contract No. 31900159 with Pride Industries One

WHEREAS, On April 19, 2023, the Board of Library Trustees authorized, by Resolution No.: R23-013, a contract extension on Contract No. 31900159; and

On May 17, 2019, the Board of Library Trustees authorized, by Resolution No.: R19-005, the Contract No. 31900159; and

WHEREAS, the Library and Pride Industries One entered into Contract Number 31900159 for the period from July 1, 2019 through June 30, 2022 in an amount not-to-exceed \$1,250,000, for which Contract was authorized by the Director of Library Services; and

WHEREAS, On June 13, 2022, the Director of Library Services extended Contract #31900159 by written notice per section 3.a. of the original contract from June 2022 to June, 2023; and

WHEREAS, On June 13, 2024, the Director of Library Services extended Contract #31900159 by written notice per section 3.a. of the original contract from June 2024 to June, 2025; and

WHEREAS, Pride Industries One has successfully fulfilled its contractual obligation to provide janitorial services as requested by the Library;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley adopt a Resolution to amend Contract #31900159 not-to-exceed amount to \$2,555,000, and to extend the term end date to June 30, 2025.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday October 10, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



ACTION CALENDAR
October 10, 2024

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Nominations for the Selection of Board President and Vice President

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice President, for the term commencing November 7, 2024 for a one-year term.

The President and Vice President meet at least monthly with the Secretary to prepare Board business and discuss agenda matters.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as President and another as Vice President for a term of one year, and until their successors are elected, unless their terms as member of BOLT expire sooner.

CURRENT SITUATION AND ITS EFFECTS

Regular President and Vice President elections occurred on October 4, 2023, Trustee Roth was elected President and Trustee Hahn Vice President, to serve through the time of the next election in November 2023 or until a successor is elected.

Process

Per the amended adopted Bylaws of the Board of Library Trustees, in July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and calling for nominations to be made at the September BOLT meeting.

At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term is anticipated to commence on November 7, 2024.

FUTURE ACTION

Election of Officers will take place at the November meeting.

CONTACT PERSON

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

Attachments:

1. Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

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

Mission Statement:

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

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

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

Article I - Organization

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

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.
2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
 - a. manage and control the Library;
 - b. make and enforce rules, regulations, and bylaws necessary for the administration, governance and protection of the Library and Library property;
 - c. appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
 - d. recommend to the City Council the purchase or lease of real property.

3. Annually evaluate the job performance of the Library Director.
4. Participate in the formation and adoption of a strategic plan for the Library and support achievement of such plan through the Library's programs and budget.
5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.
6. Approve by vote of BOLT library purchases of materials, supplies or equipment of \$50,000 or more, and contracts for services of \$25,000 or more.
7. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control all Library property.
8. Communicate the mission, goals, needs, and other important information about the Library to the City of Berkeley and to the public.
9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT's work over the course of the past year, as well as any other reports and information that may be requested by the City Council.

Article II - Membership

1. **Membership** - The Board of Library Trustees shall consist of five (5) members ("Trustee" or "Trustees"), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.
2. **Appointment** - Four of the five Trustees shall be non-City Councilmembers, appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.
3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.
4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.
5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.

- a. Each Trustee shall serve until a successor is appointed and qualified.
 - b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.
5. **Compensation** - Trustees shall serve without compensation.
6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk's Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.
7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. If a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary.
8. **Leaves of Absence** - If a Trustee must be absent for a period, a leave of absence not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the Council agenda to approve the absence prior to the commencement of the period of absence, in compliance with the procedures in the Commissioners' Manual
9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

Article III - General Responsibilities of Trustees

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements.
2. Abide by the requirements of the Brown Act and be familiar with Robert's Rules of Order.
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.

4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.
5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council's Statement on Race and Social Equity, The American Library Association's Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.
6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit the Library locations, Central and branches.
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when assigned and complete associated projects.
13. Abide by and uphold BOLT's decisions.

Article IV - Officers

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

1. Terms of Office:

- a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.

