



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

AGENDA

LOCATION

Wednesday, November 6, 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, \(510\) 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 the October 10, 2024 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the October 10, 2024, Regular Meeting of the Board of Library Trustees.

B. 2025 Berkeley Public Library Holiday & Early Closing Schedule

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the 2025 Berkeley Public Library Holiday & Early Closing Schedule.

C. 22nd Annual Authors Dinner Event

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the arrangements in preparation for the 22nd annual Authors Dinner to be held on Sunday, February 23, 2025 at the Central Library.

III. ACTION CALENDAR**A. Election of President**

From: Tess Mayer, Director of Library Services

Recommendation: The Board will elect a Trustee to sit as President, for the term commencing November 7, 2024, for a one-year term.

B. Election of Vice President

From: Tess Mayer, Director of Library Services

Recommendation: The Board will elect a Trustee 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. Human Resources 2024 Year-in-Review (Oral Report) – My Chan, Senior Human Resources Analyst

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

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, tmayer@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 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 10/30/2024.

//s//

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

**Attachments:**

1. Sunday Open Hours Reintroduction Presentation

**Communications:**

| Date       | Name               | Subject                              |
|------------|--------------------|--------------------------------------|
| 10/10/2024 | Ivy Foster         | Questions about your website         |
| 10/15/2024 | Dodge Construction | Do you want to keep hearing from us? |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Thursday, October 10, 2024**  
**6:30 PM**  
**West Branch - 1125 University Avenue, Berkeley CA 94702**

**Board of Library Trustees:**

Amy Roth, **President**      Tanir Ami  
Sophie Hahn, **Vice President**      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, Hahn, Greene, Roth and Villanueva  
**Absent:** None.  
**Also Present:** Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Bill Kolb, Library Services Manager; Nneka Gallaread, Administrative and Fiscal Services Manager; Aimee Reeder, Associate Management Analyst; Jacqui Rodriguez, Administrative Secretary.
- B. Ceremonial Matters:** None.
- C. Public Comments:** 1 speaker
- 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. No comments from Trustees.

**II. CONSENT CALENDAR**

**Action:** M/S/C (Trustee Ami/ Trustee Hahn) to adopt Resolution No. 24-095 to approve the consent calendar as presented.

**Vote:** All Ayes.

**A. Approve Minutes of the September 4, 2024, Regular Meeting**

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

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

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

**Action:** Adopted Resolution No. 24-096 to approve the minutes of September 4, 2024, as submitted.

**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.

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

**Action:** Adopted Resolution No. 24-097.

**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.

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

**Action:** Adopted Resolution No. 24-098.

**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.

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

**Action:** Adopted Resolution No. 24-099.

**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.

**Contact:** Henry Bankhead, Deputy Director of Library Services

**Action:** Adopted Resolution No. 24-100.

**III. ACTION CALENDAR**

**A. Nominations for the Selection of the President**

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

**Recommendation:** Accept nominations for the Selection of Board President

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

**Action:** Trustee Roth and Trustee Hahn nominated Beverly Greene for President.

**Vote:** All Ayes.

**B. Nominations for the Selection of the Vice President**

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

**Recommendation:** Accept nominations for the Selection of Board Vice President

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

**Action:** Trustee Roth nominated Tanir Ami for Vice President.

**Vote:** All Ayes.

**IV. INFORMATION REPORTS**

**A. FYTD 2024 – 4th Quarter YTD Budget Report**

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

**Action:** Received

**B. Sunday Hours Report (Oral Report)**

**From:** Bill Kolb, Library Services Manager

**Action:** Received

**C. 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, November 7, 2024, at 6:30pm**. Future meeting topics identified include the elections of Board President and Vice President, review of the Library Rules of Conduct Policy, and Holidays and Early Closings for 2025.

**VI. ADJOURNMENT**

**Action:** M/S/C (Trustee Ami/Trustee Hahn) to adjourn the meeting.

**Vote:** All Ayes.

**Adjourned at 8:06 P.M.**

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Thursday, October 10, 2024 as approved by the Board of Library Trustees.

//s// \_\_\_\_\_ Tess Mayer, Director of Library Services, acting as secretary to BOLT.

**Attachments:**

Sunday Open Hours Reintroduction Presentation





# Sunday Open Hours Reintroduction

LAUNCHED SUNDAY, SEPTEMBER 8, 2024

BILL KOLB  
CENTRAL LIBRARY SERVICES MANAGER

# SUNDAY! SUNDAY! SUNDAY!



BACKGROUND ON SUNDAY SERVICE AT BPL  
PROCESS: HOW WE GOT TO NOW  
HOW'S IT GOING?  
WHAT'S NEXT?

# Background on Sunday Service at BPL

- Previous model:
  - Only 4 hours
  - Only at Central
  - Only staffed by Central Library Staff
- Discontinued when the library closed due to the Covid-19 Pandemic
  - The last major service requiring restoration after the Pandemic

# How We Got To Now

THE COMMITTEE, ETC.



# The Sunday Hours Reintroduction Committee:

|                   |                               |                          |
|-------------------|-------------------------------|--------------------------|
| ❖ Janine Bedon    | Library Specialist            | Central Adult Services   |
| ❖ Dan Beringhele  | Supervising Librarian         | North                    |
| ❖ Heather Cummins | Supervising Librarian         | Central Support          |
| ❖ Sierra Gribble  | Supervising Library Assistant | North                    |
| ❖ Russell Keys    | Supervising Library Assistant | Circulation              |
| ❖ Bill Kolb       | Library Services Manager      | Central                  |
| ❖ Pema Lhakey     | Supervising Library Assistant | Claremont                |
| ❖ Amanda Myers    | Library Services Manager      | Branches                 |
| ❖ Kelsey Ockert   | Librarian                     | Central Adult Services   |
| ❖ Pamela Rouse    | Library Aide                  | North                    |
| ❖ Sou Saechao     | Library Aide                  | Tarea Hall Pittman South |
| ❖ Rudy Tapia      | Circulation Manager           | Central                  |
| ❖ Jill Tokutomi   | Supervising Librarian         | THPS/Tool Lending        |
| ❖ Canitha Walker  | Library Assistant             | Circulation              |
| ❖ Jenny Weston    | Library Specialist            | West                     |
| ❖ Cindy Woo       | Library Specialist            | Central Children's       |

# The Sunday Hours Reintroduction Committee:

## Committee Charge

The committee was tasked with exploring parameters of Sunday service focused on:

- ❖ Identifying locations for service
- ❖ Identifying open hours for service
- ❖ Recommending equitable scheduling practices across the organization
- ❖ Identifying and addressing operational impacts of Sunday open hours
- ❖ Implementation schedule



# Sunday Open Hours

## Reintroduction Timeline



### Proposal: Drafting and Refining

June 11-August 12, 2024

The Committee drafted a robust, 29-page proposal that included an operational plan encompassing open hours, locations, and scheduling and operational practices. Using this proposal Library Administration and Labor engaged in an extensive and productive Meet and Confer process that refined and improved the overall implementation plan.



### Committee Work

March 12-June 11, 2024

15 staff members across all locations and public service classifications participated in weekly Sunday Hours Reintroduction Committee meetings



### LIFTOFF!

Sunday, September 8, 2024

The Tarea Hall Pitman South and North Branch Libraries opened for full-day library service

4

### Planning and Support



June 11-August 19, 2024 (and ongoing)

With a solid operational plan in place, staff members across the organization rallied to the cause of making the reintroduction of Sunday Service as smooth and successful as possible. This included assembling crucial operation instructions into a handy handbook, coordinating site orientation sessions, and recording orientation video clips for staff to review before working at a new location.

1

2

3



# The New Model

- Two open locations
  - THPS
  - North
- Full service days
  - 10 a.m.-6 p.m.
- All public facing library staff contributing

