



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

AGENDA

LOCATION

Wednesday, September 3, 2025

6:30 PM

West Branch
1125 University Avenue

Commission Members:

Beverly Greene, President; Vice President; Tanir Ami; Shoshana O’Keefe, Amy Roth and 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](mailto:Jacqui.Rodriguez@berkeleyca.gov). 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. PRESENTATION CALENDAR

- A. HVAC Replacement Update** – Brian Gavin, Senior Building Maintenance Supervisor & Titus Chen, City of Berkeley Public Works, Associate Civil Engineer
- B. Storytime Band Tuolumne Camp Tots Weekend** – Juan Castille, Library Specialist II, Tarea Hall Pittman South Branch; Tienne Lee, Storytime Band

III. 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 July 9, 2025 Regular Meeting

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Adopt Resolution No.: 25-036 to approve the minutes of the July 9, 2025 Regular

Meeting Minutes of the Board of Library Trustees as presented.

B. New Contract: Pride Industries One

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Adopt Resolution No.: 25-037 authorizing the Acting Director of Library Services to enter into a three-year contract with Pride Industries One for the provision of Janitorial Services at all Berkeley Public Library facilities effective July 1, 2025 through June 30, 2028, for a total amount not to exceed \$1,529,830.08.

C. Request for Proposals: 26-11754-C RFP for Website Redesign and Discovery Layer

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt Resolution No.: 25-038 to authorize the Library to issue a Request for Proposals (RFP) to engage a vendor for the redesign of the Library's website and the addition of a discovery layer to the online catalog, in alignment with the Library's recently completed Technology Roadmap.

D. Proposed Addition of Position Hours – Claremont Branch

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Adopt Resolution No.: 25-039 approving the addition of 10 hours to one 30 hour/week .75 FTE Library Assistant at the Claremont Branch.

E. Proposed Addition of Position Hours - Tarea Hall Pittman South Branch

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Adopt Resolution No.: 25-040 approving the addition of one 30 hour/week .75 FTE Library Assistant at the Tarea Hall Pittman South Branch.

F. Amendment of Acting Director of Library Services Salary

From: Beverly Greene, President, Board of Library Trustees

Recommendation: Adopt Resolution No.: 25-041 setting the salary for Acting Director of Library Services within the existing salary range for Director of Library Services.

G. Fiscal Year 2026 Purchase Authorization in Excess of Director of Library Services' Granted Authority Revised

From: Nneka Gallaread, Fiscal and Administrative Services Manager

Recommendation: Adopt Resolution No.: 25-042 authorizing the Director of Library Services to enter into fiscal year 2026 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

IV. ACTION CALENDAR

A. Nominations for the Selection of Board President

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President, for the term commencing November 5, 2025, for a one-year term.

B. Nominations for the Selection of Board Vice-President

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Each year the Board of Library Trustees elects Officers for a one-year term.

Following discussion, the Board will nominate Trustees to sit as Vice-President, for the term commencing November 5, 2025, for a one-year term.

V. INFORMATION REPORTS

All items for discussion only and no final action.

A. Monthly Library Director’s Report – Henry Bankhead, Acting Director of Library Services

B. Director of Library Services Recruitment Committee Update (Oral Report) – Beverly Greene, BOLT President

VI. 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

VII. 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 Henry Bankhead, 510-981-6195, hbankhead@berkeleyca.gov.

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

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

COMMUNICATION ACCESS INFORMATION:



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

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I hereby certify that the agenda for this regular 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 08/29/2025.

//s// \_\_\_\_\_  
Henry Bankhead, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees

**Communications:**

| Date      | Name        | Subject                                         |
|-----------|-------------|-------------------------------------------------|
| 7/25/2025 | Anonymous   | 7/9 Meeting Recording                           |
| 7/28/2025 | Mitch Greer | Book Design & Print Services from Atorie Studio |
| 8/06/2025 | EG          | Noise                                           |



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, July 9, 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: Trustee 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; Dia Penning, Equity, Diversity, and Inclusion Manager; Jacqui Rodriguez, Administrative Secretary; Kasey Breien, Librarian, and Kelsey Ockert, Librarian.

**B. Ceremonial Matters:** None.

**C. Public Comments:** 0 speakers

**D. Comments from Library Unions:**

1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
3. Public Employees Union, LOCAL 1 – 0 speakers

**E. Comments from Board of Library Trustees:**

1. Trustee Roth assumes that all know that Tess Mayer, the Director of Library Services, is meeting with the BOLT for the last time today. She recognizes the fabulous job she has done during her time here. She exclaims that Director Mayer came to a broken place and fixed it while doing a lot for BPL. She remarks that there were many unhappy people upon her arrival, and she managed to overcome that situation. She wishes Director Mayer stayed, but she only has affection and admiration for her and wishes her the best!
2. Trustee Ami echoes Trustee Roth's sentiments and adds that Tess will be very much missed. Trustee Ami exclaims that she has been incredibly impressed by Director Mayer's leadership and thanks her for her service.
3. Trustee Villanueva agrees with everything said and adds that Director Mayer has been very accepting and receptive to her different viewpoints. She is appreciative and will be greatly missed.
4. Trustee Greene agrees with the first, second, and third remarks made by the prior trustees and expresses gratitude for Tess's continued presence through the middle of August.

