



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

LOCATION

REGULAR MEETING

AGENDA

Tarea Hall Pittman
South Branch
1901 Russell Street

Wednesday, March 5, 2025

6:30 PM

Commission Members:

Beverly Greene, President; Tanir Ami, Vice President; Shoshana O’Keefe, Amy Roth, 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

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. Approve Minutes of the February 5, 2025 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving the February 5, 2025 Regular Meeting Minutes as presented.

B. Contract Amendment: Contract No. 32000087 with Comprise Technologies, Inc. for the provision of a PC Time and Print Management System

From: Alicia Abramson, Library Information Technology Manager

Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute an amendment to Contract No. 32000087 with Comprise Technologies, Inc. for software licensing, hardware maintenance and related services for the Library’s public PC Time and Print Management System, in an incremental, not-to-exceed amount of \$51,733.57 and a total contract not-to-exceed amount of \$169,217.57, and extend the contract end-date to May 31, 2028.

III. ACTION CALENDAR

A. Unclaimed Property and Lost & Found Policy Update

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving the revised Unclaimed Property and Lost & Found Policy.

B. Serving with a Purpose Conference

From: Tess Mayer, Director of Library Services

Recommendation: Discuss the Serving with a Purpose Conference and the possibility of BOLT attendance.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Budget Report (FY25 Q2)- Nneka Gallaread, Administrative and Fiscal Services Manager

B. Tarea Hall Pittman South Branch Report (Oral Report) – Jill Tokutomi, Supervising Librarian

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

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

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

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

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

COMMUNICATION ACCESS INFORMATION:



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

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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 2/26/2025.

//s//

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

**Communications:**

| Date      | Name             | Subject                                                                                   |
|-----------|------------------|-------------------------------------------------------------------------------------------|
| 2/15/2025 | Library Patron   | Library staff - loud and unhappy with each other                                          |
| 2/2/2025  | Virginia Lameda  | Berkeleypubliclibrary.Org's support for Black-owned businesses during Black History Month |
| 1/29/2025 | Melissa Blizzard | Requesting Assistance for Local Library in Falling Waters, WV                             |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Thursday, February 6, 2025**  
**6:30 PM**  
**West Branch - 1125 University Avenue, Berkeley CA 94702**

Board of Library Trustees:  
Beverly Greene, President      Shoshana O'Keefe  
Tanir Ami, Vice President      Amy Roth  
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:** 6:30 PM  
Present: Trustees Ami, Greene, Roth and Villanueva  
Absent: Trustee O'Keefe  
Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Aimee Reeder, Communications Manager; Brit Henry, CivicMakers, Jacqui Rodriguez, Administrative Secretary
- B. Ceremonial Matters:** None
- C. Public Comments:** 0 speakers
- D. Comments from Library Unions:**
1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
  2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  3. Public Employees Union, LOCAL 1 – 0 speakers
- E. Comments from Board of Library Trustees:**
1. Trustee Ami recommends the viewing of the film, "The Librarians."
  2. Trustee Greene compliments the February events calendar.

**II. CONSENT CALENDAR**

**Action:** M/S/C (Trustee Ami/ Trustee Roth) to adopt Resolution No. 25-005 to approve the consent calendar as presented.

**Vote:** Ayes: Trustee Ami, Greene, Roth and Villanueva. Noes: None. Absent: Trustee O'Keefe. Abstentions: None.

**A. Approve Minutes of the January 8, 2025 Regular Meeting**

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

**Recommendation:** Adopt a resolution to approve the minutes of the January 8, 2025, Regular Meeting of the Board of Library Trustees.

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

**Action:** Adopted Resolution No. 25-006 to approve the minutes of January 8, 2025 as submitted.

**B. Accept and Appropriate Grant Funds in Support of Berkeley Public Library Programs**

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

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to accept grant funds in the amount of \$20,918.00.

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

**Action:** Adopted Resolution No. 25-007.

**C. Design Draw Build Contract**

**From:** Henry Bankhead, Deputy Director

**Recommendation:** Adopt a Resolution authorizing the Director of Library Services to execute a contract with Design, Draw, Build for construction services for an amount not to exceed \$650,000 from February 2025 through August 2025.

**Contact:** Henry Bankhead, Deputy Director

**Action:** Adopted Resolution No. 25-008.

**ACTION CALENDAR**

**A. 2025 Regular Meeting Schedule for the Board of Library Trustees**

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

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

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

**Action:** M/S/C (Trustee Villanueva/Trustee Ami) to adopt Resolution No. 25-009 updating the 2025 regular meeting schedule for the Board of Library Trustees, changing the May 7 meeting to May 21 and the July 2 meeting to July 9.

**Vote:** Ayes: Trustee Ami, Greene, Roth and Villanueva. Noes: None. Absent: Trustee O’Keefe. Abstentions: None.

**III. INFORMATION REPORTS**

**A. Technology Road Map (Oral Report)**– Henry Bankhead, Deputy Director of Library Services

**Action:** Received.

**B. Update on Procedures for ICE Requests** – Tess Mayer, Director of Library Services

**Action:** Received.

**C. Monthly Library Director’s Report** - Tess Mayer, Director of Library Services

**Action:** Received.

**IV. AGENDA BUILDING**

The next regular meeting will be held on Wednesday, March 5, 2025, at 6:30 PM. Future meeting topics identified include Tarea Hall Pittman South Branch report, budget and policy updates.

**V. ADJOURNMENT**

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

**Vote:** Ayes: Trustee Ami, Greene, Roth and Villanueva. Noes: None. Absent: Trustee O’Keefe. Abstentions: None.

Adjourned at 8:10 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Wednesday, February 5, 2025 as approved by the Board of Library Trustees.

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

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

Attachments:

- 1. Technology Road Map PowerPoint



# 5-Year Technology Roadmap



## Project Overview

### Purpose:

- Berkeley Public Library sought to develop a 5-Year Technology Roadmap through an **equity-centered learning and engagement process** that took inventory of what currently exists, identified future technology needs, and translated human insights into technical considerations. CivicMakers, a strategic consulting firm specializing in human-centered design in the public sector, was selected through a competitive bid process to lead this effort. The firm brought on technical experts, Middlestate, and Christina Garcia, a Berkeley-based expert in equity and inclusion, to round out the project consultant team.

### Intended Outcomes:

- Recommended changes to technology and approaches to technology uses that defines a technology roadmap as connected to needs derived from staff learning processes.
- Results and insights obtained by the interactive process by which these functional needs were determined.
- A five-year flexible timeline for the staging, sequencing and duration of the phased implementation of the technology roadmap.





## Development Approach

The consultant team conducted a robust, equity-centered engagement process that included one-on-one interviews, focus groups, site visits and outside research over a six-month period to explore to **identify technology challenges and co-create solutions**. With ongoing input and guidance from the Berkeley Public Library Core Team, comprised of staff from various divisions and position levels, the 5-Year Technology Roadmap incorporates both technical and cultural considerations at Berkeley Public Library.



Ryan Clark meets Pema Lhakey during a walkthrough of the Claremont Branch.

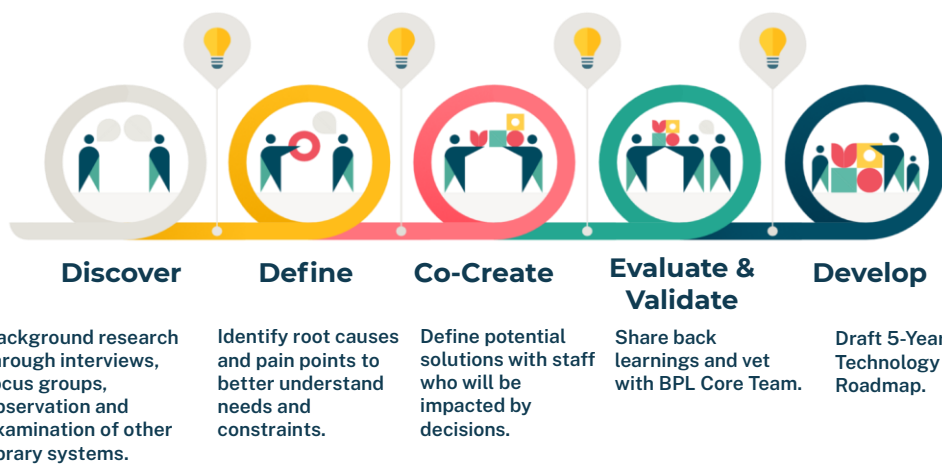


Mecca Freeman illustrates the journey of a book from unboxing and processing all the way to distribution.



Middlestate visits the Automated Materials Handling system at the Berkeley Central Library.

## Development Process







## Output: Design Principles

This process began with co-creating *Design Principles* (see [Design Principles document for reference](#)) in collaboration with the Berkeley Public Library Core Team. The Core Team guided the Technology Roadmap development process by connecting researchers to stakeholders, monitoring project progress, and providing context for collected data.

These principles serve several important functions, providing:

- Guidance and focus
- Consistency across the project
- Efficiency of decision making
- Alignment on long-term vision

| Design Principle  | Description                                                                                                                                                                                                                            | Purpose                                                                                                                                                     |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| People-Centricity | Creating user experiences that are as smooth, easy, and intuitive as possible                                                                                                                                                          | <ul style="list-style-type: none"> <li>• To make technology work for people, not the other way around.</li> </ul>                                           |
| Equity            | Involving and benefiting all stakeholders, especially community members from historically marginalized groups.                                                                                                                         | <ul style="list-style-type: none"> <li>• To ensure that everyone, regardless of background, has access to and can benefit from library services.</li> </ul> |
| Adaptability      | Designing strategies that facilitate ongoing feedback, learning, and adjustment to ensure smooth transitions and sustained organizational agility.<br><br>Recognizing that change is a continual process rather than a one-time event. | <ul style="list-style-type: none"> <li>• To get regular input that can help library technology evolve with changing needs.</li> </ul>                       |
| Supportability    | Advocating for components and systems that can be easily maintained, monitored, and diagnosed.                                                                                                                                         | <ul style="list-style-type: none"> <li>• To make sure the library's technology systems are sustainable and manageable for a long time.</li> </ul>           |





## The Team

### Berkeley Public Library

- Henry Bankhead - Deputy Director
- Alicia Abramson – Manager, Library Information Technology
- John Boggs – Senior Information Systems Specialist
- Rudy Tapia – Circulation Manager
- Jill Tokutomi – Supervising Librarian: THPS
- Bae Smith – Supervising Librarian: Collections
- Coley Mixan – Information Systems Specialist

### Civic Makers - Middlestate

- Brittany Henry
- Judi Brown
- Chris Lezama
- Tom Price
- Ryan Clark
- Christina Garcia



## Output: Key Initiatives

The Berkeley Public Library 5-Year Technology Roadmap outlines a strategic path for advancing technology infrastructure, services, and user experiences to better meet the needs of the community and library staff. These initiatives were sourced and vetted directly through staff engagement activities over a six-month period.