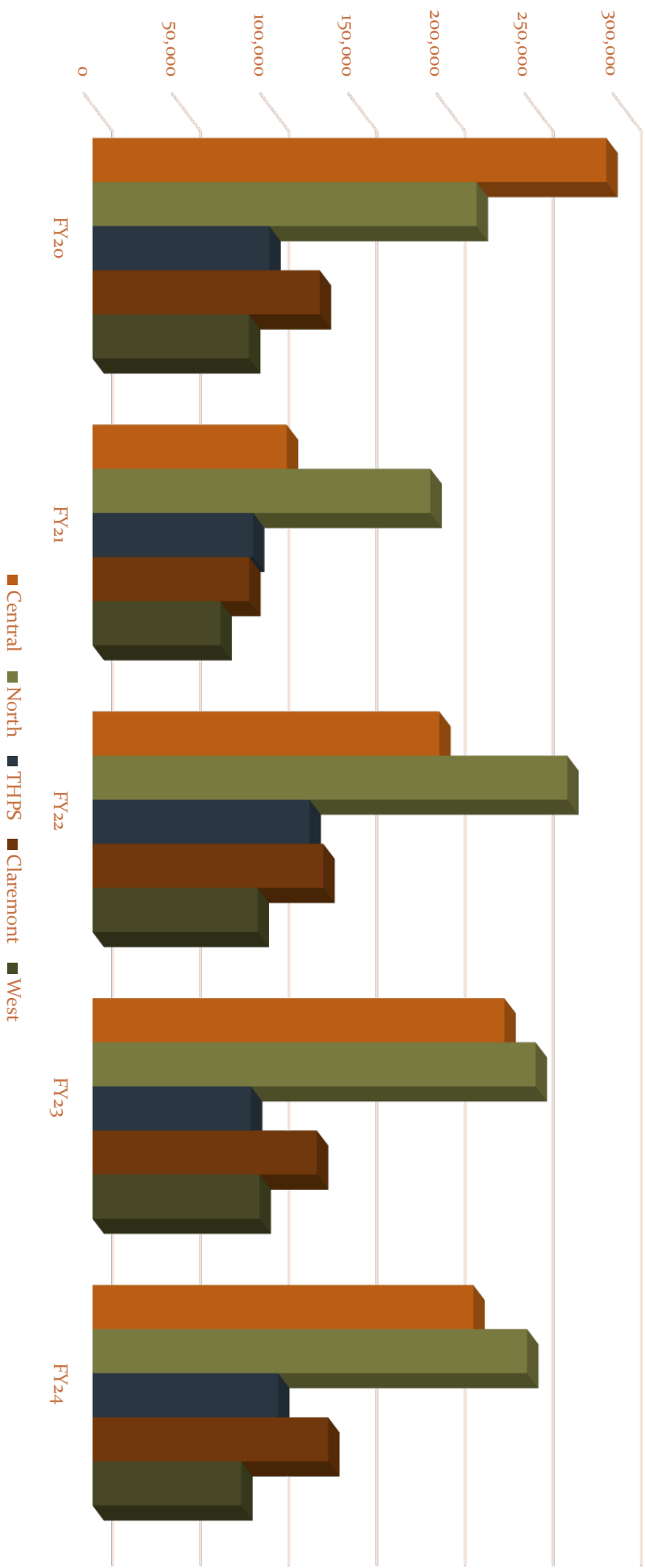


# Factors Considered

- Quality of Service
- Systemwide Circulation Activity
- Access for Youth Patrons
- Equitable Access to Services
- Logistical Concerns
  - Proximity to Public Transit
  - Ready Availability of Free Parking

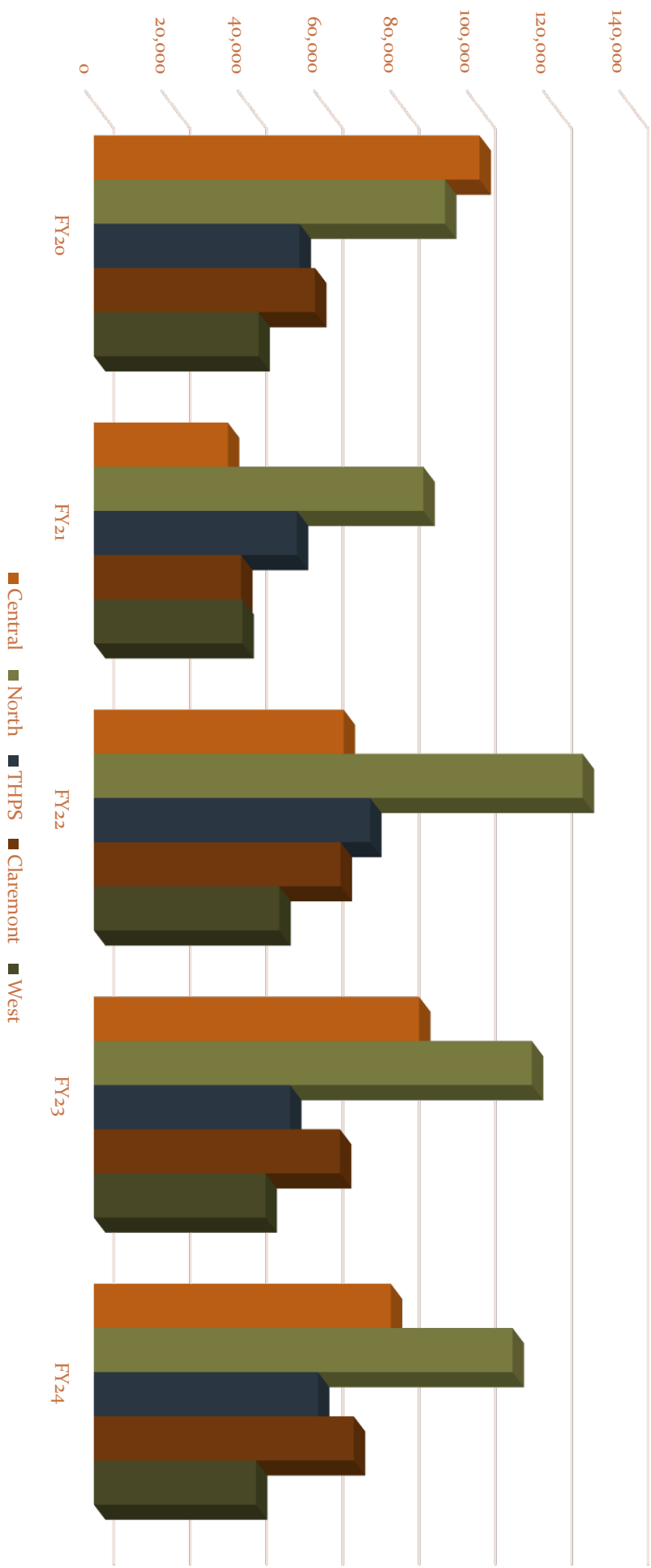
# Circulation Activity

Total Circulation by Location



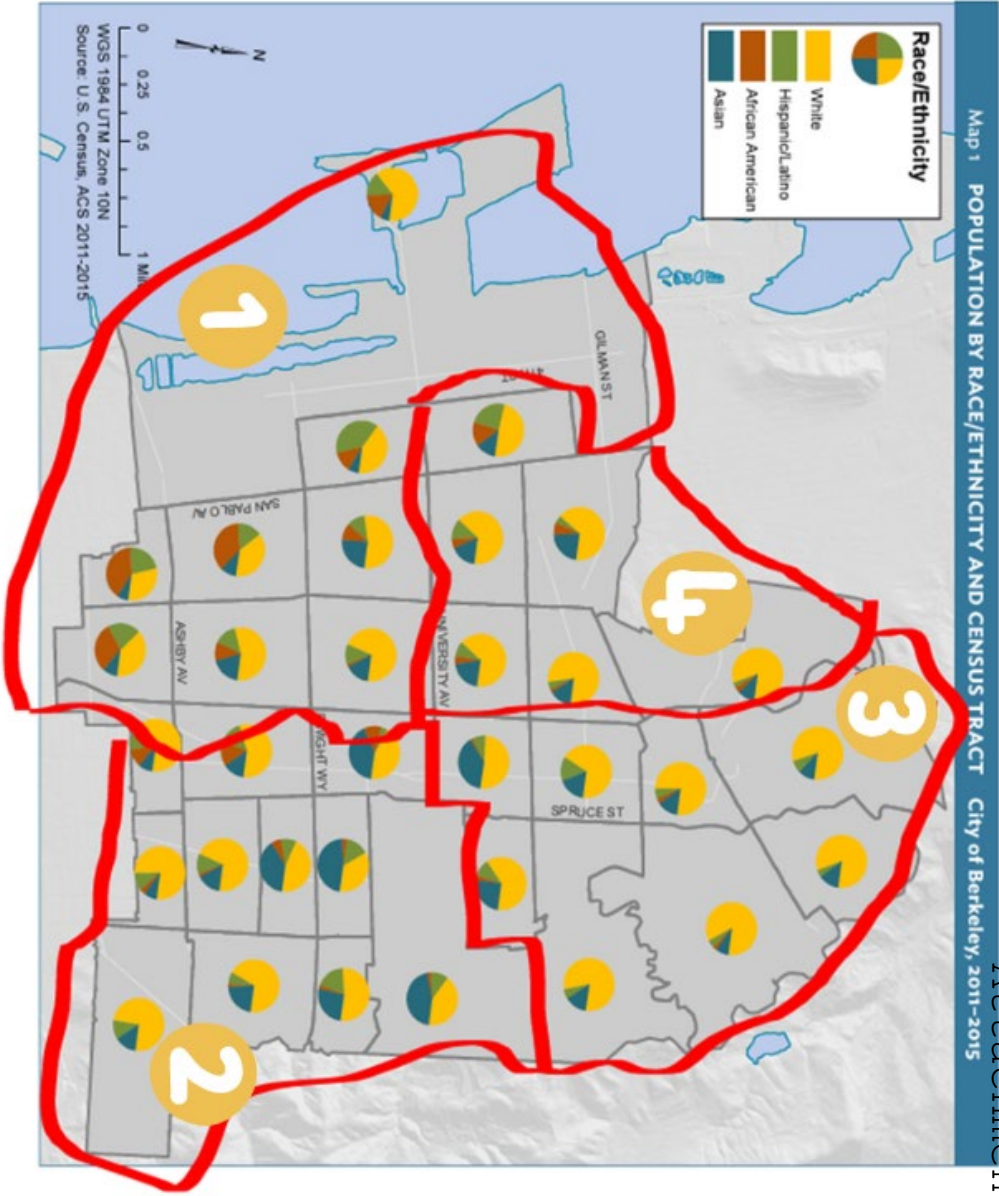
# Access for Youth Patrons

Children's Circulation by Location



Population estimates of  
children in Berkeley  
projected to 2023

| Age Group | NE<br>(3) | NW<br>(4) | SE<br>(2) | SW<br>(1) |
|-----------|-----------|-----------|-----------|-----------|
| <05       | 795       | 853       | 657       | 1481      |
| 05-11     | 1187      | 1334      | 864       | 1945      |
| 12-17     | 1169      | 1291      | 964       | 1834      |



Source: US Census Data, City of Berkeley Epidemiology Team  
The data are provided by ESRI (Environmental Systems Research Institute, Inc.)