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

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

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

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

3. Duties of the President

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

4. Duties of The Vice President

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

5. Duties of The Secretary

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

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

ARTICLE V: Filling BOLT Vacancies

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

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

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

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.
2. **Process** – BOLT shall adopt and update a policy for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, a selection process, and any other pertinent information.

Article VI - BOLT Meetings

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

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

4. Special meetings

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

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

- a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.

- b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

6. Cancellation of Meetings

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

Article VII – General Conduct of Trustees

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

for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner's Manual.

- n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library's policies related to ethical conduct of staff and officials.
 - o. Abide by these board Bylaws.
2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.
 3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: "I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley."
 4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

Article VIII - Quorum and Resolution Adoption of the Berkeley BOLT

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

Article IX - Ad Hoc Subcommittees

1. From time-to-time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview, and a tenure of up to one year, as established by BOLT.
2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner's Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee

reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee's work.

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

Article X - The Director

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

Article XI - Amendments of the Bylaws of the Berkeley BOLT

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



INFORMATION REPORTS

October 10, 2024

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: Fiscal Year to Date: 2024 – 4th Quarter Budget Report

INTRODUCTION

Library fiscal year 2024 results at end of the fourth quarter (ending June 2024) by Fund are as follows:

Fund	Revenue		Expenditures (excluding encumbrances)	
	Actual 4Q	Year-over-Year	Actual 4Q	Year-over-Year
Library Tax (101)	\$24,933,941	3.5%	\$23,616,377	17.8%
Grants (103)	\$112,686	37.5%	\$112,514	36.3%
Friends & Gifts (104)	\$167,736	1.1%	\$145,013	29.3%
Foundation (105)	\$165,717	1,113.4%	\$234,069	681.2%

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND (101)

The Library Tax Fund includes revenue derived from the dedicated library tax and miscellaneous revenue. At the end of the fourth quarter, revenues at \$24,933,941 increased by 3.5%. Fourth quarter year-to-date revenue from library tax receipts ended up year-over at \$24,917,220 and was 3.5% above the FY23Q4 received amount.

Library Tax Fund expenditures excluding encumbrances for period was \$23,616,377, increased 17.8% from the prior year period, an increase of \$3,560,040. In comparison to the prior fiscal year period, fourth quarter combined salary and wage costs were up by 9.2%. Excluding encumbrances, non-labor year-over costs rose \$2,145,320 to \$6,828,346.

GRANTS FUND (103)

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

At the end of the fourth quarter, revenues at \$112,686 increased by 37.5% and expenditures at \$112,514 increased by 36.3%.

**BERKELEY PUBLIC LIBRARY
INFORMATION REPORT**
FYTD24 – 4th Quarter YTD Budget Report

Page 2

FRIENDS & GIFTS FUND (104)

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

The Fund's fourth quarter receipts were comprised of \$167,736 from Friends; representing all of the FY 2024 award. Expenditures at \$145,013 increased on a year-over basis by 0.6%, as we continue to expand programming options. The Friends continuous support programs that spanned the interests of all ages and sustained the Summer Reading and Racial Justice Advisory Group Staff Reads program.

FOUNDATION FUND (105)

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

As of the fourth quarter, revenue of \$165,717 increased on a year-over basis by 1,113% with expenditures of \$234,069 for previous years' approved funding supported Library programs, increased on a year-over basis by 681.2%.

SUMMARY OF OPERATIONS EXPENSES

Overall expenditures increased by \$3,826,985 or 18.9% to \$24,107,973 ending the fourth quarter as compared to the same period last year through the fourth quarter.

CONTACT PERSON

Nneka Gallaread, Administrative and Fiscal Services Manager (email: ngallaread@berkeleyca.gov)

Attachments:

1. 4Q-FYTD 2024 Revenues by Fund
2. 4Q-FYTD 2024 Expenditures by Fund
3. Library Tax Fund (101): 5-Year Fund Analysis
4. Grant Fund (103): 5-Year Fund Analysis
5. Friends & Gifts Fund (104): 5-Year Fund Analysis
6. Foundation Fund (105): 5-Year Fund Analysis