Key Initiatives of the Technology Roadmap include:

- Website & Discovery Layer – (such as Bibliocommons)
- Hardware Updates – (such as AMH and computers)
- Documentation & Tracking
- Communication Tools
- Equity and Access – (such as more translation and assistive technology)
- Integrated Library System





## Roadmap Structure

The 5-Year Technology Roadmap serves as a blueprint for implementing initiatives that uphold the identified design principles principles while addressing the critical needs identified during the development process.

The Roadmap contains the following components

- **Strategic Focus Areas:** Broad themes that address overarching challenges and opportunities (e.g., training, modernization, inclusivity).
- **Key Initiatives:** Cohesive deliverables combining identified activities from internal stakeholders from multiple focus areas to achieve tangible, transformative outcomes and tasks. (e.g. our identified projects).
- **Activities:** The specific tasks, projects, or activities within each focus area that drive progress (e.g., auditing tools, implementing training programs). These activities are organized under specific project groupings

Through a methodical approach — spanning auditing, planning, piloting, and implementing — this roadmap will guide the library in realizing its goals for improved communication, technology adoption, inclusivity, and patron satisfaction.



## Roadmap Structure

### Focus Areas

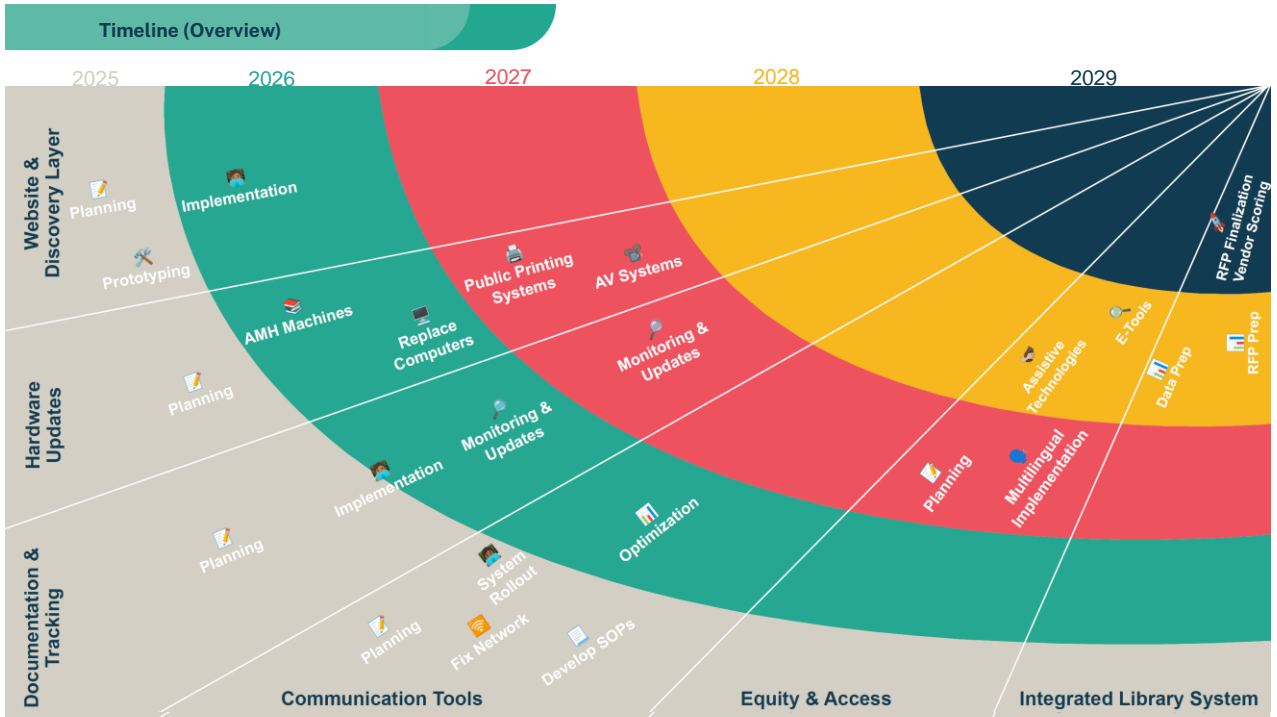
Broad themes surfaced during discovery that staff believe future work should impact

### Key Initiatives

Integrated projects that connect the components into a clearly defined deliverables.

### Activities

Tasks, projects, activities that create progress in a designated Focus Area.



**BERKELEY PUBLIC LIBRARY**

# Go Team!

**civic makers**



**CONSENT CALENDAR**

March, 05, 2025

To: Board of Library Trustees  
From: Alicia Abramson, Library Information Technology Manager  
Subject: Contract Amendment: Contract No. 32000087 with Comprise Technologies, Inc. for the provision of a PC Time and Print Management System

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to execute an amendment to Contract No. 32000087 with Comprise Technologies, Inc. for software licensing, hardware maintenance and related services for the Library’s public PC Time and Print Management System, in an incremental, not-to-exceed amount of \$51,733.57 and a total contract not-to-exceed amount of \$169,217.57, and to extend the contract end-date to May 31, 2028.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding is available in Library Tax account 101-22-242-271-0000-000-463-613130.

| <b>Contract Value</b> | <b>Description</b>                        |
|-----------------------|-------------------------------------------|
| \$117,484.00          | Previous not-to-exceed value              |
| \$51,733.57           | Incremental not-to-exceed amount          |
| <b>\$169,217.57</b>   | <b>Total Contract Not-to-Exceed Value</b> |

**CURRENT SITUATION AND ITS EFFECTS**

The Library currently provides over 120 public use desktop and laptop computers across all 5 Library locations. An essential component of this service is a PC Time and Print management system which provides the public with a way to make online reservations to use the Library’s public PCs and for staff to assist them with those reservations, including rescheduling reservations and adding time to reservations if PC demand allows it. In addition, the system manages users’ print jobs by sending them to the selected printer, ensuring only authorized users are granted access to those print jobs.

The Library currently contracts with Comprise Technologies, Inc. for a PC Time and Print Management System that includes software licensing, printer release kiosk hardware, professional services product support, hardware and software maintenance and related services.

**BACKGROUND**

The selection of the current PC Time and Print Management system, provided by Comprise Technologies, Inc., was based on a competitive Request for Proposals process in which Library staff compared different vendors’ solutions on the market based on costs, quality of products offered, and customer service practices with the goal of identifying the optimal service options to capitalize upon the most up-to-date technology for public library services. Request for Proposals (RFP) Specification No. 19-11276-C “For Public PC Time and Print Management System for the Berkeley Public Library” was issued in October of 2018 and among three

**BERKELEY PUBLIC LIBRARY  
CONSENT OR ACTION CALENDAR REPORT**

Contract Amendment: Contract No. 32000087 with Comprise Technologies, Inc. for the provision of a PC Time and Print Management System **Page 2**

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competing systems, the proposed system offered by Comprise Technologies, Inc., was selected by a Library staff committee as the best overall fit and value for Berkeley Public Library's PC Time Management and Print Management solution.

Based on the results of the RFP process, by Resolution 19-033, the Board of Library Trustees authorized the Director of Library Services to enter a contract with Comprise Technologies, Inc., for software licensing, printer release kiosk hardware, support and maintenance, and related services for a PC Time and Print Management System for Berkeley Public Library, for an amount not to exceed \$117,184 from August 1, 2019, through June 30, 2024. In May 2024, the Library exercised its option to extend the contract to March 31, 2025.

To date, Comprise Technologies, Inc. has met its contractual obligations.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, Library, 510-981-6131

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 25-####**

**Contract Amendment: Contract No. 32000087 with Comprise Technologies, Inc. for the provision of a PC Time and Print Management System**

WHEREAS, the Berkeley Public Library operates a PC Time Management System that is essential to managing the Library's 130 public access computers; and

WHEREAS, The Library currently contracts with Comprise Technologies, Inc. for a PC Time and Print Management System that includes software licensing, printer release kiosk hardware, professional services product support, hardware and software maintenance and related services; and

WHEREAS, the selection of process, was based on a competitive Request for Proposals process in which Library staff compared different vendors' solutions on the market based on costs, quality of products offered, and customer service practices with the goal of identifying the optimal vendor for these requirements; and

WHEREAS, Request for Proposals (RFP) Specification No. 19-11276-C "For Public PC Time and Print Management System for the Berkeley Public Library" was issued in October of 2018 and among three competing systems, the proposed system offered by Comprise Technologies, Inc., was selected by a Library staff committee as the best overall fit and value for Berkeley Public Library's PC Time Management and Print Management solution; and

WHEREAS, based on the results of the RFP process, by Resolution 19-033, the Board of Library Trustees authorized the Director of Library Services to enter a contract with Comprise Technologies, Inc., for software licensing, printer release kiosk hardware, support and maintenance, and related services for a PC Time and Print Management System for Berkeley Public Library, for an amount not to exceed \$117,184 from August 1, 2019, through June 30, 2024; and

WHEREAS, in May 2024 the Library exercised its option to extend the contract to March 31, 2025; and

WHEREAS, to date, Comprise Technologies, Inc. has met its contractual obligations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute an amendment to Contract No. 32000087 with Comprise Technologies, Inc. for software licensing, hardware maintenance and related services for the Library's public PC Time and Print Management System, in an incremental, not-to-exceed amount of \$51,733.57 and a total contract not-to-exceed amount of \$169,217.57 and to extend the contract end-date to May 31, 2028.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, March 5, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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







**ACTION CALENDAR**

March 5, 2025

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Unclaimed Property and Lost & Found Policy Update

**RECOMMENDATION**

Approve a resolution adopting the revised Unclaimed Property and Lost & Found Policy.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

Due to the heavy use of Berkeley Public Library facilities by the general public, in the course of daily business it is a common occurrence that items lost by Library patrons will be turned in to staff at a service desk. The Library is not responsible for personal items left in the library by customers. When an item is left in the library by a customer, staff have made reasonable attempts to contact the owner when possible. Uniform procedures regarding retention and disposal are necessary so that Library staff have adequate guidance when lost and found items are in the possession of a particular Library location, and when items of value are left unclaimed in Library facilities.

Prior to the establishment of a Library policy addressing these concerns in 2009, each location had developed its own local practice of retaining and disposing of this unclaimed property.

In 2017, the City of Berkeley issued an Administrative Regulation (AR) entitled "Temporary Storage of Unattended Property" (10.1). The AR addresses some of the same content that the Library's policy covers, in addition to other areas.