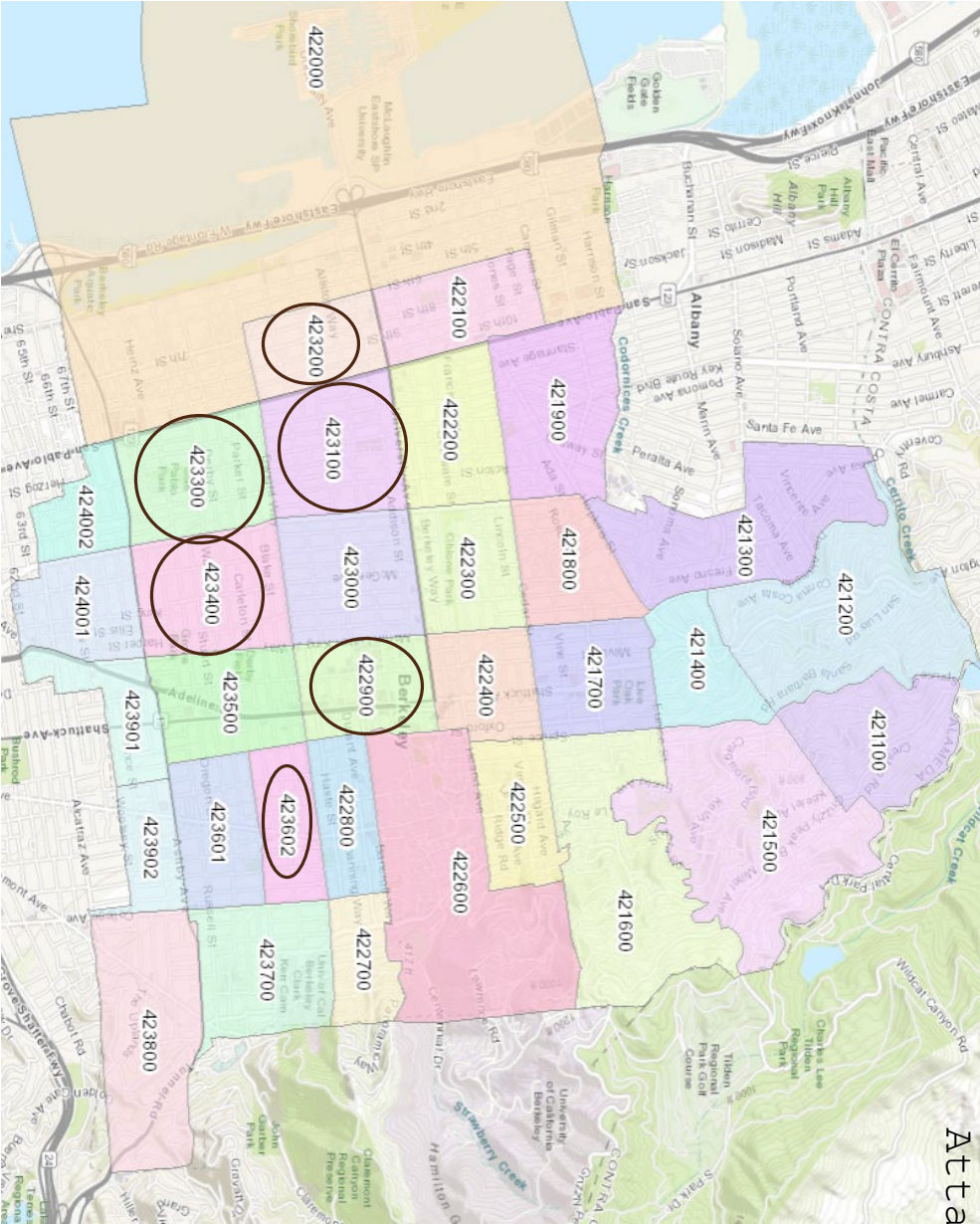


# Number of children living below poverty level

| Census Tract                                     | Number Sampled | No. Below Poverty Level | Percent Below Poverty Level |
|--------------------------------------------------|----------------|-------------------------|-----------------------------|
| Census Tract 4233                                |                |                         |                             |
| Population for whom poverty status is determined |                | 658                     | 18.9%                       |
| Under 18 years                                   | 3,476          | 209                     | 29.4%                       |
| Under 5 years                                    | 710            | 15                      | 10.0%                       |
| 5 to 17 years                                    | 150            | 194                     | 34.6%                       |
| Census Tract 4231                                |                |                         |                             |
| Population for whom poverty status is determined |                | 723                     | 17.1%                       |
| Under 18 years                                   | 4,224          | 155                     | 20.7%                       |
| Under 5 years                                    | 749            | 235                     | 35.1%                       |
| 5 to 17 years                                    | 235            | 96                      | 18.7%                       |
| Census Tract 4234                                |                |                         |                             |
| Population for whom poverty status is determined |                | 809                     | 14.6%                       |
| Under 18 years                                   | 5,551          | 145                     | 18.4%                       |
| Under 5 years                                    | 788            | 12                      | 9.0%                        |
| 5 to 17 years                                    | 133            | 133                     | 20.3%                       |
| Census Tract 423602                              |                |                         |                             |
| Population for whom poverty status is determined |                | 3,578                   | 50.5%                       |
| Under 18 years                                   | 7,083          | 68                      | 20.4%                       |
| Under 5 years                                    | 334            | 49                      | 23.6%                       |
| 5 to 17 years                                    | 208            | 19                      | 15.1%                       |
| Census Tract 42902                               |                |                         |                             |
| Population for whom poverty status is determined |                | 1,560                   | 51.6%                       |
| Under 18 years                                   | 3,022          | 67                      | 32.8%                       |
| Under 5 years                                    | 204            | 32                      | 100.0%                      |
| 5 to 17 years                                    | 32             | 35                      | 20.3%                       |
| Census Tract 4232                                |                |                         |                             |
| Population for whom poverty status is determined |                | 510                     | 17.0%                       |
| Under 18 years                                   | 2,997          | 59                      | 12.1%                       |
| Under 5 years                                    | 488            | 59                      | 75.6%                       |
| 5 to 17 years                                    | 78             | 0                       | 0.0%                        |

Source: City of Berkeley Epidemiology Team

The American Community Survey (ACS) - managed by the U.S. Census Bureau – provides information on poverty status (% living below the poverty level) by geography. The data is based on a five-year average for 2022.)