4Q-FYTD 2024 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY : REVENUES JUN FY24									12	100.0%
Berkeley Public Library + CoB			Actuals						YTD FY24	
Elmnt-Object	Description	Bdgt ORG FY24	Bdgt RVSD FY24	Lib Descr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY24	% RVSD Rcvd	
412110	Special Assessment T	25,050,748	25,050,748	24,917,220	0	0	0	24,917,220	99.5%	
432110	Operating Grants - S	68,420	68,420	0	107,561	0	0	107,561	157.2%	
434110	Operating Grants - O	0	0	0	5,125	0	0	5,125	0.0%	
443220	Refuse - Residential	0	0	0	0	0	0	0	0.0%	
451310	Library Fines	40,000	40,000	15,327	0	0	0	15,327	38.3%	
461230	Rentals - Oth Short	0	0	0	0	17,136	0	17,136	0.0%	
471110	Interest - Investments	0	0	0	0	0	0	0	0.0%	
481110	Misc Rev - Donations	205,000	205,000	1,175	0	150,600	165,717	317,492	154.9%	
483110	Misc Rev - Over/Short	0	0	0	0	0	0	0	0.0%	
483990	Misc Rev - Other	32,000	32,000	219	0	0	0	219	0.7%	
493110	Gain/Loss on Sale	0	0	0	0	0	0	0	0.0%	
491011	Xfr fr 010	0	0	0	0	0	0	0	0.0%	
491102	Xfr Out fr 102	0	0	0	0	0	0	0	0.0%	
499100	AAO Carryover	0	0	0	0	0	0	0	0.0%	
Berkeley Public Library + CoB		25,396,168	25,396,168	24,933,941	112,686	167,736	165,717	25,380,080	99.9%	

4Q-FYTD 2024 EXPENDITURES BY FUND

Attachment 2

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY24									12	100.0%
Berkeley Public Library + CoB			Actuals+Encumbrances					YTD JUN		
Elmnt-Object	Description	Bdgt ORG FY24	Bdgt RVSD FY24	Lib Descr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY24	% RVSD Spent	
511110	Wages - Reg - Monthly Misc	11,213,692	11,227,738	10,111,038	10,221	0	0	10,121,259	90.1%	
511140	Wages - Reg - Other Work Com	0	0	32,723	0	0	0	32,723	0.0%	
512110	Wages - Hourly	294,957	309,535	120,321	59,791	0	0	180,111	58.2%	
513110	Wages - OT - Miscellaneous	13,446	13,446	8,865	0	0	0	8,865	65.9%	
Prsnl Svcs-Salaries and Wages		11,522,095	11,550,719	10,272,947	70,012	0	0	10,342,958	89.5%	
520110	Emp FB - Medical	1,802,426	1,802,426	1,844,812	1,253	0	0	1,846,066	102.4%	
520120	Emp FB - Dental	192,291	192,291	170,822	158	0	0	170,980	88.9%	
520130	Emp FB - Cash-In-Lieu	18,312	18,312	122,602	0	0	0	122,602	669.5%	
520140	Emp FB - Life Insurance	6,258	6,258	6,617	5	0	0	6,622	105.8%	
520210	Emp FB - Medicare	144,378	144,378	137,593	966	0	0	138,558	96.0%	
520220	Emp FB - SRIP	327,895	327,895	315,354	24	0	0	315,377	96.2%	
520310	Emp FB - Pers - Misc	3,317,614	3,317,614	3,255,595	4,441	0	0	3,260,036	98.3%	
520350	Emp FB - Pars	11,059	11,059	6,676	2,112	0	0	8,789	79.5%	
520410	Emp FB - Opeb - Retiree Medica	256,505	256,505	213,195	273	0	0	213,468	83.2%	
520510	Emp FB - Workers Compensation	137,763	137,763	0	0	0	0	0	0.0%	
520520	Emp FB - Terminal Payout	210,927	210,927	187,646	259	0	0	187,905	89.1%	
520530	Emp FB - Allowances	2,016	2,016	2,812	0	0	0	2,812	139.5%	
520540	Emp FB - Commuter Check	2,117	2,117	86,928	0	0	0	86,928	4106.2%	
520550	Emp FB - Other Fringe Benefits	185,088	185,088	164,435	225	0	0	164,660	89.0%	
Prsnl Svcs-Fringe Benefits		6,614,649	6,614,649	6,515,086	9,716	0	0	6,524,802	98.6%	
511160	Wages - Reg - Salary Savings	(800,000)	(800,000)	0	0	0	0	0	0.0%	
Personal Services-Employee		17,336,743	17,365,367	16,788,032	79,728	0	0	16,867,760	97.1%	