**CURRENT SITUATION AND ITS EFFECTS**

AR 10.1 states that "Unattended Property that is removed by City staff shall be held in safe-keeping for 14 days, unless it appears from visual observation to have a resale value of \$100 or more, in which case it shall be held for 90 days."

The Library's policy states that: "Most unclaimed property will be retained in a secure location at the Library for a minimum of 90 days. Items that are not claimed after 90 days will be disposed of... Any item with an estimated value in excess of \$100 will be logged by date and time found and description, retained in a secure location for 10 days, and if unclaimed, transferred to the Berkeley Police Department as found property."

Given the significant difference in the time periods for which items deemed valuing less than \$100 will be held in either policy statement, it is necessary to edit the Library's policy to make it consistent with AR 10.1.

For this reason, the attached changes are recommended.

FUTURE ACTION

When adopted by the Board, the revised policy will be posted on the Internet and will be made available to all Library staff.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Proposed Unclaimed Property and Lost & Found Policy (showing revisions)
3. Proposed Unclaimed Property and Lost & Found Policy
4. Current Unclaimed Property and Lost & Found Policy (2009)
5. City of Berkeley A.R. Number 10.1 – Temporary Storage of Unattended Property

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 25-####**

WHEREAS, due to the heavy use of Berkeley Public Library facilities by the general public, it is a common occurrence that items lost by Library patrons will be turned in to staff at a service desk; and

WHEREAS, uniform procedures regarding retention and disposal are necessary so that Library staff have guidance when lost and found items are in the possession of a particular Library location, and when items of value are left unclaimed in Library facilities; and

WHEREAS, the Library's Unclaimed Property and Lost and Found Policy is dated 2009; and

WHEREAS, the Library's Lost and Found Policy should uphold Berkeley Administrative Regulation 10.1 published in 2017; and

WHEREAS, Library staff has reviewed and recommended the revisions attached in this report.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt the revised Unclaimed Property and Lost & Found Policy as presented effective March 5, 2025.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 5, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Green, President

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



**BERKELEY PUBLIC LIBRARY  
POLICIES**

A.R. Number: 10.20  
ORIGINAL DATE: 09/09/09  
BOLT Resolution #: R09-81  
REVISED DATE: 03/05/25  
PAGE: 1 of 1

**SUBJECT: Unclaimed Property And  
Lost & Found Policy**

**I. PURPOSE**

The purpose of this Administrative Regulation is to establish policies and procedures for the retention and disposal of unclaimed lost and found items in the Library.

**II. POLICY**

The Library is not responsible for the security of any personal items brought in to the Library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times.

The Supervising Librarian for each of the four branch locations, and the Circulation Services Manager at the Central Branch, shall be the primary contacts for inquiries regarding lost and abandoned property found in the Library. Upon discovery of lost property, Library staff should first attempt to contact the owner when there is a name, telephone number, or address associated with the property. Property found by Library staff or turned over to staff by a patron should be promptly brought to the attention of the Supervising Librarian, Supervising Library Assistant, Circulation Supervisor, or Circulation Services Manager to be placed in a secure location.

Most unclaimed property will be retained in a secure location at the Library for ~~a minimum of 90~~14 days. Items that are not claimed after ~~90~~14 days will be disposed of. Means of disposal may include recycling or donation to nonprofit, charitable, or official Library support organizations. Any item with an estimated value in excess of \$100 will be logged by date and time found and description, retained in a secure location for ~~10~~14 days, and if unclaimed, transferred to the Berkeley Police Department as found property. The Berkeley Police Department will retain the property to be claimed, and if unclaimed after 90 days, will eventually auction ~~it or dispose of it in the manner indicated above.~~

Hazardous or perishable items will be disposed of immediately.

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



**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Unclaimed Property And  
Lost & Found Policy**

|                    |          |
|--------------------|----------|
| A.R. Number:       | 10.20    |
| ORIGINAL DATE:     | 09/09/09 |
| BOLT Resolution #: | 09-81    |
| REVISED DATE:      | 03/05/25 |
| BOLT Resolution #: | 25-012   |
| PAGE:              | 1 of 1   |

**I. PURPOSE**

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The Library is not responsible for the security of any personal items brought in to the Library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times.

The Supervising Librarian for each of the four branch locations, and the Circulation Services Manager at the Central Branch, shall be the primary contacts for inquiries regarding lost and abandoned property found in the Library. Upon discovery of lost property, Library staff should first attempt to contact the owner when there is a name, telephone number, or address associated with the property. Property found by Library staff or turned over to staff by a patron should be promptly brought to the attention of the Supervising Librarian, Supervising Library Assistant, Circulation Supervisor, or Circulation Services Manager to be placed in a secure location.

Most unclaimed property will be retained in a secure location at the Library for 14 days. Items that are not claimed after 14 days will be disposed of. Means of disposal may include recycling or donation to nonprofit, charitable, or official Library support organizations. Any item with an estimated value in excess of \$100 will be logged by date and time found and description, retained in a secure location for 14 days, and if unclaimed, transferred to the Berkeley Police Department as found property. The Berkeley Police Department will retain the property to be claimed, and if unclaimed after 90 days, will eventually auction or dispose of it in the manner indicated above.

Hazardous or perishable items will be disposed of immediately.

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





|                     |              |
|---------------------|--------------|
| <b>A.R. Number:</b> | <b>10.20</b> |
| ORIGINAL DATE:      | 09/09/09     |
| BOLT Resolution #:  | 09-81        |
| REVISED DATE:       |              |
| PAGE:               | 1            |

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

**SUBJECT: UNCLAIMED PROPERTY AND LOST & FOUND POLICY**

**I. PURPOSE**

The purpose of this Administrative Regulation is to establish policies and procedures for the retention and disposal of unclaimed lost and found items in the Library.

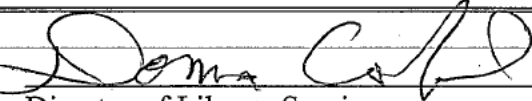
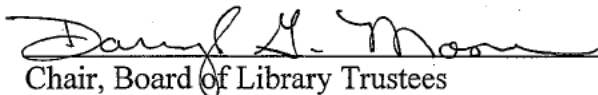
**II. POLICY**

The Library is not responsible for the security of any personal items brought in to the Library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times.

The Supervising Librarian for each of the four branch locations, and the Circulation Services Manager at the Central Branch, shall be the primary contacts for inquiries regarding lost and abandoned property found in the Library. Upon discovery of lost property, Library staff should first attempt to contact the owner when there is a name, telephone number, or address associated with the property. Property found by Library staff or turned over to staff by a patron should be promptly brought to the attention of the Supervising Librarian or Circulation Services Manager to be placed in a secure location.

Most unclaimed property will be retained in a secure location at the Library for a minimum of 90 days. Items that are not claimed after 90 days will be disposed of. Means of disposal may include recycling or donation to nonprofit, charitable, or official Library support organizations. Any item with an estimated value in excess of \$100 will be logged by date and time found and description, retained in a secure location for 10 days, and if unclaimed, transferred to the Berkeley Police Department as found property. The Berkeley Police Department will retain the property, and if unclaimed after 90 days, will eventually auction it.

Hazardous or perishable items will be disposed of immediately.

|              |                                                                                      |            |
|--------------|--------------------------------------------------------------------------------------|------------|
| Reviewed by: |  | 10-14-09   |
|              | Director of Library Services                                                         | Date       |
| Approved by: |  | 10-14-2009 |
|              | Chair, Board of Library Trustees                                                     | Date       |



# CITY OF BERKELEY

## ADMINISTRATIVE REGULATIONS

### **SUBJECT: Temporary Storage of Unattended Property**

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#### **PURPOSE**

The purpose of this Administrative Regulation is to outline the policy and procedures for properly securing Unattended Property, in order to support the health and safety of our community, in compliance with all legal requirements.

#### **POLICY**

Unattended Property is defined as tangible personal property that has been left on City property or the public right of way ("Public Space") with no person claiming or asserting ownership, or that needs to be stored as the result of a law enforcement action or a medical situation.

Property includes but is not limited to:

- Identification
- Photos / photo albums
- Tents, sleeping bags, bedding (which is deemed to be in serviceable condition)
- Luggage, backpacks, purses
- Clothing
- Documents (together in a packet bound or secured in some way)
- Jewelry
- Medication
- Eyewear
- Electronic equipment
- Tools
- Bicycles and other non-motorized methods of transportation which are in working order

Unattended Property that is removed by City staff shall be held in safe-keeping for 14 days, unless it appears from visual observation to have a resale value of \$100 or more, in which case it shall be held for 90 days. Items that are usable for shelter, such as tents, tarps and sleeping bags, shall be retained for a minimum of 45 days regardless of apparent value.

Unattended Property that is clearly refuse or garbage may be disposed of immediately. Items shall be secured in a locked, covered, storage container located at the Corporation Yard at 1326 Allston Way. The storage container shall be accessible by City Staff only.

#### **PROCEDURE**

1. Berkeley Police Department (981-5911) shall respond to calls from City Staff to provide assistance to City Staff who need law enforcement support when picking up and transporting Unattended Property.

2. City staff shall remove Unattended Property from Public Space as found as part of routine duties, in response to complaints, or as directed by the Berkeley Police Department. Occupied/attended encampments will be given a reasonable time to remove their property, as determined by the Berkeley Police Department.
3. City Staff shall photograph Unattended Property before it is removed, regardless of whether it is going to be disposed of or stored.

When removing property from Public Space, City Staff shall utilize a *Property Inventory Form (Inventory Form)* to record the date the Unattended Property was removed and the location from which it was removed. The Unattended Property shall be inventoried either as individual items or by the quantity of bags removed. Any items of value (including but not limited to jewelry, electronics, medical or dental equipment) shall be inventoried. The *Inventory Form* shall note whether each piece of inventoried Unattended Property removed from a given site is to be transported for storage or disposed of. A copy of this form shall be maintained by Corporation Yard staff.

Unattended Property that has been removed shall be kept in clear bags and bins. Each bag or bin shall be affixed with a copy of the *Inventory Form*, which displays the date and the location from which the Unattended Property was removed.

At the expiration of the requisite storage time, unclaimed property shall be disposed of; the date of disposal shall be noted on the corresponding *Inventory Form* and submitted to Corporation Yard staff.