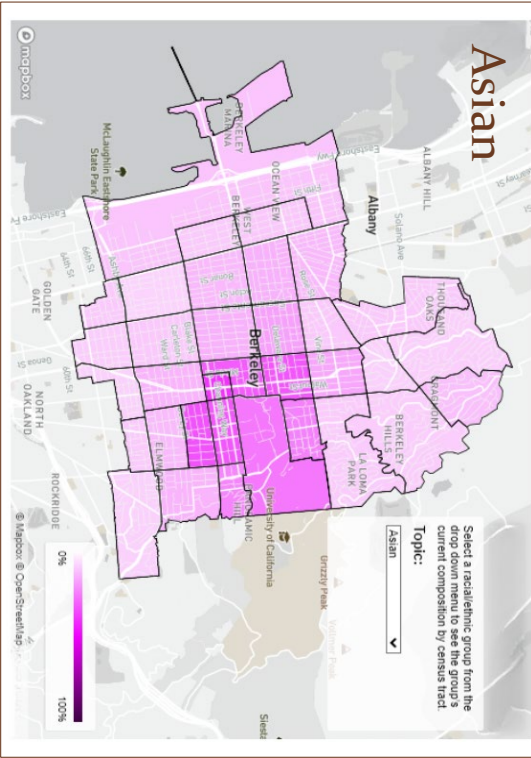




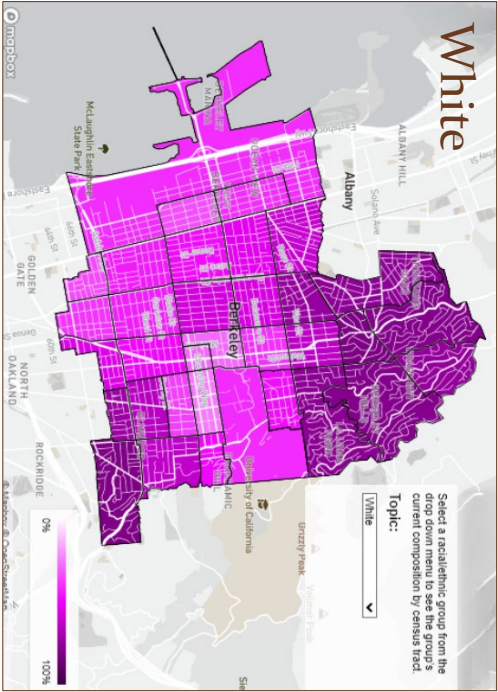
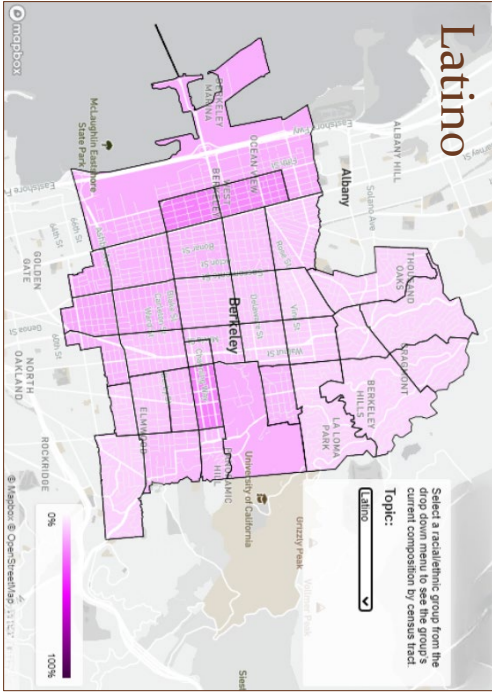
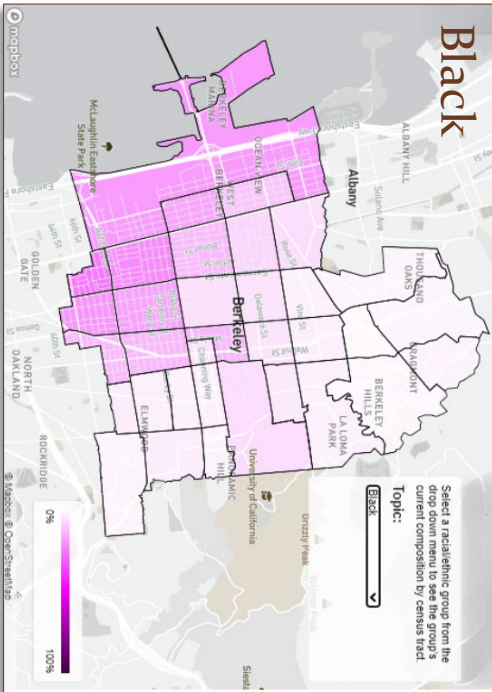
# Demographics

Source: [www.berkeleyaside.org/2022/07/17/berkeley-population-demographics-housing-census-2020-maps](http://www.berkeleyaside.org/2022/07/17/berkeley-population-demographics-housing-census-2020-maps)

More Latino, Asian and multiracial residents but Black population is declining



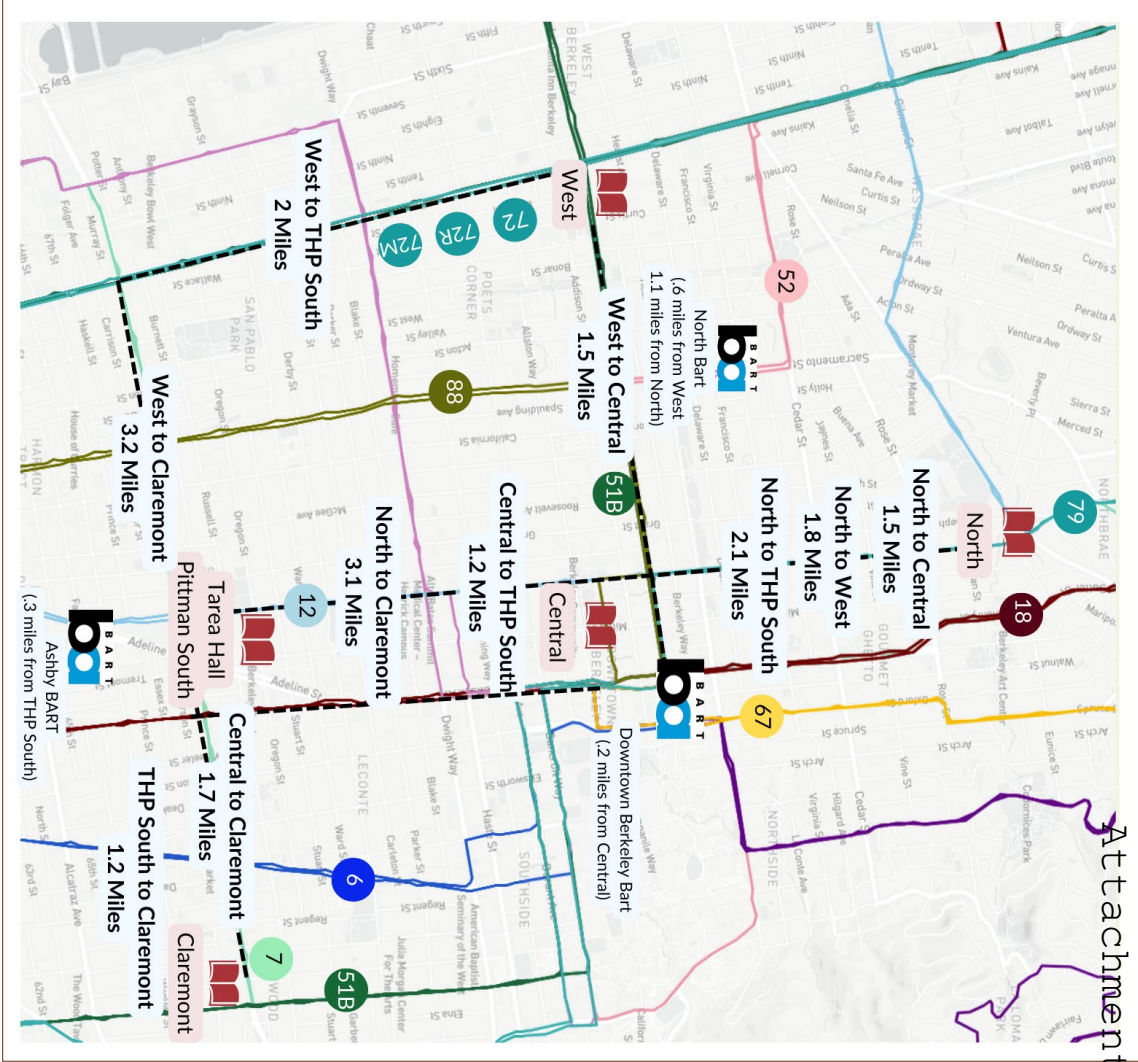
Note: the Census categories of Native American, "Other," and Pacific Islander categories do not yield statistically significant results (maps for these categories are blank).