4Q-FYTD 2024 EXPENDITURES BY FUND

Attachment 2

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY24																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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4Q-FYTD 2024 EXPENDITURES BY FUND

Attachment 2

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY24																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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LIBRARY TAX FUND (101): 5-Year Fund Analysis

Attachment 3

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual (2nd Ctr)	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED
Beginning Fund Balance	\$ 12,027,796	\$ 13,187,635	\$ 17,492,296	\$ 21,531,599	\$22,342,853	\$16,505,042	\$15,774,436	\$13,824,161
Revenues								
Library Services Tax	\$ 20,596,293	\$ 22,429,364	\$ 24,069,854	\$ 24,917,220	\$ 25,905,893	\$ 26,424,011	\$ 26,952,491	\$ 27,491,541
Fines/Fees	17,688	16,147	17,689	15,327	40,000	40,000	40,000	40,000
Donations/Private Contributions				1,175				
Misc. Revenue / Interest / Refunds	101,396	136,791	8,096	219	32,000	32,000	32,000	32,000
TOTAL REVENUE	\$ 20,715,377	\$ 22,582,302	\$ 24,095,640	\$ 24,933,941	\$ 25,977,893	\$ 26,496,011	\$ 27,024,491	\$ 27,563,541
Expenditures								
Operations								
Salaries, Wages, Benefits	\$ 12,972,590	\$ 12,770,581	\$ 15,347,723	\$ 16,756,598	\$ 20,108,600	\$ 20,701,600	\$ 21,115,632	\$ 21,537,945
Salaries, Wages, Benefits less: Labor Vacancy Savings								
Personnel	\$ 12,972,590	\$ 12,770,581	\$ 15,347,723	\$ 16,756,598	\$ 20,108,600	\$ 20,701,600	\$ 21,115,632	\$ 21,537,945
Non-Personnel	823,605	907,785	53,622	1,715,785	1,694,969	1,700,000	1,700,000	1,700,000
Library Materials (incl Tool Lndng)	1,826,324	1,985,551	2,441,308	2,706,141	2,432,000	2,230,000	2,230,000	2,230,000
Misc. Professional Services	497,462	772,555	728,284	1,145,191	973,700	973,700	973,700	973,700
Utilities+Telephone	459,787	516,401	572,693	684,206	700,000	500,000	500,000	500,000
Janitorial	360,565	379,273	359,059	538,300	600,000	400,000	400,000	400,000
Software Maintenance	147,178	238,664	325,478	245,754	275,000	275,000	275,000	275,000
RFID Loan Repayment								
Computer & Software Purchase (CAP)	121,859	686,457	129,979	264,387	5,000,000	249,000	249,000	249,000
Building/Infrastructure	2,315,233		72,310	34,891		165,883	1,500,000	1,500,000
Subtotal:	\$ 19,524,603	\$ 18,257,267	\$ 20,030,457	\$ 24,091,253	\$ 31,784,269	\$ 27,195,183	\$ 28,943,332	\$ 29,365,645
Charges From Other Depts						Transfer to Capital Fund (102)		
Finance - Billing (341)	\$ 19,503	20,240	\$ 20,636	\$ 20,773	\$ 20,773	\$ 20,773	\$ 20,773	\$ 20,773
Facilities - Enviro Compliance (693)	11,432	134	5,245	10,661	10,661	10,661	10,661	10,661
Interfund Transfers								
Subtotal:	\$ 30,935	\$ 20,374	\$ 25,880	\$ 31,434	\$ 31,434	\$ 31,434	\$ 31,434	\$ 31,434
TOTAL EXPENDITURES	\$ 19,555,538	\$ 18,277,641	\$ 20,056,337	\$ 24,122,687	\$ 31,815,703	\$ 27,226,617	\$ 28,974,766	\$ 29,397,079
Projected Surplus/(Shortfall)	\$ 1,159,839	\$ 4,304,661	\$ 4,039,303	\$ 811,254	\$ (5,837,810)	\$ (730,606)	\$ (1,950,275)	\$ (1,833,538)
{Rev - Exp}	\$ 1,159,839	\$ 4,304,661	\$ 4,039,303	\$ 811,254	\$ (5,837,810)	\$ (730,606)	\$ (1,950,275)	\$ (1,833,538)
GROSS FUND BALANCE	\$ 13,187,635	\$ 17,492,296	\$ 21,531,599	\$ 22,342,853	\$ 16,505,042	\$ 15,774,436	\$ 13,824,161	\$ 11,990,623
{Bal + Rev - Exp}	\$ 13,187,635	\$ 17,492,296	\$ 21,531,599	\$ 22,342,853	\$ 16,505,042	\$ 15,774,436	\$ 13,824,161	\$ 11,990,623
Annual Committed Reserve	1,500,000	1,250,000	1,444,191	1,495,033	1,554,354	1,585,441	1,617,149	1,649,492
Uncommitted Fund Balance	\$ 11,687,635	\$ 16,242,296	\$ 20,087,407	\$ 20,847,819	\$ 14,950,689	\$ 14,188,995	\$ 12,207,011	\$ 10,341,130