City staff shall not store any of the following items as they are unsafe for storage or considered to be trash:

- Soiled or moldy items
- Loose or scattered papers
- Wet or damp clothing, bedding or sleeping bags if storing it would cause it to mold
- Perishable food or personal products that will spoil in storage
- Personal hygiene products such as toothbrushes, hair brushes
- Bike carcasses
- Mattresses, futons, furniture
- Shopping Carts\*
- Broken or disassembled items or those stripped of parts (i.e. flat tires, electronics, torn up clothes)
- Weapons – weapons will be turned over to Berkeley Police Department
- Any item that may attract rodents or insects (containers for recycling or food storage)
- Hazardous or Explosive items such as gasoline cans, propane tanks, batteries

\*Shopping carts with their contents shall not be stored in their entirety. Shopping carts will be returned to identified stores and/or the stores will be notified to retrieve them when possible. City Staff shall not remove the contents of shopping carts, unless there are items which can be easily identified as personal belongings and which meet the criteria for storage. These items shall be stored, and items which do not meet the criteria for storage shall be disposed. The *Inventory Form* shall be noted accordingly.

**To Retrieve Stored Property:**

Citizens wishing to reclaim their property shall contact 311 Customer Service Center. 311 shall in turn transfer the caller to the appropriate City Department, Parks or Public Works, based upon the location from which the property was removed, between the hours of 8:00 a.m. and 4:00 p.m. Monday – Friday, excluding holidays.

City Staff shall verify the date, time, location from which the requestor reports the property was picked up by the City, and the description of the property, against the *Inventory Forms*, to determine whether the property is in storage.

If the property is determined to be in storage, an appointment to reclaim the property from storage shall be scheduled between the appropriate City staff and the caller/requestor, for retrieval between the hours of 9:30 a.m. and 2:30 p.m. Monday – Friday, excluding holidays.

At the appointed date/time, the requestor shall come to the City’s Corporation Yard, Bldg A lobby area. The individual shall identify him/her self and provide the date and location from which the property was picked up, along with a description of the property. The requestor shall wait at the Corporation Yard while designated City Staff retrieves the identified property from the storage unit and transports it to the parking lot. The requestor will be required to sign the *Inventory Form* and a copy of which will be maintained by Corporation Yard staff.

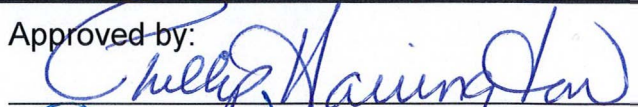
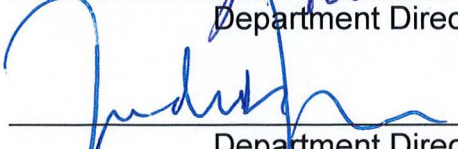
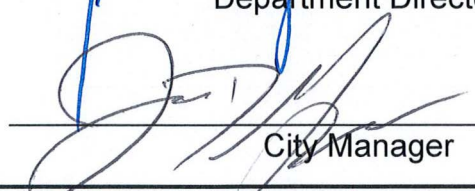
If an advocate for the requestor is retrieving the items, he/she shall be required to provide to City Staff a completed *Declaration of Authorization to Take Custody of Property* and sign the *Inventory Form* upon receipt of the property.

**To File a Complaint:**

Persons having complaints about the City’s process for managing Unattended Property may submit their concerns to the Online Service Center <http://www.cityofberkeley.info/onlineservicecenter/>, and the complaint will be reviewed by designated City Staff accordingly.

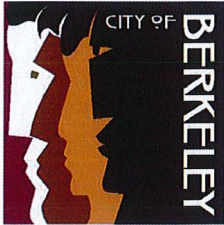
**To File a Claim:**

Persons wishing to file a claim shall be directed to complete the claim form which can be found - [http://www.cityofberkeley.info/Attorney/Home/Claim\\_Form.aspx](http://www.cityofberkeley.info/Attorney/Home/Claim_Form.aspx)

|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>RESPONSIBLE DEPARTMENT:</b><br/>Public Works, Parks Recreation and Waterfront</p> <p><b>TO BE REVISED:</b><br/>As needed</p> | <p>Approved by:</p> <p><br/>Department Director</p> <p><br/>Department Director</p> <p><br/>City Manager</p> |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

APPENDICES

APPENDIX 1: PROPERTY INVENTORY FORM



Public Works Department  
Parks, Recreation & Waterfront

## PROPERTY INVENTORY FORM

INVENTORY ID NUMBER: \_\_\_\_\_

LAGAN CASE #: \_\_\_\_\_

DATE PICKED UP: \_\_\_\_\_

TIME PICKED UP: \_\_\_\_\_

PICK UP LOCATION/ADDRESS: \_\_\_\_\_

HOLD FOR 14 DAYS: Property which appears to be personal possessions of **less** than \$100 resale value.

HOLD FOR 45 DAYS: Property which is usable for shelter.

HOLD FOR 90 DAYS: Property which appears to be personal possessions of **more** than \$100 resale value.

DISCARDED: Property which appears to have been abandoned, illegally dumped or does not meet the storage requirements.

EMPLOYEE # (S): \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DESCRIPTION of UNATTENDED PROPERTY (itemized with estimated value):

Original provided to Public Works/Parks Operations Support

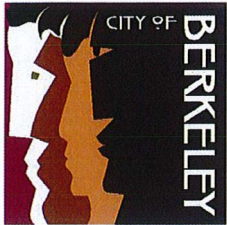
RETRIEVED: DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT INFO: \_\_\_\_\_

DISPOSED: DATE: \_\_\_\_\_ BY EMPLOYEE # (S): \_\_\_\_\_

Copy provided to Public Works/Parks Operations Support

APPENDIX 2



**DECLARATION OF AUTHORIZATION TO TAKE CUSTODY OF  
UNATTENDED PROPERTY**

I, \_\_\_\_\_, declare:

1. Each of the persons whose signature appears on the attachment to this declaration has stated to me that he or she is the owner of personal property described on the attachment, and that said personal property was removed by the City of Berkeley from public property and is now in the possession of the City of Berkeley.

2. I have informed each of the persons whose signature appears below that I am willing to take custody of said personal property from the City of Berkeley in order to return it to them.

3. I have been authorized by each of the persons whose signature appears below to do so.

I declare under penalty of perjury that the foregoing is true and correct. Executed in Berkeley, California, on \_\_\_\_\_, 20\_\_\_\_.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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APPENDIX 3

**ATTACHMENT TO DECLARATION OF AUTHORIZATION  
TO TAKE CUSTODY OF UNATTENDED PROPERTY**

1. Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Property description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location Property Removed From: \_\_\_\_\_

\_\_\_\_\_

Storage Start Date : \_\_\_\_\_, \_\_\_\_\_

2. Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Property description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location Property Removed From: \_\_\_\_\_

\_\_\_\_\_

Storage Start Date : \_\_\_\_\_, \_\_\_\_\_

---

3. Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Property description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location Property Removed From: \_\_\_\_\_

\_\_\_\_\_

Storage Start Date : \_\_\_\_\_, \_\_\_\_\_

4. Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Property description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location Property Removed From: \_\_\_\_\_

\_\_\_\_\_

Storage Start Date : \_\_\_\_\_, \_\_\_\_\_



**ACTION CALENDAR**

March 5, 2025

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Serving with a Purpose Conference 2025

**RECOMMENDATION**

Discuss the Serving with a Purpose Conference and the possibility of BOLT attendance.

**FISCAL IMPACTS OF RECOMMENDATION**

Conference tickets are currently \$103.22 at an early bird rate through March 15, 2025. The conference is located in Ontario, California, and would also involve travel expenses.

**BACKGROUND**

The [Serving with a Purpose Conference](#) has been held in California since 2012 and is a conference designed exclusively for library advocates and board members and the staff that support them. The mission is to provide relevant training, resources and inspiration to the board members of Friends of the Library, Foundations and Library Trustees and Commissioners.

**CURRENT SITUATION AND ITS EFFECTS**

The early bird registration for the 2025 conference has opened, and is available here:

[www.serving2025.eventbrite.com](http://www.serving2025.eventbrite.com)

The Conference will feature speakers, in addition to breakout discussion sessions:

Keynote Speaker: Geoffrey L. Cohen

Cohen is a Professor of Psychology and the James G. March Professor of Organizational Studies in Education and Business at Stanford University. He is a social psychologist by training and received his PHD at Stanford and his BA at Cornell. In his book *Belonging: The Science of Creating Connection and Bridging Divides*, Stanford University professor Geoffrey L. Cohen applies his and others' groundbreaking research to the myriad problems of communal existence and offers concrete solutions for improving daily life at work, in school, in our homes, and in our communities.

The theme for the 2025 conference is United in Purpose: Cultivating Belonging, Trust, and a Shared Vision.

The Conference will take place on Thursday, May 15, 2025, from 8:30 am - 4:00 pm.

The early bird ticket price is \$103.22 through March 15, plus additional travel expenses. There is a host hotel with a special rate that includes breakfast: \$149 for one King and \$159 for two Queen. The last day to reserve a room is April 23.

**FUTURE ACTIONS CONSIDERED**

Determine whether/how to coordinate registration.

CONTACT PERSON

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



**INFORMATION REPORTS**

March 5, 2025

To: Board of Library Trustees  
 From: Nneka Gallaread, Administrative and Fiscal Services Manager  
 Subject: Fiscal Year to Date 2025 – 2<sup>nd</sup> Quarter YTD Budget Report

**INTRODUCTION**

Library fiscal year 2025 results at end of 2<sup>nd</sup> Quarter by Fund are as follows:

| Fund                   | Revenue    |                | Expenditures (Excluding Encumbrances) |                |
|------------------------|------------|----------------|---------------------------------------|----------------|
|                        | Actual 2Q  | Year over Year | Actual 2Q                             | Year over Year |
| Library Tax (101)      | 13,677,690 | 6.2%           | 12,059,159                            | 4.9%           |
| Capital Projects (102) | 5,000,000  | -              | 0                                     | -              |
| Grants (103)           | 78,416     | -10.3%         | 48,112                                | 2.8%           |
| Friends & Gifts (104)  | 125,550    | 50.3%          | 56,023                                | -18.0%         |
| Foundation (105)       | 0          | -100.0%        | 40,485                                | -64.6%         |

**BACKGROUND**

The Fiscal Year 2025 and 2026 biennial budget was adopted by the Board of Library Trustees on May 1, 2024 via approval of Resolution No.: 24-077.

**CURRENT SITUATION AND ITS EFFECTS**

***LIBRARY TAX FUND (101)***

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the second quarter, revenues at \$13,677,690 increased by 6.2%. Second quarter year-to-date revenue from library tax receipts ended up year-over at \$795,093.

Library Tax Fund expenditures excluding encumbrances for period was \$12,059,156, climb of 4.9% from the prior year period, an increase of \$566,334. In comparison to the prior fiscal year period, second quarter combined salary and wage costs were up by 19.7%. Excluding encumbrances, non-labor year-over costs fell \$430,960 to \$6,335,083. The Library is tracking to anticipated budgeted expenditures at 52.7% of the revised budget expended at the mid-year point. (see attachment 2).