# Public Transit & Branches

II Consent Calendar  
Item A

Attachment 1





II Consent Calendar  
Item A  
Attachment 1

Quarterly Staffing Rotation Model

|                              |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |
|------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| positions                    | Sunday, September 8, 2024                                        | Sunday, September 15, 2024                                       | Sunday, September 22, 2024                                       | Sunday, September 29, 2024                                       | Sunday, October 6, 2024                                          | Sunday, October 13, 2024                                         | Sunday, October 20, 2024                                         | Sunday, October 27, 2024                                         | Sunday, November 3, 2024                                         | Sunday, November 10, 2024                                        | Sunday, November 17, 2024                                        | Sunday, November 24, 2024                                        | Sunday, December 1, 2024                                         |
| Week                         | 1                                                                | 2                                                                | 3                                                                | 4                                                                | 5                                                                | 6                                                                | 7                                                                | 8                                                                | 9                                                                | 10                                                               | 11                                                               | 12                                                               | 13                                                               |
| North                        | North sand                                                       | North sky                                                        | North mist                                                       | North sage                                                       | North papaya                                                     | North siema                                                      | North turquoise                                                  | North carmine                                                    | North violet                                                     | North mint                                                       | North periwinkle                                                 | North frangipane                                                 | North granite                                                    |
| Lead                         | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II |
| Librarian/Specialist         | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     |
| Specialist/Assistant         | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     |
| Library Assistant            | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                |
| Library Aide                 | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     |
| Additional Position          |                                                                  |                                                                  | Librarian/Specialist/Assistant t/Aide                            |                                                                  | Librarian/Specialist/Assistant t/Aide                            | Librarian/Specialist/Assistant t/Aide                            | Librarian/Specialist/Assistant t/Aide                            |                                                                  | Librarian/Specialist/Assistant t/Aide                            | Librarian/Specialist/Assistant t/Aide                            | Librarian/Specialist/Assistant t/Aide                            |                                                                  | Librarian/Specialist/Assistant t/Aide                            |
| positions                    | Sunday, September 8, 2024                                        | Sunday, September 15, 2024                                       | Sunday, September 22, 2024                                       | Sunday, September 29, 2024                                       | Sunday, October 6, 2024                                          | Sunday, October 13, 2024                                         | Sunday, October 20, 2024                                         | Sunday, October 27, 2024                                         | Sunday, November 3, 2024                                         | Sunday, November 10, 2024                                        | Sunday, November 17, 2024                                        | Sunday, November 24, 2024                                        | Sunday, December 1, 2024                                         |
| THPS                         | THPS lemon                                                       | THPS lime                                                        | THPS azure                                                       | THPS moss                                                        | THPS mustard                                                     | THPS crimson                                                     | THPS magenta                                                     | THPS rose                                                        | THPS flax                                                        | THPS aubergine                                                   | THPS cornflower                                                  | THPS rust                                                        | THPS russet                                                      |
| Lead                         | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II | Supervising Librarian/Supervising Library Assistant/Librarian II |
| Librarian/Specialist         | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     | Librarian/Library Specialist                                     |
| Specialist/Library Assistant | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     | Specialist/Library Assistant                                     |
| Library Assistant            | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                | Library Assistant                                                |
| Library Aide                 | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     | Library Aide                                                     |
| Additional Position          |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  | Librarian/Specialist/Assistant t/Aide                            |                                                                  | Librarian/Specialist/Assistant t/Aide                            |                                                                  | Librarian/Specialist/Assistant t/Aide                            |                                                                  | Ben Anderson PMI                                                 | Library Aide                                                     |
| Additional Backup            | Rudy Tapia                                                       | Henry Bankhead                                                   | Bill Kolb                                                        | Amanda Myers                                                     |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |                                                                  |







# Operations

RESOURCES, TRAINING, & SUPPORT

Procedures Handbook

Sunday Procedures

BERKELEY PUBLIC LIBRARY SUNDAY OPERATIONS MANUAL

Kolb, Bill  
BPL | REV. 3.11.2024



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- Home
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- Other Planning Documents
- Sunday Operations
- North Orientation
- THPS Orientation

## North Orientation

Search

Topics

☒ Include results from subcategories

21 pages in category listing

- Sunday Hours Restoration Committee >
- Sunday Hours Restoration Committee
  - Home
  - Meeting Minutes
  - Other Planning Documents
  - Sunday Operations
  - North Orientation
  - THPS Orientation
  - Administration >

## THPS Orientation

Search

Topics

Search

Subscribe

☒ Include results from subcategories

17 pages in category listing


Group By: None Order By: Newest First Show




Orientation\_2 Info Desk - By Bill Kolb  
Added 2 months ago  
Orientation\_2 Info Desk  
👍 0 👎 0



Orientation\_5 Teen Policy - By Bill Kolb  
Added 2 months ago  
Orientation\_5 Teen Policy  
👍 0 👎 0



Orientation\_1 Book Return - By Bill Kolb  
Added 2 months ago  
Orientation\_1 Book Return  
👍 0 👎 0



Opening\_3 Open Signs - By Bill Kolb  
Added 2 months ago  
Opening\_3 Open Signs  
👍 0 👎 0


Administration >



Public Space 8\_front desk part 1 - By Bill Kolb  
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Public Space 8\_front desk part 1  
👍 0 👎 0



Public Space 6\_Children Part 2 - By Bill Kolb  
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Public Space 6\_Children Part 2  
👍 0 👎 0



Public Space 9\_front desk part 2 - By Bill Kolb  
Added 2 months ago  
Public Space 9\_front desk part 2  
👍 0 👎 0



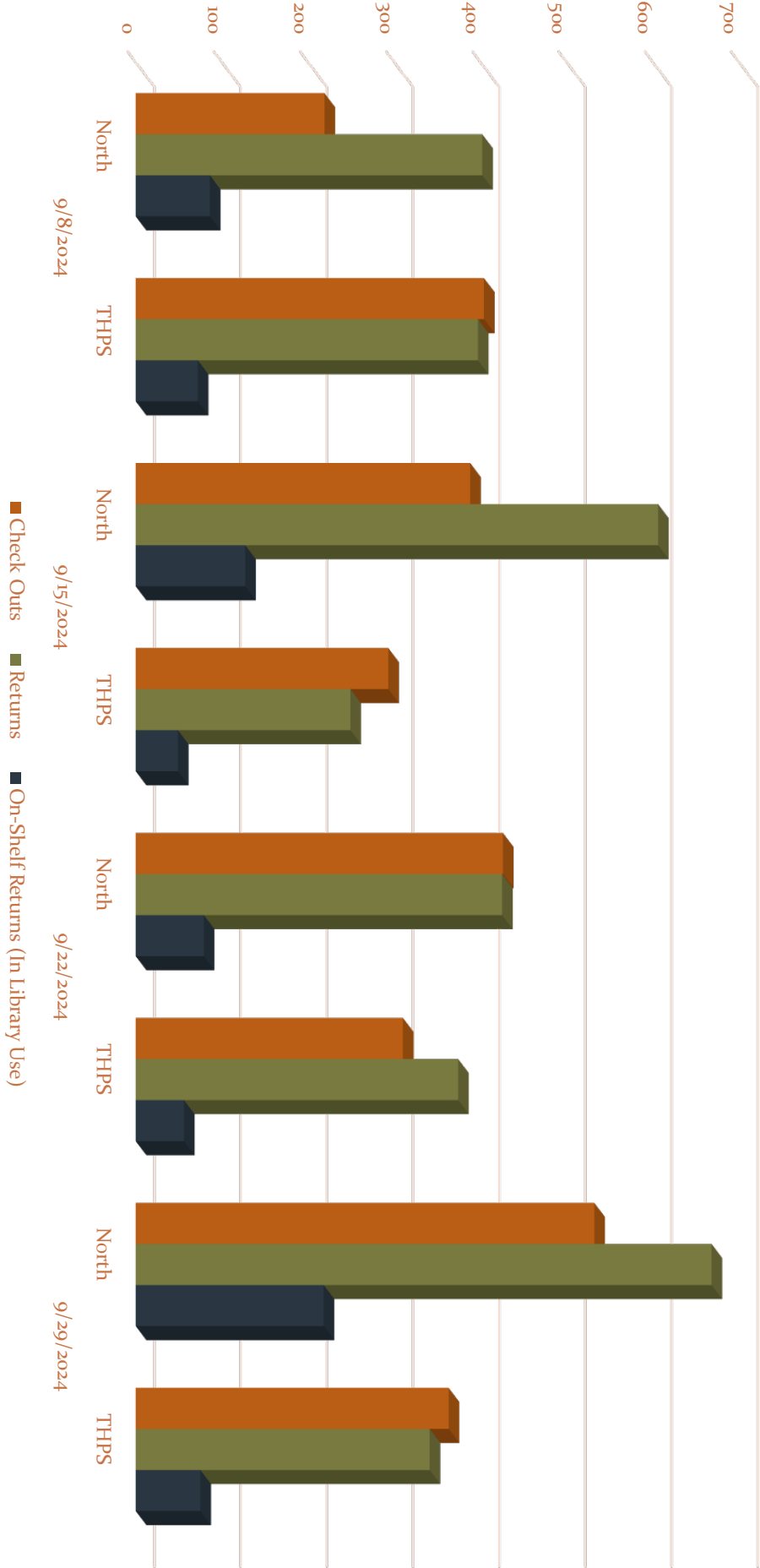
Public Space 5\_Children Part 1 - By Bill Kolb  
Added 2 months ago  
Public Space 5\_Children Part 1  
👍 0 👎 0