GRANT FUND (103): 5-Year Fund Analysis

Attachment 4

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual (2nd CIs)	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED
Beginning Fund Balance	\$ 82,280	\$ 51,004	\$ 32,274	\$ 31,652	\$ 31,824	\$ 31,824	\$ 31,824	\$ 31,824
Revenues								
Direct Loan Fund								
Literacy Services & LSTA	56,568	62,927	68,420	82,104	68,420	68,420	68,420	68,420
Lunch @ the Library			13,532	25,457				
Miscellaneous Grant Revenue				5,125				
Public Library Fund (SB 358)								
Other								
TOTAL REVENUE	\$ 56,568	\$ 62,927	\$ 81,952	\$ 112,686	\$ 68,420	\$ 68,420	\$ 68,420	\$ 68,420
Expenditures								
Operations								
Personnel	\$ 46,778	\$ 57,700	\$ 61,047	\$ 79,728	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Non-Personnel	41,066	23,957	21,527	32,786	23,420	23,420	23,420	23,420
Library Materials								
Transfer Out (PLF 305)								
Subtotal:	\$ 87,844	\$ 81,657	\$ 82,574	\$ 112,514	\$ 68,420	\$ 68,420	\$ 68,420	\$ 68,420
Carryover								
Encumbered								
Unencumbered								
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 87,844	\$ 81,657	\$ 82,574	\$ 112,514	\$ 68,420	\$ 68,420	\$ 68,420	\$ 68,420
Projected Surplus/Shortfall (Rev - Exp)	\$ (31,276)	\$ (18,730)	\$ (622)	\$ 172	\$ -	\$ -	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 51,004	\$ 32,274	\$ 31,652	\$ 31,824	\$ 31,824	\$ 31,824	\$ 31,824	\$ 31,824
Other								
3% Personnel COLA								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 51,004	\$ 32,274	\$ 31,652	\$ 31,824	\$ 31,824	\$ 31,824	\$ 31,824	\$ 31,824

FRIENDS AND GIFT FUND (104): 5-Year Fund Analysis

Attachment 5

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual (2nd CIs)	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED
Beginning Fund Balance	\$ 445,378	\$ 471,886	\$ 485,882	\$ 539,602	\$ 562,293	\$ 562,293	\$ 562,293	\$ 562,293
Revenues								
Friends of BPL	\$ 91,824	\$ 92,318	\$ 151,635	\$ 167,736	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
BPL Foundation								
Donations/Private	113							
Interest/Misc. Revenues			14,201					
TOTAL REVENUE	\$ 91,937	\$ 92,318	\$ 165,836	\$ 167,736	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Expenditures								
Operations								
Personnel								
Non-Personnel	28,850	78,322	112,116	145,046	150,000	150,000	150,000	150,000
Professional Services	36,578							
Library Materials								
Subtotal:	\$ 65,428	\$ 78,322	\$ 112,116	\$ 145,046	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 65,428	\$ 78,322	\$ 112,116	\$ 145,046	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ 26,509	\$ 13,996	\$ 53,720	\$ 22,690	\$ -	\$ -	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 471,886	\$ 485,882	\$ 539,602	\$ 562,293	\$ 562,293	\$ 562,293	\$ 562,293	\$ 562,293