***CAPITAL PROJECTS (102)***

The Capital Projects fund was a dormant fund that was repurposed to properly show all capital improvements for the Berkeley Public Library System, including both physical plant as well as larger-scale technology projects. BOLT approved an initial transfer from the fund balance of the Tax Fund (101) for \$5 million dollars. We have planned to spend this over fiscal years 25 and 26. As described in more detail during the January BOLT meeting, there are projects that have been prioritized for FYs 25 and 26 including: initiating work on the Central Library air conditioner replacement, construction and remodeling of the Children’s Story room on the 4<sup>th</sup> Floor of the Central Library, compact LED lighting retrofitting in the Central Library, repairs on the South and West solar panels, Central Library Fire Alarm Panel renovation, updating the Central Library Building Maintenance System, and repairing the roof of the Central Library. Technology projects include the introduction of a Discovery Layer on the Library’s website.

*GRANTS FUND (103)*

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

At the end of the second quarter, revenues at \$78,416 decreased by 10.3% and expenditures at \$48,112 increased by 2.8%.

*FRIENDS & GIFTS FUND (104)*

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

The Fund’s second quarter receipts were comprised of \$125,550 from Friends; representing two installments of the FY 2025 award. Expenditures at \$56,023 decreased on a year-over basis by 18%. The Friends funding supports programs for all ages, and sustains the Summer Reading and the BPL Racial Justice Advisory Group Staff Reads program that invites all staff to read and discuss the same book.

*FOUNDATION FUND (105)*

This Fund captures all funding support received either directly from the Berkeley Public Library Foundation or passed through the Foundation. During the second quarter, revenue of \$0 decreased on a year-over basis by 100% with expenditures of \$40,485 for current open approved funding supported Library programs, decrease on a year-over basis by 64.6%.

SUMMARY OF OPERATIONS EXPENSES

Library expenditures have continued to be on a rise since the height of the pandemic, with vacancy rates down to 7% and expanded program offerings to the community. Overall expenditures increased by \$481,300 or 4.1% to \$12,203,780 for the second quarter.

CONTACT PERSON

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

Attachments:

1. 2Q-FYTD 2025 Revenues by Fund
2. 2Q-FYTD 2025 Expenditures by Fund
3. 2Q-FYTD 2024 Revenue Breakdown Tax Fund
4. 2Q-FYTD 2025 Expenditure Breakdown Tax Fund





## 2Q-FYTD 2025 REVENUES BY FUND

| BERKELEY PUBLIC LIBRARY : REVENUES DEC FY25 |                        |                   |                   |                      |                  |               |                |           |                   | 6            |  | 50.0% |  |
|---------------------------------------------|------------------------|-------------------|-------------------|----------------------|------------------|---------------|----------------|-----------|-------------------|--------------|--|-------|--|
| Berkeley Public Library + CoB               |                        |                   |                   |                      |                  |               |                |           |                   | YTD FY25     |  |       |  |
| Elmnt-Object                                | Description            | Bdgt ORG FY25     | Bdgt RVSD FY25    | Actuals Lib Dscr 101 | Capital 102      | Grants 103    | Fmrd/Gift 104  | Fndth 105 | Actual FY25       | % RVSD Rcvd  |  |       |  |
| 412110                                      | Special Assessment T   | 25,905,893        | 25,905,893        | 13,655,606           | 0                | 0             | 0              | 0         | 13,655,606        | 52.7%        |  |       |  |
| 432110                                      | Operating Grants - S   | 68,420            | 68,420            | 0                    | 0                | 78,416        | 0              | 0         | 78,416            | 114.6%       |  |       |  |
| 443220                                      | Refuse - Residential   | 0                 | 0                 | 0                    | 0                | 0             | 0              | 0         | 0                 | 0.0%         |  |       |  |
| 451310                                      | Library Fines          | 40,000            | 40,000            | 6,455                | 0                | 0             | 0              | 0         | 6,455             | 16.1%        |  |       |  |
| 461230                                      | Rentals - Oth Short    | 0                 | 0                 | 0                    | 0                | 0             | 0              | 0         | 0                 | 0.0%         |  |       |  |
| 471110                                      | Interest - Investments | 0                 | 0                 | 0                    | 0                | 0             | 8,884          | 0         | 8,884             | 0.0%         |  |       |  |
| 481110                                      | Misc Rev - Donations   | 250,000           | 250,000           | 100                  | 0                | 0             | 116,666        | 0         | 116,766           | 46.7%        |  |       |  |
| 483110                                      | Misc Rev - Over/Short  | 0                 | 0                 | 0                    | 0                | 0             | 0              | 0         | 0                 | 0.0%         |  |       |  |
| 483990                                      | Misc Rev - Other       | 32,000            | 32,000            | 15,529               | 0                | 0             | 0              | 0         | 15,529            | 48.5%        |  |       |  |
| 493110                                      | Gain/Loss on Sale      | 0                 | 0                 | 0                    | 0                | 0             | 0              | 0         | 0                 | 0.0%         |  |       |  |
| 491011                                      | Xfr fr 011             | 5,000,000         | 5,000,000         | 0                    | 0                | 0             | 0              | 0         | 0                 | 0.0%         |  |       |  |
| 491101                                      | Xfr In fr 101          | 0                 | 0                 | 0                    | 5,000,000        | 0             | 0              | 0         | 5,000,000         | 0.0%         |  |       |  |
| 491102                                      | Xfr Out fr 102         | 0                 | 0                 | 0                    | 0                | 0             | 0              | 0         | 0                 | 0.0%         |  |       |  |
| <b>Berkeley Public Library + CoB</b>        |                        | <b>31,296,313</b> | <b>31,296,313</b> | <b>13,677,690</b>    | <b>5,000,000</b> | <b>78,416</b> | <b>125,550</b> | <b>0</b>  | <b>18,881,656</b> | <b>60.3%</b> |  |       |  |



2Q-FYTD 2025 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY25 |                                      |                   |                   |                      |          |               |          |          |          |                  |              |              |
|-------------------------------------------------|--------------------------------------|-------------------|-------------------|----------------------|----------|---------------|----------|----------|----------|------------------|--------------|--------------|
| Berkeley Public Library + CoB                   |                                      |                   |                   |                      |          |               |          |          |          |                  |              |              |
| Elmnt-Object                                    | Description                          | Bdgt ORG FY25     | Bdgt RVSD FY25    | Actuals+Encumbrances |          |               | Grants   | Fmd/Gift | Fndtn    | YTD DEC          |              | % RVSD Spent |
|                                                 |                                      |                   |                   | Lib Dscr             | Capital  | 101           |          |          |          | 102              | 103          |              |
| 511110                                          | Wages - Reg - Monthly Misc           | 12,000,005        | 12,000,005        | 5,303,215            | 0        | 908           | 0        | 0        | 0        | 5,304,124        | 44.2%        |              |
| 511140                                          | Wages - Reg - Other Work Com         | 0                 | 0                 | 19,089               | 0        | 0             | 0        | 0        | 0        | 19,089           | 0.0%         |              |
| 511170                                          | Wages - Reg - Other Comp             | 0                 | 0                 | 246,048              | 0        | 0             | 0        | 0        | 0        | 246,048          | 0.0%         |              |
| 512110                                          | Wages - Hourly                       | 294,957           | 294,957           | 19,846               | 0        | 34,588        | 0        | 0        | 0        | 54,434           | 18.5%        |              |
| 513110                                          | Wages - OT - Miscellaneous           | 13,446            | 13,446            | 1,261                | 0        | 0             | 0        | 0        | 0        | 1,261            | 9.4%         |              |
|                                                 | <b>Prsnl Svcs-Salaries and Wages</b> | <b>12,308,408</b> | <b>12,308,408</b> | <b>5,589,459</b>     | <b>0</b> | <b>35,496</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>5,624,955</b> | <b>45.7%</b> |              |
| 520110                                          | Emp FB - Medical                     | 2,576,332         | 2,576,332         | 1,006,411            | 0        | 209           | 0        | 0        | 0        | 1,006,620        | 39.1%        |              |
| 520120                                          | Emp FB - Dental                      | 238,594           | 238,594           | 86,953               | 0        | 29            | 0        | 0        | 0        | 86,982           | 36.5%        |              |
| 520130                                          | Emp FB - Cash-In-Lieu                | 17,794            | 17,794            | 61,350               | 0        | 0             | 0        | 0        | 0        | 61,350           | 344.8%       |              |
| 520140                                          | Emp FB - Life Insurance              | 6,891             | 6,891             | 3,109                | 0        | 1             | 0        | 0        | 0        | 3,110            | 45.1%        |              |
| 520150                                          | Emp FB - Vision                      | 0                 | 0                 | 167                  | 0        | 0             | 0        | 0        | 0        | 167              | 0.0%         |              |
| 520210                                          | Emp FB - Medicare                    | 156,611           | 156,611           | 75,741               | 0        | 495           | 0        | 0        | 0        | 76,235           | 48.7%        |              |
| 520220                                          | Emp FB - SRIP                        | 343,622           | 343,622           | 52,201               | 0        | 2             | 0        | 0        | 0        | 52,202           | 15.2%        |              |
| 520310                                          | Emp FB - Pers - Misc                 | 4,419,447         | 4,419,447         | 1,908,337            | 0        | 319           | 0        | 0        | 0        | 1,908,657        | 43.2%        |              |
| 520350                                          | Emp FB - Pars                        | 11,059            | 11,059            | 1,637                | 0        | 1,297         | 0        | 0        | 0        | 2,934            | 26.5%        |              |
| 520410                                          | Emp FB - Opeb - Retiree Medica       | 287,728           | 287,728           | 111,003              | 0        | 18            | 0        | 0        | 0        | 111,021          | 38.6%        |              |
| 520510                                          | Emp FB - Workers Compensation        | 158,919           | 158,919           | 0                    | 0        | 0             | 0        | 0        | 0        | 0                | 0.0%         |              |
| 520520                                          | Emp FB - Terminal Payout             | 224,479           | 224,479           | 97,628               | 0        | 17            | 0        | 0        | 0        | 97,646           | 43.5%        |              |
| 520530                                          | Emp FB - Allowances                  | 1,316             | 1,316             | 0                    | 0        | 0             | 0        | 0        | 0        | 0                | 0.0%         |              |
| 520540                                          | Emp FB - Commuter Check              | 1,478             | 1,478             | 42,609               | 0        | 0             | 0        | 0        | 0        | 42,609           | 2882.9%      |              |
| 520550                                          | Emp FB - Other Fringe Benefits       | 192,086           | 192,086           | 83,528               | 0        | 15            | 0        | 0        | 0        | 83,543           | 43.5%        |              |
|                                                 | <b>Prsnl Svcs-Fringe Benefits</b>    | <b>8,636,356</b>  | <b>8,636,356</b>  | <b>3,530,674</b>     | <b>0</b> | <b>2,402</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>3,533,076</b> | <b>40.9%</b> |              |
| 511160                                          | Wages - Reg - Salary Savings         | (800,000)         | (800,000)         | 0                    | 0        | 0             | 0        | 0        | 0        | 0                | 0.0%         |              |
|                                                 | <b>Personal Services-Employee</b>    | <b>20,144,763</b> | <b>20,144,763</b> | <b>9,120,133</b>     | <b>0</b> | <b>37,898</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>9,158,031</b> | <b>45.5%</b> |              |