# How's It Going?

OPENING DAY:  
SUNDAY, SEPTEMBER 8, 2024

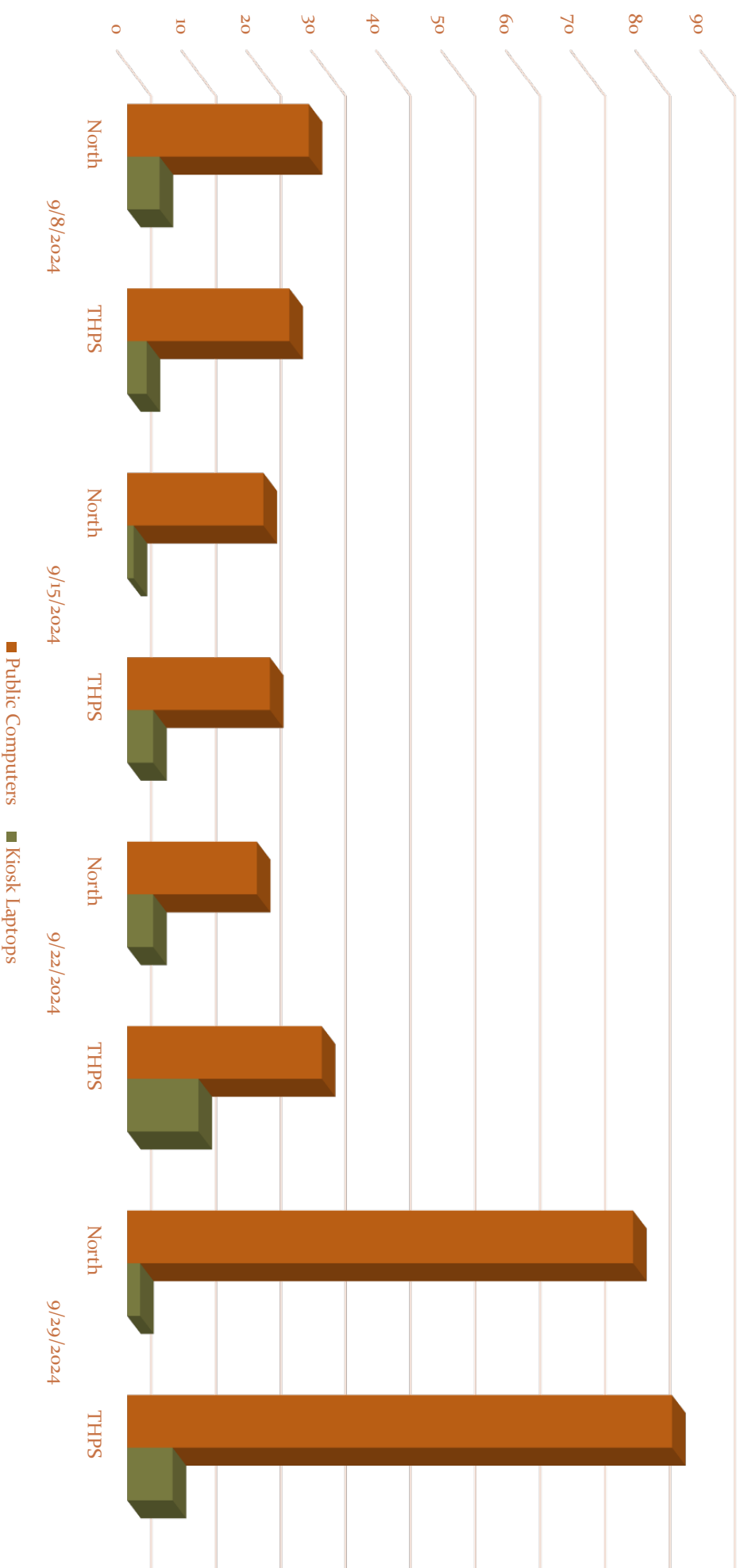


Circulation



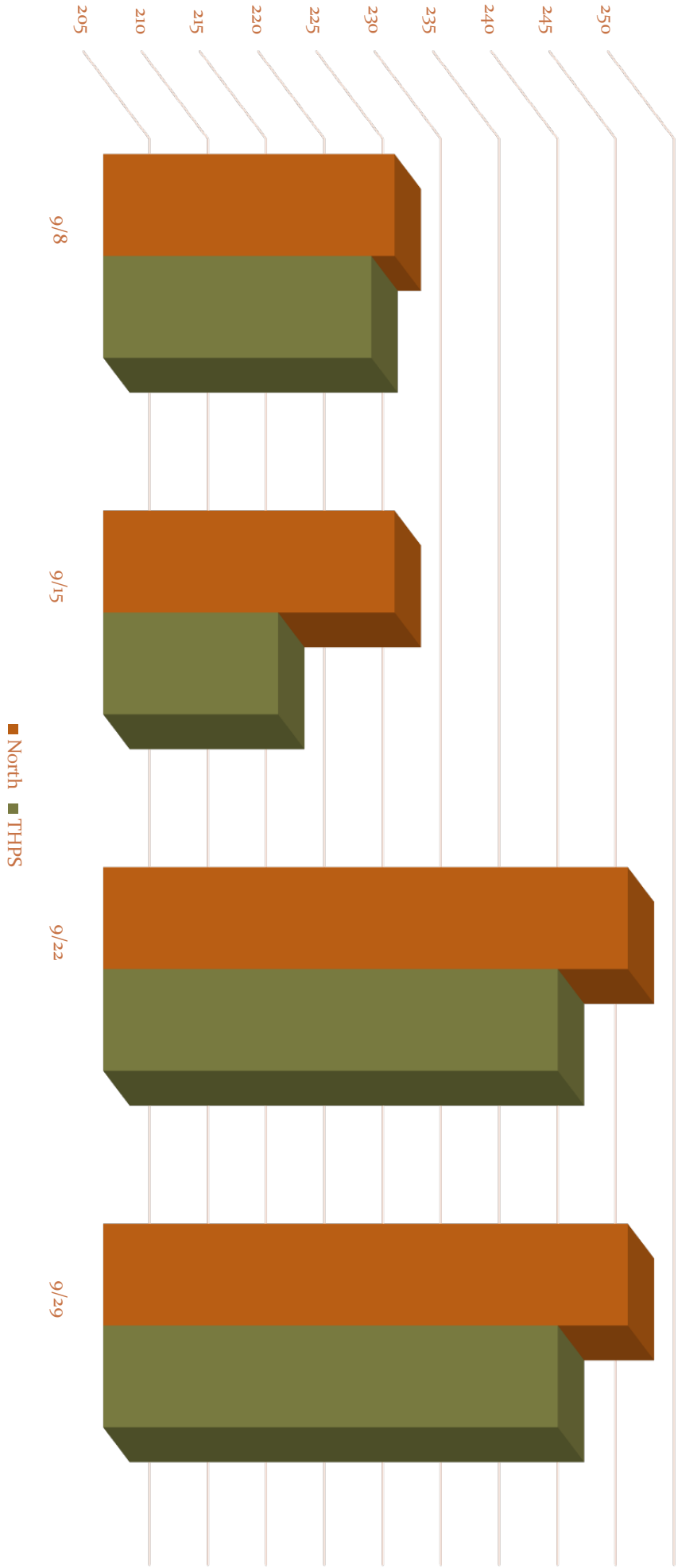
## Computer Use

II Consent Calendar  
Item A  
Attachment 1





Door Counts



\*North door counts estimated

## User Feedback

“Can we go inside, Dad?”

“No, it isn’t open – we’re just here to return our books.”

[door slides open]

“Oh! I guess it is open. Let’s go.”

“Yaaaaa...”

[trailing off as young patrons hurry into the library]

– Overheard Outside THPS

## User Feedback

“Saturday is the day we get stuff done; Sunday we want to go to the library. It’s the only day we can get there.”

– North Branch Library Patron,  
Day 1 Sunday Service

## User Feedback

I'm REALLY excited that I can go get books on Sundays. What a game changer for working families!

– City of Berkeley Staff Member



# Happy, Busy Libraries

Sundays at THPS



II Consent Calendar

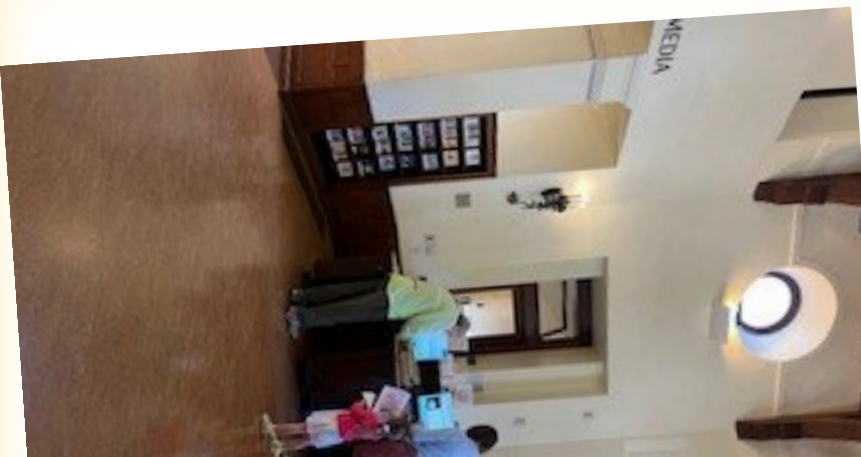
Attachment 1





# Happy, Busy Libraries

Sundays at North



II Consent Calendar  
Item A

Attachment 1

# What's Next?

OPERATE, EVALUATE, ITERATE



# Moving Forward

- Continue to fine-tune operations and schedules
- Work through at least one full schedule rotation (13 weeks)
- Evaluate for effectiveness
- Consider introducing additional services
  - Tool Lending
  - Programming
  - Additional open locations



# Questions?

THANK YOU!

BILL KOLB  
CENTRAL LIBRARY SERVICES MANAGER  
BKOLB@BERKELEYCA.GOV





**CONSENT CALENDAR**

November 6, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 2025 Berkeley Public Library Holiday & Early Closing Schedule

**RECOMMENDATION**

Adopt the resolution approving the 2025 Berkeley Public Library Holiday & Early Closing Schedule.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the preceding year. This schedule will result in the closure of all libraries, including branches.