FOUNDATION FUND (105): 5-Year Fund Analysis

Attachment 6

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual (2nd Ctr)	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED
Beginning Fund Balance	\$ 885,878	\$ 458,510	\$ 588,625	\$ 572,321	\$ 503,969	\$ 403,969	\$ 303,969	\$ 203,969
Revenues								
Foundation	\$ 150,000	\$ 190,392	\$ 13,657	\$ 165,717	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Misc./ Interest								
TOTAL REVENUE	\$ 150,000	\$ 190,392	\$ 13,657	\$ 165,717	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures								
Personnel								
Consultants								
Furniture and Fixtures	501,386		7,772	234,069				
Equipment	38,931	26,540						
Building								
Miscellaneous/Other	37,051	33,737	22,189		200,000	200,000	200,000	200,000
Subtotal:	\$ 577,368	\$ 60,277	\$ 29,961	\$ 234,069	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TOTAL EXPENDITURES	\$ 577,368	\$ 60,277	\$ 29,961	\$ 234,069	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (427,368)	\$ 130,115	\$ (16,304)	\$ (68,352)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 458,510	\$ 588,625	\$ 572,321	\$ 503,969	\$ 403,969	\$ 303,969	\$ 203,969	\$ 103,969
Other	\$ (570,893)	\$ (570,893)	\$ (567,435)	\$ (496,496)	\$ (496,496)	\$ (496,496)	\$ (496,496)	\$ (496,496)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ (112,382)	\$ 17,733	\$ 4,887	\$ 7,473	\$ (92,527)	\$ (192,527)	\$ (292,527)	\$ (392,527)
Notes:								

Pace Trust (14LB29, org=\$695,761) @FY E24 actual available = \$496,495.90



INFORMATION REPORTS

October 10, 2024

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

Vacancies:

<u>Position Title</u>	<u>Location</u>	<u>FTE</u>	<u>Status</u>
Communication Specialist (new)	Administration	1	Pending recruitment
Communication Program Manager (new)	Administration	1	Recruitment initiated
Library Aide	Circulation	3.75	Pending interviews
Library Assistant	Collections	0.75	Pending processing of changes
Supervising Librarian (new)	Tool Library	1	Pending recruitment
Library Assistant (new)	West	1.5	Pending recruitment
Tool Lending Specialist (new)	Tool Library	1	Pending recruitment
Supervising Library Assistant	THPS	1	Recruitment initiated

Including the new positions that have been added over the past seven months, the Library has a vacancy rate of 7%.

Justice in Libraries Training: All Staff

Now that the first cohort of staff, the Library Council (supervisors and managers), has participated in the Justice in Libraries training provided by Mia Henry, the training has begun for all staff and will take place in October, November and December.

This multi-part, self-paced online training offers opportunities for more in-depth examination of questions and concerns associated with anti-racism work and covers such content areas as "connecting identity with power," understanding the five faces of oppression, resistance, and solidarity.

Staff are invited to participate in affinity groups that are broken into three sections: Black and African Diaspora, Non-Black People of the Global Majority, and White or people who do not identify as a Person of Color. These groups are intended to provide support and space to process for everyone throughout the duration of the training.