**II. PRESENTATION CALENDAR**

**A. PLA (Public Library Association) Digital Literacy Grant** – Kasey Breien, Librarian, and Kelsey Ockert, Librarian

**Action:** Received.

**III. CONSENT CALENDAR**

**Action:** M/S/C (Trustee Ami/ Trustee Roth) to adopt Resolution No. 25-029 to approve the consent calendar as presented.

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

**A. Approve Minutes of the June 4, 2025 Regular Meeting**

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

**Recommendation:** Adopt a resolution to approve the minutes of the June 4, 2025, Regular Meeting of the Board of Library Trustees.

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

**Action:** Adopted Resolution No. 25-030 to approve the minutes of June 4, 2025 as submitted.

**B. Bibliotheca, LLC Contract**

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

**Recommendation:** Adopt a Resolution No.: 25-031

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

**Action:** Adopted Resolution No. 25-031.

**C. Purchase Authorization in Excess of Director of Library Services' Granted Authority**

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

**Recommendation:** Adopt Resolution No.: 25-032 authorizing the Director of Library Services to enter into fiscal year 2026 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

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

**Action:** Adopted Resolution No. 25-032.

**ACTION CALENDAR**

**A. Appointment of Acting Director of Library Services**

**From:** Beverly Greene, President, Board of Library Trustees

**Recommendation:** Adopt Resolution No.: 25-033 appointing an Acting Director of Library Services and setting the salary for Acting Director of Library Services within the existing salary range for Director of Library Services.

**Contact:** Beverly Greene, President, Board of Library Trustees

**Action:** M/S/C (Trustee Villanueva/ Trustee Ami) to adopt Resolution No. 25-033 appointing Henry Bankhead as Acting Director of Library Services within the existing salary range for Director of Library Services.

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

**B. Appointment of an Ad Hoc Subcommittee to Coordinate the Recruitment of a New Director of Library Services**

**From:** Beverly Greene, President, Board of Library Trustees

**Recommendation:** The President of the Board of Library Trustees, Trustee Greene, will appoint an ad hoc subcommittee to coordinate the recruitment of a new Director of Library Services.

**Contact:** Beverly Greene, President, Board of Library Trustees

**Action:** Trustee Greene and Trustee Ami will form the Ad Hoc Subcommittee to coordinate the recruitment of a new Director of Library Services.

**C. Patron Suspension Policy Update**

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

**Recommendation:** Adopt Resolution No.: 25-034 approving the revised Patron Suspension Policy.

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

**Action:** M/S/C (Trustee Ami/ Trustee Villanueva) to adopt Resolution No. 25-034.

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

**IV. INFORMATION REPORTS**

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

Tess Mayer, Director of Library Services

**Action:** Received.

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

**Action:** Received.

**V. AGENDA BUILDING**

The next regular meeting will be held on Wednesday, September 3, 2025, at 6:30 PM. Future meeting topics identified include President and Vice President Nomination.

**VI. ADJOURNMENT**

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

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

Adjourned at 7:36PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Wednesday, July 9, 2025 as approved by the Board of Library Trustees.

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

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

Attachments:

1. PLA Digital Literacy Grant PowerPoint



# PLA DIGITAL LITERACY WORKSHOP INCENTIVE REPORT




## WHO WE ARE

**We Are**  
Adult service librarians at Central. We have been doing Tech Help for 5+ years at BPL.

**KELSEY**  
3 years at Princeton Library, Book Club, Popping the Science Bubble, Cafe Ohlone, Graphic Novel Collection

**Kasey**  
2 years as a school Digital Support Technician, ESL Conversation Club and Introduction to Citizenship




Photo from Cybersecurity class at South Berkeley Senior Center

## BPL TECH HELP TIMELINE

**Pre-Pandemic**

Pre-pandemic we hosted drop in tech help twice a week.

We would offer one evening and one morning time slot.



September 2020 Move Online

June 2022 In-Person

Spring 2024 Adding Volunteers


October 2024 Applying for the Grant

## BPL TECH HELP TIMELINE

**Pre-Pandemic**

During the pandemic the two of us were able to bring a zoom version of tech help to life.

We helped with everything from eReaders to washing machines with scheduled appointments.



September 2020 Move Online

June 2022 In-Person

Spring 2024 Adding Volunteers

October 2024 Applying for the Grant

## BPL TECH HELP TIMELINE


**Pre-Pandemic**

September 2020 Move Online

**June 2022 In-Person**

In 2022 we were able to reopen our in-person tech help (while still offering Zoom appointments).