**CURRENT SITUATION AND ITS EFFECTS**

Union contracts specify recognized holidays for employees in the various represented units of the City of Berkeley. The Library includes employees represented in three different bargaining units with three different contracts. The Board of Library Trustees sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in article 18.1.3 of the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday. The prior SEIU Local 1021 Maintenance & Clerical Chapter Memorandum Agreement added the Juneteenth holiday, and it became a federal holiday in 2021. The Agreement specifies when the holiday should be observed by the City: "Juneteenth National Independence Day - observed on the Monday or Friday, nearest to June 19." The most recent contract for SEIU 1021 Maintenance & Clerical chapter in article 10.1.5 includes Cesar Chavez' Birthday which is to be observed on the last Monday in March of each year.

The Central Library and branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a shortened schedule, closing at 6 PM.

The draft 2025 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

**FUTURE ACTION**

There is a more immediate need to approve upcoming holidays and associated closures in 2025 in anticipation of the new year. There will also be a need to review and revisit the closure schedule once two things have occurred: 1) the City of Berkeley holiday schedule is issued, to confirm the accuracy of the proposed closure dates; and, 2) the SEIU 1021 Community Services Chapter Memorandum

Agreement is ratified and goes into effect. At the time of this writing, this has not yet occurred and this Agreement contains language relating to holidays, as referenced above.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Proposed 2025 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2024 Schedule of Berkeley Public Library Holidays and Early Closings

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

**2025 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE**

WHEREAS, union contracts specify recognized holidays for employees in the various represented units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2025 schedule of holiday closures for the Berkeley Public Library.

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





**Berkeley Public Library**  
***Proposed 2025 Schedule of Holidays & Early Closings***

| <b>Date</b>                       | <b>Holiday</b>             | <b>Closure</b> | <b>Early Closing</b>                        |
|-----------------------------------|----------------------------|----------------|---------------------------------------------|
| 1. January 1, 2025 (Wednesday)    | New Year's Day             | X              |                                             |
| 2. January 20, 2025 (Monday)      | Martin Luther King Jr. Day | X              |                                             |
| 3. February 17, 2025 (Monday)     | President's Day            | X              |                                             |
| 4. May 19, 2025 (Monday)          | Malcolm X Day              | X              |                                             |
| 5. May 26, 2025 (Monday)          | Memorial Day               | X              |                                             |
| 6. June 20, 2025 (Friday)         | Juneteenth Observed        | X              |                                             |
| 7. July 4, 2025 (Friday)          | Independence Day           | X              |                                             |
| 8. September 1, 2025 (Monday)     | Labor Day                  | X              |                                             |
| 9. October 13, 2025 (Monday)      | Indigenous People's Day    | X              |                                             |
| 10. November 11, 2025 (Tuesday)   | Veterans' Day              | X              |                                             |
| 11. November 26, 2025 (Wednesday) | Thanksgiving Eve           |                | All Library locations<br>to close at 6:00pm |
| 12. November 27, 2025 (Thursday)  | Thanksgiving Holiday       | X              |                                             |
| 13. November 28, 2025 (Friday)    | Thanksgiving Holiday       | X              |                                             |
| 14. December 24, 2025 (Wednesday) | Christmas Eve              | X              |                                             |
| 15. December 25, 2025 (Thursday)  | Christmas Day              | X              |                                             |
| 16. December 31, 2025 (Wednesday) | New Year's Eve             |                | All Library locations<br>to close at 6:00pm |

\* Per Union Agreement, the Library usually takes the Christmas Eve holiday in lieu of Lincoln's Birthday.



**Berkeley Public Library**  
***2024 Schedule of Holidays & Early Closings***  
***as approved 2/7/2024***

| <b>Date</b>                       | <b>Holiday</b>             | <b>Closure</b> | <b>Early Closing</b>                     |
|-----------------------------------|----------------------------|----------------|------------------------------------------|
| 1. January 1, 2024 (Monday)       | New Year's Day             | X              |                                          |
| 2. January 15, 2024 (Monday)      | Martin Luther King Jr. Day | X              |                                          |
| 3. February 19, 2024 (Monday)     | President's Day            | X              |                                          |
| 4. May 20, 2024 (Monday)          | Malcolm X Day Observed     | X              |                                          |
| 5. May 27, 2024 (Monday)          | Memorial Day               | X              |                                          |
| 6. June 21, 2024 (Friday)         | Juneteenth                 | X              |                                          |
| 7. July 4, 2024 (Thursday)        | Independence Day           | X              |                                          |
| 8. September 2, 2024 (Monday)     | Labor Day                  | X              |                                          |
| 9. October 14, 2024 (Monday)      | Indigenous People's Day    | X              |                                          |
| 10. November 11, 2024 (Monday)    | Veterans' Day              | X              |                                          |
| 11. November 27, 2024 (Wednesday) | Thanksgiving Eve           |                | All Library locations to close at 6:00pm |
| 12. November 28, 2024 (Thursday)  | Thanksgiving Holiday       | X              |                                          |
| 13. November 29, 2024 (Friday)    | Thanksgiving Holiday       | X              |                                          |
| 14. December 24, 2024 (Tuesday)   | Christmas Eve              | X              |                                          |
| 15. December 25, 2024 (Wednesday) | Christmas Day              | X              |                                          |
| 16. December 31, 2024 (Tuesday)   | New Year's Eve             |                | All Library locations to close at 6:00pm |

\* Per Union Agreement, the Library usually takes the Christmas Eve holiday in lieu of Lincoln's Birthday.







**CONSENT CALENDAR**

November 6, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 22<sup>nd</sup> Annual Authors Dinner Event

**RECOMMENDATION**

Adopt the resolution approving the arrangements in preparation for the 22nd annual Authors Dinner to be held on Sunday, February 23, 2025 at the Central Library.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

For nearly 20 years, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

**CURRENT SITUATION AND ITS EFFECTS**

In the past, the Authors Dinner was usually held on a Saturday, which required the Mystery Room, Historic Lobby, and Reading Room along with several adjoining spaces at the Central Library, to be closed to the public all day Friday plus an early closure of the Library on Saturday afternoon. To minimize disruption to the public, reduce the hours needed for closing, and enable an easier setup for Library staff, event staff, volunteers, and vendors, the Foundation has scheduled the 22nd Annual Authors Dinner for Sunday, February 23, 2025. Last year, the Foundation took this approach and held the event on a Sunday for the first time, and the feedback was largely positive.

The event includes an authors' reception beginning at 5 pm, followed by an auction and dinner program featuring 20+ authors. The Foundation is expecting approximately 250 guests. In preparation for this event, the first of which requires Board approval:

1. Arrange for maintenance staff to be available for set-up efforts and resetting spaces and lights as needed for Central's opening on Monday at 12pm.
2. Arrange for the closure of areas of the second floor (Mystery Room, Historic Lobby, Reading Room, and History Room) on Saturday, February 22, all day, in order to allow for loading into the 2<sup>nd</sup> floor via the historic lobby doors on Saturday during the day. Loading will continue via the 1<sup>st</sup> floor after closing on Saturday.

**FUTURE ACTION**

No future action is required.

CONTACT PERSON

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

Attachments:

1. Resolution

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 24-####

### APPROVAL OF THE ARRANGEMENTS FOR THE 22<sup>nd</sup> ANNUAL AUTHORS DINNER EVENT TO BE HELD ON SUNDAY, FEBRUARY 23, 2025, AT THE CENTRAL LIBRARY

WHEREAS, over the past 20 years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the 22<sup>nd</sup> annual Authors Dinner is scheduled for Sunday, February 23, 2025; and

WHEREAS, in preparation for the event, the closure of the Library must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the Authors Dinner:

1. Arrange for maintenance staff to be available for set-up efforts and resetting spaces and lights as needed for Central's opening on Monday at 12pm.
2. Arrange for the closure of areas of the second floor (Mystery Room, Historic Lobby, Reading Room, and History Room) on Saturday, February 22, all day, in order to allow for loading into the 2<sup>nd</sup> floor via the historic lobby doors on Saturday during the day. Loading will continue via the 1<sup>st</sup> floor after closing on Saturday.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 6, 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**

November 6, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Election of Board President

**INTRODUCTION**

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

**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, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President nominations occurred on October 10, 2024. Trustee Greene was nominated President and Trustee Ami Vice-President, to serve through the time of the next election in October 2025 or until a successor is elected. The voting will take place at the November meeting, as the process was delayed by one month this year.

*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 will commence November 7, 2024.

**FUTURE ACTION**

No future action is needed if the offices are filled at the November meeting.

**CONTACT PERSON**

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

**Attachments:**

1. Resolution
2. Board of Library Trustee Bylaws

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

**ELECTION OF A TRUSTEE TO SIT AS PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Berkeley Municipal Code, Section 3.04.040, Boards, Commissions and Committees - Board of Library Trustees - Organization of Board provides that "The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year."

WHEREAS, the Board of Library Trustees has taken up and considered the office of President.

WHEREAS, for each office, the Board of Library Trustees has taken all nominations "from the floor," including Trustee nominations of other Trustees or of themselves, and has conducted a public, roll call vote on each nomination for such office, taken up in the order in which such nominations were made, until a majority vote for each office has been achieved.