**BERKELEY PUBLIC LIBRARY
INFORMATION REPORT
Director's Report**

Page 2

Storytime Band Kindergarten Library Card Drive

Children's Librarian Michael Kwende, along with the other members of the Storytime Band, Juan Castille and Donovan Russell, and volunteers Tienne and Mr. Tim, have initiated their fall Kindergarten Library Card Drive. They have visited John Muir, Malcolm X, and have Ruth Acty and Thousand Oaks scheduled as well. Zoe Williams, the School Librarian at John Muir, has spoken with all elementary school librarians who are checking in with their kindergarten teachers to schedule dates for the bands visit to their school sites. On the visits, the band reads stories, makes music and issues library cards. The programs are very interactive, with kids engaged in the music, dancing, talking to the band, and even singing their own songs on occasion. The Storytime Band got a write-up in the BUSD newsletter that goes out to every family in the District after the first of these events (pictured below).



The Storytime Band is performing at the Freight the first Thursdays (The Band will also be on break from this until January), Frances Albrier Community Center on the third Thursday of the month and visiting the BUSD Kindergarten classes on the second and fourth each month.

Thanks to a wonderful partnership established by the Storytime Band, the group provided outreach programs at a number of City parks this summer: Frances Albrier Community Center, Strawberry Creek Park, Live Oak Park, and Virginia-McGee Totland. As part of this partnership, the Storytime Band no longer has to submit applications for park use or sound permits. These are now handled by Parks staff. They also provide on-site staff assistance, chairs, access to electricity for the PA system, and other equipment. Congratulations and thank you to the Band for their leadership in forging this new partnership.

**BERKELEY PUBLIC LIBRARY
INFORMATION REPORT
Director's Report**

Page 3

Library Card Design Contest Winners



The BPL held a [Library Card design contest](#) this Spring to promote kindness and libraries with new library cards for your wallet. This September, the Berkeley Public Library is supporting Library Card Sign-up Month by featuring five new card designs. This is a great time to get a new library card!



Contest Winner: Marissa Wu (they)

"I was inspired by the theme of "kindness" to imagine what Berkeley might look like if life was centered around the public library, reflecting the library's values of community care, diversity, and joy. I believe that a society that prioritizes kindness would be a place where multigenerational community can flourish, affordable housing and clean transportation are abundant, and all neighbors take care of each other. Additionally, as public libraries around the country are facing disinvestment, I wanted to depict a world in which the opposite was true, and our public institutions were fully supported and thriving."



Finalist: Andra Weber

"I was inspired by all the little kids I see visiting the North Berkeley Library where they flip joyfully through books, play in the atrium, and soak in all the library goodness. I noticed the library didn't have a card design

**BERKELEY PUBLIC LIBRARY
INFORMATION REPORT
Director's Report**

Page 4

that might appeal to kids. So I created the design to remind children of all ages, that the library is for everyone, kindness can be as simple as helping each other return library books and everyone deserves space to enjoy a good story...even cats and dogs!"



Finalist: Abigail Mullen

"I was going through a unit in school where we were learning about the cruelty committed to our First People throughout the United States. I had been thinking about what to submit regarding kindness when I came across an article in my school binder about First People. I wanted to submit an art piece that represented kindness no matter heritage or skin color, global kindness. I have been so inspired by all activists that work so hard to make the world a better place and hope I represented that in my submission. Love and kindness on a global level."

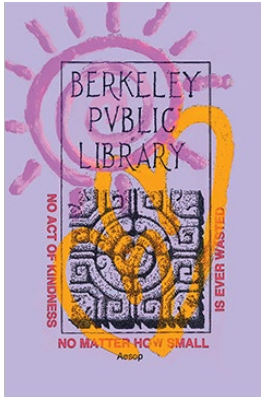


Finalist: Alejandra Martínez

"My inspiration for the mixed media artwork is to show that humanity is kindness. We all come in difference shapes and colors. Displaying unity and kindness in color."

**BERKELEY PUBLIC LIBRARY
INFORMATION REPORT
Director's Report**

Page 5



Finalist: Ronald Chung

"I decided to communicate the word and meaning of "kindness" by utilizing both symbols and letters. I settled on my interpretation of the Berkeley Public Library building covered with kindness symbols graffiti and an Aesop quote (emanating from inside the Library).

Ultimately, I imagined the user action of going to the library, selecting a book and then pulling out the library card to check out. During the check out process, I want the user to be strongly reminded to be kind the rest of the day."

CONTACT PERSON

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