2Q-FYTD 2025 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY25 |                                 |                  |                  |                                   |               |              |               |               |                  | 6            | 50.0%        |
|-------------------------------------------------|---------------------------------|------------------|------------------|-----------------------------------|---------------|--------------|---------------|---------------|------------------|--------------|--------------|
| Berkeley Public Library + CoB                   |                                 |                  |                  |                                   |               |              |               |               |                  | YTD DEC      |              |
| Elmnt-Object                                    | Description                     | Bdgt ORG FY25    | Bdgt RVSD FY25   | Actuals+Encumbrances Lib Dscr 101 | Capital 102   | Grants 103   | Frnd/Gift 104 | Fndtn 105     | Actual FY25      | % RVSD Spent | % RVSD Spent |
| 612110                                          | Prof Svcs - Lgl - Outsided Coun | 0                | 0                | 0                                 | 0             | 0            | 0             | 0             | 0                | 0            | 0.0%         |
| 612240                                          | Prof Svcs - Mgmt Consulting     | 0                | 4,284            | 0                                 | 0             | 0            | 0             | 0             | 0                | 0            | 0.0%         |
| 612250                                          | Prof Svcs - Temporary Agencies  | 0                | 0                | 0                                 | 0             | 0            | 0             | 0             | 0                | 0            | 0.0%         |
| 612310                                          | Prof Svcs - Engineering Svcs    | 0                | 0                | 8,145                             | 0             | 0            | 0             | 0             | 8,145            | 0            | 0.0%         |
| 612990                                          | Prof Svcs - Miscellaneous       | 865,500          | 1,162,390        | 601,422                           | 0             | 6,119        | 48,523        | 33,553        | 689,616          | 59.3%        | 59.3%        |
| 613120                                          | Tech Svcs - Equipment Maint     | 161,500          | 178,768          | 159,456                           | 0             | 0            | 0             | 0             | 159,456          | 89.2%        | 89.2%        |
| 613130                                          | Tech Svcs - Software Maint      | 525,000          | 559,023          | 338,428                           | 0             | 0            | 0             | 0             | 338,428          | 60.5%        | 60.5%        |
| 613910                                          | Tech Svcs - Hazmat Handling     | 2,000            | 2,000            | 0                                 | 0             | 0            | 0             | 0             | 0                | 0.0%         | 0.0%         |
| <b>Purchased Prof &amp; Tech Svcs</b>           |                                 | <b>1,554,000</b> | <b>1,906,464</b> | <b>1,107,450</b>                  | <b>0</b>      | <b>6,119</b> | <b>48,523</b> | <b>33,553</b> | <b>1,195,644</b> | <b>62.7%</b> | <b>62.7%</b> |
| 621110                                          | Utilities - Gas/Electric        | 395,000          | 395,000          | 460,000                           | 0             | 0            | 0             | 0             | 460,000          | 116.5%       | 116.5%       |
| 621120                                          | Utilities - Water/Sewer         | 45,000           | 45,000           | 43,000                            | 0             | 0            | 0             | 0             | 43,000           | 95.6%        | 95.6%        |
| 621130                                          | Utilities - Refuse              | 24,500           | 24,500           | 12,280                            | 0             | 0            | 0             | 0             | 12,280           | 50.1%        | 50.1%        |
| 622110                                          | Custodial - Janitorial Svcs     | 430,000          | 458,547          | 834,879                           | 0             | 0            | 0             | 0             | 834,879          | 182.1%       | 182.1%       |
| 624110                                          | Property Repairs & Maint        | 534,000          | 729,661          | 327,328                           | 19,458        | 0            | 0             | 0             | 346,786          | 47.5%        | 47.5%        |
| 625110                                          | Rental of Real Property         | 2,750            | 2,750            | 9,428                             | 0             | 0            | 0             | 1,800         | 11,228           | 408.3%       | 408.3%       |
| 625120                                          | Rental of Equipment             | 10,075           | 24,050           | 22,645                            | 0             | 0            | 0             | 0             | 22,645           | 94.2%        | 94.2%        |
| 632110                                          | Comm Svcs - Tele - Landline     | 150,000          | 179,961          | 190,961                           | 0             | 7,200        | 0             | 0             | 198,161          | 110.1%       | 110.1%       |
| 632120                                          | Comm Svcs - Tele - Cellular     | 17,100           | 17,100           | 13,500                            | 0             | 0            | 0             | 0             | 13,500           | 78.9%        | 78.9%        |
| 632190                                          | Comm Svcs - Other               | 5,000            | 5,000            | 0                                 | 0             | 0            | 0             | 0             | 0                | 0.0%         | 0.0%         |
| 633110                                          | Advertising                     | 46,000           | 49,125           | 25,606                            | 0             | 0            | 300           | 0             | 25,906           | 52.7%        | 52.7%        |
| 634110                                          | Train and Conf - Train Costs    | 140,000          | 140,000          | 168,320                           | 0             | 0            | 0             | 0             | 168,320          | 120.2%       | 120.2%       |
| 634120                                          | Train and Conf - Registration   | 40,000           | 40,225           | 11,682                            | 0             | 0            | 0             | 0             | 11,682           | 29.0%        | 29.0%        |
| 634210                                          | Travel - Airfare                | 10,000           | 10,000           | 2,355                             | 0             | 0            | 0             | 0             | 2,355            | 23.5%        | 23.5%        |
| 634220                                          | Travel - Lodging                | 10,000           | 10,000           | 12,296                            | 0             | 0            | 0             | 0             | 12,296           | 123.0%       | 123.0%       |
| 634230                                          | Travel - Other Transportation   | 0                | 0                | 1,857                             | 0             | 0            | 0             | 0             | 1,857            | 0.0%         | 0.0%         |
| 634240                                          | Travel - Meals                  | 0                | 0                | 2,654                             | 0             | 0            | 0             | 0             | 2,654            | 0.0%         | 0.0%         |
| 635110                                          | Printing and Binding            | 56,661           | 56,661           | 2,274                             | 0             | 0            | 2,100         | 0             | 4,374            | 7.7%         | 7.7%         |
| 636990                                          | Grant Pmts - Other              | 0                | 0                | 0                                 | 0             | 0            | 0             | 0             | 0                | 0.0%         | 0.0%         |
| 637110                                          | Gov Pmts - Permit Fees          | 0                | 0                | 0                                 | 0             | 0            | 0             | 0             | 0                | 0.0%         | 0.0%         |
| 637990                                          | Gov Pmts - Misc Fee and Taxes   | 5,000            | 5,000            | 4,652                             | 0             | 0            | 0             | 0             | 4,652            | 93.0%        | 93.0%        |
| 639110                                          | Fees - Bank Fees                | 1,000            | 1,000            | 337                               | 0             | 0            | 0             | 0             | 337              | 33.7%        | 33.7%        |
| 639120                                          | Fees - Prof Dues and Fees       | 50,250           | 50,250           | 43,232                            | 0             | 0            | 0             | 0             | 43,232           | 86.0%        | 86.0%        |
| 639130                                          | Courier and Delivery Services   | 10,000           | 10,363           | 18,863                            | 0             | 0            | 0             | 0             | 18,863           | 182.0%       | 182.0%       |
| 639990                                          | Other Services                  | 370,000          | 70,000           | 1,000                             | 0             | 0            | 0             | 0             | 1,000            | 1.4%         | 1.4%         |
| <b>Other Purchased Services</b>                 |                                 | <b>2,352,336</b> | <b>2,324,193</b> | <b>2,209,150</b>                  | <b>19,458</b> | <b>7,200</b> | <b>2,400</b>  | <b>1,800</b>  | <b>2,240,008</b> | <b>96.4%</b> | <b>96.4%</b> |