WHEREAS, the outcome of each roll call vote has been announced publicly.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that \_\_\_\_\_ has been duly elected and shall serve as President commencing on November 7, 2024, until the first meeting of the board in November 2025, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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



## **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

## **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.







**ACTION CALENDAR**

November 6, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Election of Board Vice President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate a Trustee to sit as Vice President, for the term commencing November 6, 2024, for a one-year term.

**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 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, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President nominations occurred on October 10, 2024. Trustee Greene was nominated President and Trustee Ami Vice President, to serve through the time of the next election in October 2025 or until a successor is elected. The voting will take place at the November meeting, as the process was delayed by one month this year.

*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 will commence November 7, 2024.

**FUTURE ACTION**

No future action is needed if the offices are filled at the November meeting.

**CONTACT PERSON**

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

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO: 24-####****ELECTION OF A TRUSTEE TO SIT AS VICE PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Berkeley Municipal Code, Section 3.04.040, Boards, Commissions and Committees - Board of Library Trustees - Organization of Board provides that "The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year."

WHEREAS, the Board of Library Trustees has taken up and considered the office of Vice President.

WHEREAS, for each office, the Board of Library Trustees has taken all nominations "from the floor," including Trustee nominations of other Trustees or of themselves, and has conducted a public, roll call vote on each nomination for such office, taken up in the order in which such nominations were made, until a majority vote for each office has been achieved.

WHEREAS, the outcome of each roll call vote has been announced publicly.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that \_\_\_\_\_ has been duly elected and shall serve as Vice President commencing on November 7, 2024, until the first meeting of the board in November 2025, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 6, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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





**INFORMATION REPORTS**

November 6, 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          | On hold                     |
| Communication Program Manager (new) | Administration  | 1          | Recruitment initiated       |
| Library Aide                        | Circulation     | 3.75       | On hold                     |
| Library Assistant                   | Circulation     | 0.75       | On hold                     |
| Librarian I                         | Adult Services  | 0.75       | On hold, pending processing |
| Supervising Librarian (new)         | Tool Library    | 1          | On hold                     |
| Library Assistant (new)             | West            | 1          | On hold                     |
| Tool Lending Specialist (new)       | Tool Library    | 1          | On hold                     |
| 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 9%.

**Indigenous People's Day Outreach**

On October 12, BPL staff participated in an Indigenous People's Day outreach event at Berkeley's Civic Center Park, coordinated by staff member (North) and Land Acknowledgement Committee member Kristina U. Staff interacted with an estimated 250-300 people, gave away almost 250 books by indigenous authors, shared many booklists, flyers, land acknowledgement bookmarks, and event calendars, and issued over 30 new library cards. They reported that a number of people expressed interest in collaborating with the library on future events.

**2024 Public Library Directors Forum**

The 2024 Public Library Directors Forum was hosted in Pasadena for the first time since the COVID pandemic began. This is an annual, in-person event for public library directors across the state of California to meet and explore a variety of topics.

This year participants enjoyed a presentation by Jeremy Hunter, faculty member at Claremont Graduate University's Peter F. Drucker Graduate School of Management. Hunter explored the importance of support for people in positions of leadership, as having adequate support allows leaders to build healthier teams and



engender similar behaviors in those with whom they collaborate. The lecture explored the differences between leading from a position of reactivity, to being able to practice mindfulness and lead from a balanced perspective: what is needed for an individual leader to be able to achieve this? Hunter provided a tool to help one evaluate whether an approach taken to address a concern is likely to achieve the intended result or not, which many found to be very helpful.

This activity is part of the LSTA (Library Services and Technology Act)-funded Networking California Library Resources grant program and was coordinated by the California State Library and the partnering staff at Pacific Library Partnership.



### **California Library Association Conference**

Seven staff members attended the California Library Association Conference that was held in Pasadena, California from October 17 through 19. The theme of the conference was "Balancing Act: Self Care & Shelf Care," and included a lot of valuable content that the staff found to be very informative. Highlights included a presentation by former staff of both the Huntington Beach and Fresno County Library Systems, that experienced changes in collection development policies that represented censorship that were facilitated by their local boards. Staff appreciated a longer session on "Effective Library Leadership Strategies for Reducing Staff Stress and Trauma," as well as a session on co-designing programming and services with community. Staff members Henry and Aimee provided poster sessions relating to how to become a regular book reviewer for library publications and marketing needs and interests respectively.

### **Central Library Lighting Project**

#### **Report submitted by: Alice La Pierre**

she/her/hers

*Building Scientist/Energy Efficiency Project Manager*

*ASHRAE Member/HERS Rater/CBPCA Professional*

City of Berkeley

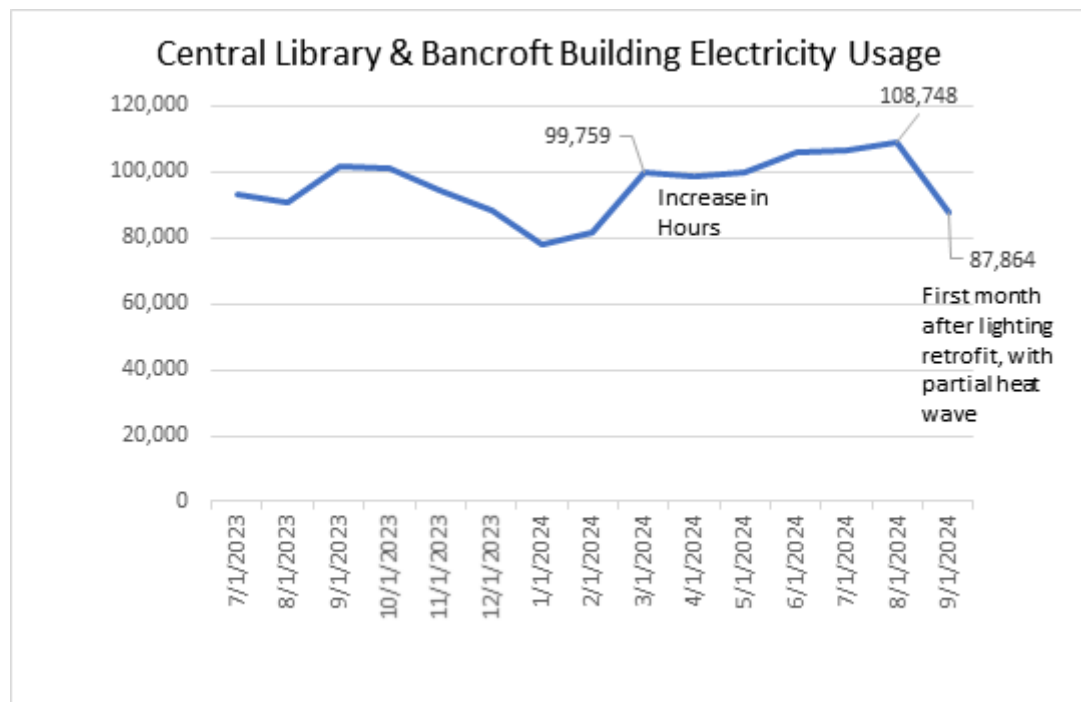
**Included with author's permission**

The Office of Energy & Sustainable Development collaborated with the Libraries to complete a major lighting project at the Central Library, spanning Kittredge and Bancroft streets. Both indoor and outdoor lighting was addressed in all but the 4<sup>th</sup> and 5<sup>th</sup> floors of the Kittredge building.

This project was financed through the PG&E On-Bill Finance loan program, which pays the contractor up front for efficiency projects, and the loan is repaid using the energy cost savings.

The lighting took a month to install. The first electricity bill that was received after the project was complete shows a dramatic drop in energy use, even while the retrofit was not completed until the last day of the month shown, so future bills will capture all the lighting energy reductions.

Even with increased air conditioning due to the start of the heat wave at the end of September, the drop in energy consumption is dramatic.



1. Estimated kWh was 12,500/month
2. Actual kWh savings was **30,000**
3. Estimated cost savings was \$3,900/month.
4. Actual cost savings was **\$5,000**, despite increased AC use.
5. Monthly loan payment is \$3,838.36, so the additional savings will accrue to the Library

The lighting retrofit also provided brighter, cleaner lighting in the stacks, making it easier for patrons to find the books they are looking for.



The Second Phase of lighting will replace older lights on the 4<sup>th</sup> and 5<sup>th</sup> floors of the historic Kittredge building, which should result in additional savings for the Libraries.

#### **2024 Voting Information Presentation for California Library Literacy Services Network**

Eleven learner leaders from library systems including Berkeley Public Library presented on 2024 voting information for the entire CA Library Literacy Services Network, which includes staff, volunteers, and learners from around the state. Three of the presenters are Berkeley READS participants: Faye Combs, Alma Miller, and Yolanda Magallanes. Topics covered included where to access voter information online, different kinds of elections, the importance of voting, registering to vote, reviewing information to support decision-making, and more. The picture below is of Learner Leader Faye at West Branch.



**CONTACT PERSON**

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