2Q-FYTD 2025 EXPENDITURES BY FUND

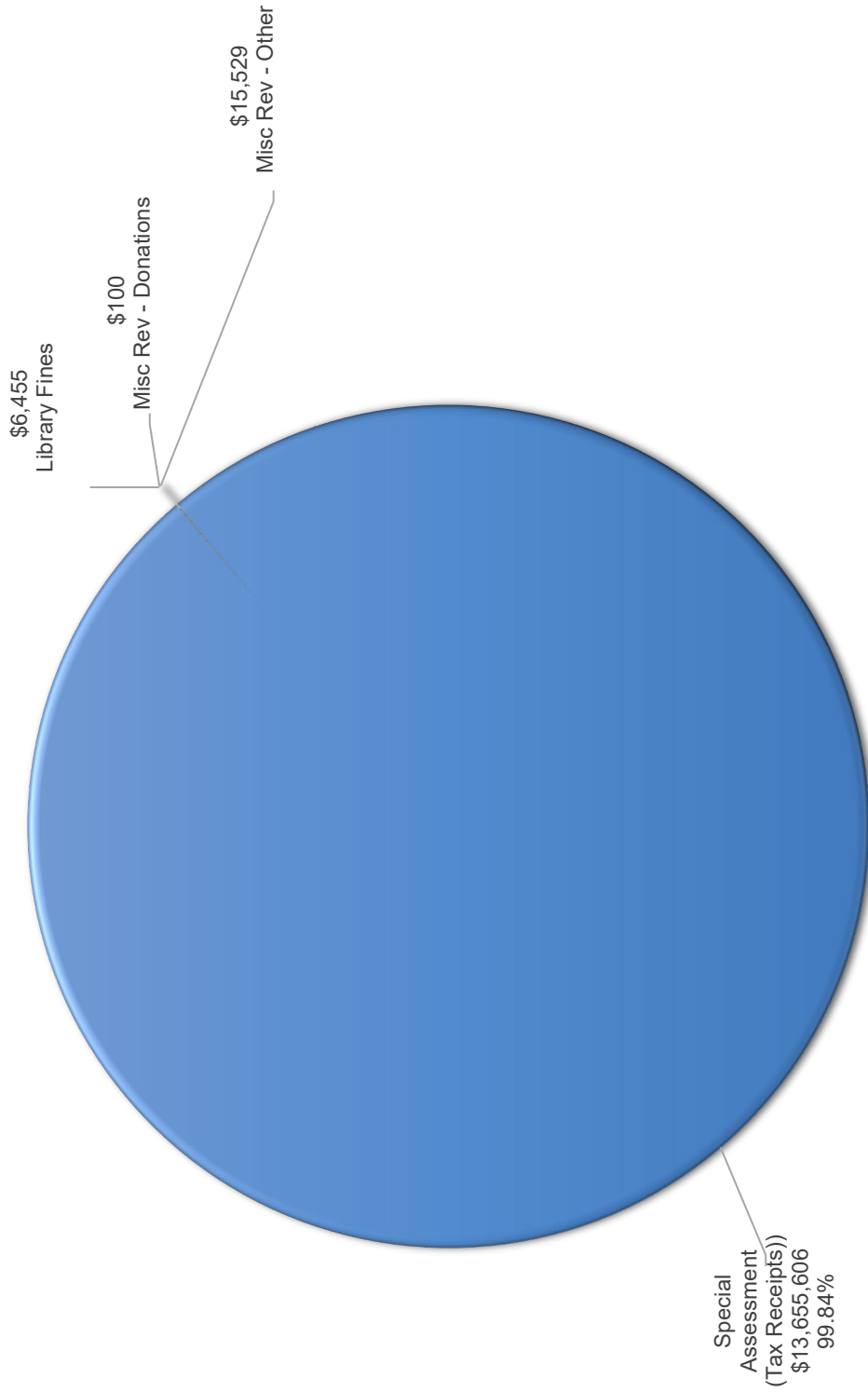
| BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY25 |                                      |                   |                   |                                    |               |               |                |               |                   |              | 6       | 50.0% |
|-------------------------------------------------|--------------------------------------|-------------------|-------------------|------------------------------------|---------------|---------------|----------------|---------------|-------------------|--------------|---------|-------|
| Berkeley Public Library + CoB                   |                                      |                   |                   |                                    |               |               |                |               |                   |              | YTD DEC |       |
| Elmnt-Object                                    | Description                          | Bdgt ORG FY25     | Bdgt RVSD FY25    | Actuals+Encumbrances Lib Descr 101 | Capital 102   | Grants 103    | Frnd/Gift 104  | Fndth 105     | Actual FY25       | % RVSD Spent |         |       |
| 641110                                          | Supplies - Office                    | 53,737            | 57,354            | 38,551                             | 0             | 0             | 0              | 0             | 38,551            | 67.2%        |         |       |
| 641120                                          | Supplies - Postage                   | 8,000             | 8,000             | (444)                              | 0             | 0             | 0              | 0             | (444)             | -5.5%        |         |       |
| 642120                                          | Suppl - Field - Tools and Part       | 10,780            | 11,640            | 10,860                             | 0             | 0             | 0              | 0             | 10,860            | 93.3%        |         |       |
| 642990                                          | Suppl - Field - Other                | 214,525           | 339,851           | 144,886                            | 0             | 10,477        | 48,061         | 4,353         | 207,778           | 61.1%        |         |       |
| 643110                                          | Supplies - Books and Subscrip        | 2,432,000         | 2,436,310         | 2,437,122                          | 0             | 0             | 0              | 134           | 2,437,256         | 100.0%       |         |       |
| 644110                                          | Supplies - Food - Non-Employee       | 1,200             | 11,200            | 0                                  | 0             | 0             | 9,686          | 500           | 10,186            | 90.9%        |         |       |
|                                                 | <b>Supplies</b>                      | <b>2,720,242</b>  | <b>2,864,355</b>  | <b>2,630,975</b>                   | <b>0</b>      | <b>10,477</b> | <b>57,747</b>  | <b>4,987</b>  | <b>2,704,187</b>  | <b>94.4%</b> |         |       |
| 651110                                          | Non-Cap - Comp, Software, & OfE      | 215,000           | 289,004           | 262,513                            | 0             | 0             | 0              | 4,542         | 267,056           | 92.4%        |         |       |
| 651120                                          | Non-Cap - Furniture & Fixture        | 0                 | 0                 | 14,457                             | 0             | 0             | 0              | 0             | 14,457            | 0.0%         |         |       |
| 651990                                          | Non-Cap - Miscellaneous              | 0                 | 0                 | 1,800                              | 0             | 0             | 0              | 0             | 1,800             | 0.0%         |         |       |
|                                                 | <b>Property Under Cap Limit</b>      | <b>215,000</b>    | <b>289,004</b>    | <b>278,770</b>                     | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>4,542</b>  | <b>283,312</b>    | <b>98.0%</b> |         |       |
| 662110                                          | Cap - FA - Buildings                 | 1,700,000         | 1,700,000         | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
| 663110                                          | Cap - FA - Impr Other Than Bldg      | 0                 | 0                 | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
| 664110                                          | Cap - FA - Machinery & Equip         | 0                 | 0                 | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
| 664120                                          | Cap - FA - Vehicles                  | 0                 | 0                 | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
| 664130                                          | Cap - FA - Furniture & Fixture       | 100,000           | 100,000           | 278                                | 0             | 0             | 0              | 0             | 278               | 0.3%         |         |       |
| 664140                                          | Cap - FA - Computer Equipment        | 250,000           | 257,966           | 7,966                              | 0             | 0             | 0              | 0             | 7,966             | 3.1%         |         |       |
| 666110                                          | Cap - FA - Intangibles               | 0                 | 0                 | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
|                                                 | <b>Property</b>                      | <b>2,050,000</b>  | <b>2,057,966</b>  | <b>8,244</b>                       | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>8,244</b>      | <b>0.4%</b>  |         |       |
| 670140                                          | Int Svc - Tech Cost Alloc Fund       | 179,624           | 179,624           | 89,814                             | 0             | 0             | 0              | 0             | 89,814            | 50.0%        |         |       |
| 670150                                          | Int Svc - Mail Services              | 1,764             | 1,764             | 882                                | 0             | 0             | 0              | 0             | 882               | 50.0%        |         |       |
| 670160                                          | Int Svc - City Vehicle Replace       | 0                 | 0                 | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
| 670180                                          | Int Svc - City Vehicle Fuel/Ma       | 15,000            | 15,000            | 9,798                              | 0             | 0             | 0              | 0             | 9,798             | 65.3%        |         |       |
| 670190                                          | Int Svc - City Pkg Permits           | 500               | 500               | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
| 670240                                          | Int Svc - Refuse Charges             | 0                 | 0                 | 0                                  | 0             | 0             | 0              | 0             | 0                 | 0.0%         |         |       |
|                                                 | <b>Internal Services</b>             | <b>196,888</b>    | <b>196,888</b>    | <b>100,494</b>                     | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>100,494</b>    | <b>51.0%</b> |         |       |
|                                                 | <b>Other Expenses</b>                | <b>9,088,466</b>  | <b>9,638,870</b>  | <b>6,335,083</b>                   | <b>19,458</b> | <b>23,796</b> | <b>108,670</b> | <b>44,883</b> | <b>6,531,889</b>  | <b>67.8%</b> |         |       |
|                                                 | <b>Berkeley Public Library + CoB</b> | <b>29,233,229</b> | <b>29,783,633</b> | <b>15,455,216</b>                  | <b>19,458</b> | <b>61,694</b> | <b>108,670</b> | <b>44,883</b> | <b>15,689,920</b> | <b>52.7%</b> |         |       |





# LIBRARY TAX FUND (101): FY24 REVENUE Breakdown

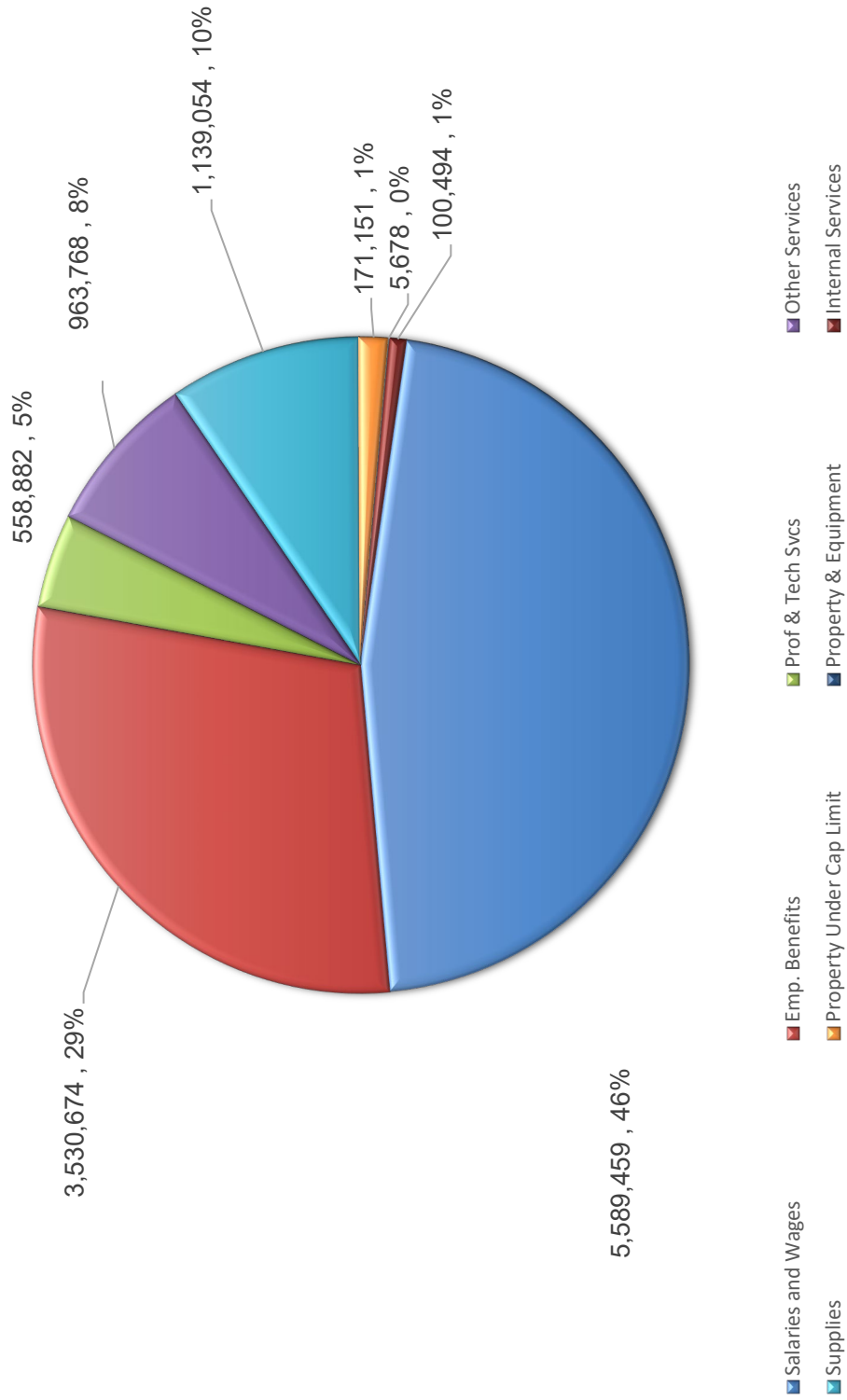
## FY25 Revenue Breakdown





**LIBRARY TAX FUND (101): FY25 EXPENDITURES Breakdown**

**FY25 Expenses Breakdown**







**INFORMATION REPORTS**

March 5, 2025

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

**Vacancies:**

| <u>Position Title</u>          | <u>Location</u> | <u>FTE</u> | <u>Status</u>         |
|--------------------------------|-----------------|------------|-----------------------|
| Communication Specialist (new) | Administration  | 1          | Pending               |
| Library Assistant              | Circulation     | 1.5        | Recruitment initiated |
| Library Assistant (new)        | Circulation     | 1.5        | Recruitment initiated |
| Library Specialist II          | Reference       | 1.0        | Pending               |
| Library Specialist II (new)    | Circulation     | 1.0        | Pending               |
| Librarian I                    | Claremont       | 1.0        | Recruitment initiated |
| Supervising Librarian (new)    | Tool Library    | 1          | Pending               |
| Library Assistant              | Claremont       | 0.75       | Recruitment initiated |
| Tool Lending Specialist (new)  | Tool Library    | 1          | Pending               |

The vacancy rate is currently 7% including new positions.

**Federal Funding and Public Library Impacts**

Questions have arisen within the library community about what the potential impacts to public libraries in California will be if federal funding is withheld from Sanctuary Cities or if planned reductions in the federal Institute of Museum and Library Services (IMLS) budget take place.

IMLS annually provides all 50 states with Library Services and Technology Act (LSTA) funds, with California receiving the largest portion. This year, California received nearly \$16 million in federal funds. The Pacific Library Partnership (PLP), a regional consortium of which the Berkeley Public Library is a member, has a long-standing relationship with the State Library, where PLP partners with the State Library for statewide LSTA grants. In FY 2024-25, PLP has been awarded three statewide LSTA grants: Networking California Library Resources, Literacy Initiatives, and Community Centered Libraries.

Across the state, the programs and services that would end if funding were eliminated are:

- **eBooks-for-all-California**, California’s only **statewide shared eBook collection** which provides free access to over 150,000 eBooks and Audiobooks in over 20 languages that reflect the diverse reading interests and needs of California communities, with a special emphasis on K-12 materials.

- **Support for over 1 million California children** each year who participate in summer reading programs at their local libraries, including the **First Partner's Youth and Family Book to Action Club**. These programs combat "summer learning loss" among children and support civic engagement.
- **Multiple grant-funded programs and services in local libraries.** Examples are:
  - **Early Learning Storytimes and learning and play spaces** for low-income families.
  - **Teen Internships** – paid and unpaid -- that give at-risk young people the chance to develop social-emotional and workforce-readiness skills.
  - **Climate Education and Sustainability Programs** including community gardens, bike repair clinics, and tool libraries that support California's climate goals.
  - **Privacy Pods** that enable Californians without home access to the internet to have telehealth appointments, consult with legal advisors, and study.
  - **Community-Driven Programs** from exercise sessions, to makerspaces, art, music, and author events, services to Veterans, programs for decarcerated populations, and oral history of the opioid epidemic.
- **The Braille and Talking Book Library** loans audio and braille books by mail or download, and audio playback and braille eReader equipment — for free— to blind, visually impaired, or dyslexic Californians. They are vital for connecting and informing vulnerable Californians.
- Free access to the **New York Times** and **CalMatters for Learning** for every Californian, at a time when access to non-partisan high-quality journalism is severely threatened.
- The **California Revealed** project, which **protects and preserves California history** via digitization and online access to our valuable cultural artifacts, with a special emphasis on the history of previously underserved and unseen communities.
- **California Libraries Learn (CALL), training and skill-building free to all California library workers.** Covering subjects from AI to grant writing to serving neurodivergent youth, CALL trains California's library workers to address community needs.
- **Access to data about California's public libraries.** Federal funds are used to collect California's data for the national Public Libraries Survey, the backbone of research, analysis, and policy discussions about public libraries.
- **Databases, eBooks, and print materials** for state employees, the Legislature, and the general public. State government will not be provided the current resources they need to do their jobs and Californians would not have access to the materials their representatives use to formulate statewide policy.
- **Tribal and Rural Library consultation** and dedicated support for California's tribal libraries enabling them to deliver equitable services to their communities.

**Essential operations** carried out by State Library staff, include:

- The operations of the Braille and Talking Book Library and management of the Federal Depository Library Program and State Depository Library Program.
- Core library services like cataloging, digitization, preservation, interlibrary loan, and reference and research.

- Training, leadership, and support for all library services across the state including literacy, children and youth services, cultural preservation, access to broadband, and tribal and rural library services.
- Implementation of both the Student Success Program (SB 321) which ensures all students are issued a student success card by third grade through partnerships between local libraries and schools and California's Freedom to Read Act (AB 1825).
- Grant management and stewardship.

All California Library Literacy Services (CLLS) funds come from the State of California and go directly to CLLS libraries. The Literacy Initiatives project is LSTA-funded and offers support services to CLLS libraries. There are no LSTA funds that go directly to CLLS libraries. However, libraries receive support from the Literacy Initiatives project in the following ways:

- Statewide membership to [ProLiteracy](#)
- Subscriptions to learning services
- Online trainings and CLA conference supersessions
- New coordinator/director orientation (with travel reimbursements)
- Site visits and traveling advisor program
- Adult Learner Leadership Institute

Last year, the state library was able to support with federal monies a statewide literacy conference, learner leadership events, and book purchases to support a shared research base.

Participants in Berkeley Public Library's Literacy program, Berkeley READS, would be impacted by loss of support for the items listed above.

Mayer attended a special meeting of the Pacific Libraries Partnership (PLP) Executive Committee on February 24 to better understand the potential impacts of federal IMLS budget cuts on California public libraries.

**February Programming**

Staff across the system offered a robust array of programming celebrating African American History Month, including everything from musical performances and listening programs, film screenings, author readings for adults and families, and a panel discussion featuring Doula'd by Janae, Healthy Black Families, Black Girls United, and Karen Smith of We Wield the Hammer. Thanks to Jacqui for creating the summary graphic below:

| Central                                                                                                                                                                                                                                                                                                                                                                                                                                                          | North                                                                                                                                                                                                                                                                                                                                                                      | Claremont                                                                                                                                                                                                                  | West                                                                                                                                                                                                                                                                                                                                                                    | THP South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>FEBRUARY 1ST:</b></p> <ul style="list-style-type: none"> <li>Mbira Music of Zimbabwe 10:30am</li> </ul> <p><b>FEBRUARY 6TH:</b></p> <ul style="list-style-type: none"> <li>Super Cinema: Get out 2:30pm</li> </ul> <p><b>February 13th:</b></p> <ul style="list-style-type: none"> <li>Super Cinema: Fruitvale Station 2:30pm</li> </ul> <p><b>FEBRUARY 27TH:</b></p> <ul style="list-style-type: none"> <li>Super Cinema: Black Panther 2:30pm</li> </ul> | <p><b>FEBRUARY 8TH:</b></p> <ul style="list-style-type: none"> <li>Freedom is a Mighty Fine Thing - Book Discussion 4pm</li> </ul> <p><b>FEBRUARY 22ND:</b></p> <ul style="list-style-type: none"> <li>Mbira Music of Zimbabwe 10:30am</li> </ul> <p><b>FEBRUARY 27TH:</b></p> <ul style="list-style-type: none"> <li>Teen Movie Thursday: Black Panther 3:30pm</li> </ul> | <p><b>FEBRUARY 15TH :</b></p> <ul style="list-style-type: none"> <li>Mbira Music of Zimbabwe 2pm</li> </ul> <p><b>FEBRUARY 28TH:</b></p> <ul style="list-style-type: none"> <li>Village Rhythms Drumming 4:15pm</li> </ul> | <p><b>FEBRUARY 11TH:</b></p> <ul style="list-style-type: none"> <li>Film Club: Summer of Soul 5:30pm</li> </ul> <p><b>FEBRUARY 22ND:</b></p> <ul style="list-style-type: none"> <li>Mbira Music of Zimbabwe 2pm</li> </ul> <p><b>FEBRUARY 25TH:</b></p> <ul style="list-style-type: none"> <li>Mystery Book Club: Symphony of Secrets by Brendan Slocumb 4pm</li> </ul> | <p><b>FEBRUARY 8TH:</b></p> <ul style="list-style-type: none"> <li>Mbira Music of Zimbabwe 10:30am</li> <li>Black Future Black Families Panel &amp; Discussion 3pm</li> </ul> <p><b>FEBRUARY 12TH:</b></p> <ul style="list-style-type: none"> <li>Afrofuturism w/ Kai Kai: Imagining a better tomorrow 6pm</li> </ul> <p><b>FEBRUARY 15TH:</b></p> <ul style="list-style-type: none"> <li>Haitian Dance w/ Portsha Jefferson 4pm</li> </ul> <p><b>FEBRUARY 20TH:</b></p> <ul style="list-style-type: none"> <li>Black Parents of Berkeley Writing Circle 5:30pm</li> </ul> <p><b>February 22nd:</b></p> <ul style="list-style-type: none"> <li>Afrofuturism for Kids: A Black Futures Month Adventure 2:30pm</li> </ul> <p><b>FEBRUARY 27TH</b></p> <ul style="list-style-type: none"> <li>Mothership Connection: A Black History Celebration of Funk 5:30pm</li> </ul> <p><b>FEBRUARY 28TH</b></p> <ul style="list-style-type: none"> <li>Black Banjo Fiddle &amp; Fellowship: A live Performance &amp; Lecture 4pm</li> </ul> |



On February 8, the Central Library hosted its 3<sup>rd</sup> annual Lunar New Year program, bringing it back outside to the outdoor space in front of the library on the Kittredge side. This Year of the Snake celebration featured lion dancers, dance troupes, crafts, and other activities.



**CONTACT PERSON**

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