It was great to see some of our online patrons make the switch with us!



September 2020 Move Online

June 2022 In-Person

Spring 2024 Adding Volunteers

October 2024 Applying for the Grant

## BPL TECH HELP TIMELINE

**Pre-Pandemic**


September 2020 Move Online

June 2022 In-Person

**SPRING 2024 ADDING VOLUNTEERS**

In Spring 2024 we were grateful to add two great volunteers to our group.

One even recently got a job at the Vallejo library. Though they will still be volunteering with us.



September 2020 Move Online

June 2022 In-Person

Spring 2024 Adding Volunteers

October 2024 Applying for the Grant

## BPL TECH HELP TIMELINE

**Pre-Pandemic**


**September 2020** Move Online

**June 2022** In-Person

**Spring 2024** Adding Volunteers

**OCTOBER 2024 APPLYING FOR THE GRANT**

In late summer we were informed about the PLA Digital Literacy Workshop Incentive. With the help of administration and our supervisors we were able to apply and secure this grant.



## TECH HELP AT BPL

**Central Library**

Wednesdays: 2-3 PM  
Fridays: 11-12 PM  
Or virtual by appointment

**North Branch**

2nd and 4th Fridays  
12-1 PM  
Drop-in help

**Taraa Hall Pittman South**

Monday/Friday  
10-6 PM  
By appointment only

**Claremont**

Wednesdays  
11-12 PM  
30 minute appointments

**West Branch**

Tuesdays  
10-11 AM  
30 minute appointments

## PLA GRANT DETAILS

- AT&T created a curriculum featuring 9 adaptable classes
- Large libraries (like BPL) had a goal of 75 learner interactions
- Workshops ran from December 16, 2024–May 30, 2025
- We were allowed to host as many workshops as needed and hosting offsite was encouraged.
- \$10,000 awarded to be spent by December 2025
- Incentive money could be used for almost anything.

## OUR WORKSHOPS

In the end we chose to adapt the material into 6 workshops: Email Basics, Webcam Basics, Internet Browser Basics, Cybersecurity, Computer Basics, and Mobile Device Basics.








## our partners



**South Berkeley Senior Center**

**Downtown Streets Team**

**North Berkeley Senior Center**

**Helios Corner**

## OTHER NOTABLE PARTNERSHIPS (not grant related)

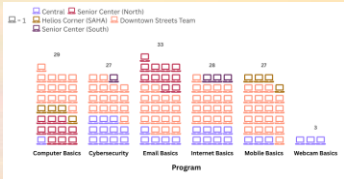
eliminating racism empowering women  
**ywca**  
National Capital Area

YWCA taught a great 10 course series summer of 2024. We had looked into even having them teach for the grant but it did not work out.

**T** Tech Exchange

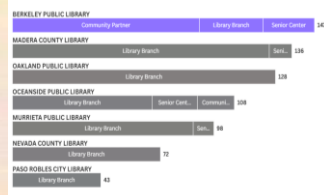
Tech Exchange taught a 4 week series in March/April. Each class was 2 hours and each student received a refurbished laptop.

## BPL RESULTS



Between the workshops offered we had a total of 147 participants across 26 classes at 5 different locations.

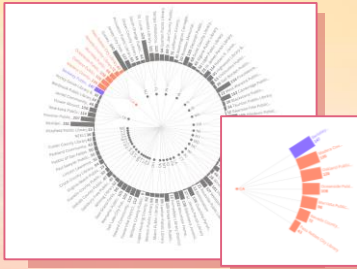
## CALIFORNIA LIBRARIES



The is the attendance totals from all of the California libraries

*This information was pulled from the PLA's post-session information as of 6/17/2025*

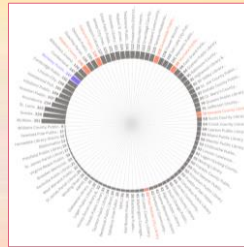
## TOTAL RESULTS



The workshop totals by state.

*This information was pulled from the PLA's post-session information as of 6/17/2025*

## TOTAL RESULTS



The workshop totals by total attendance.

*This information was pulled from the PLA's post-session information as of 6/17/2025*

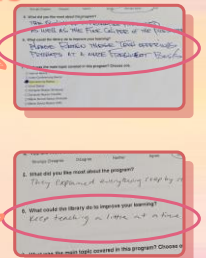
## SURVEY RESULTS



## SURVEY RESULTS



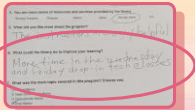
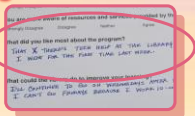
more offerings



## Survey RESULTS



TECH HELP  
LOVE



Taken at our Computer Basics class at North Berkeley Senior Center

# THANK YOU FOR YOUR TIME

For follow up please email us at  
[KBreien@berkeleyca.gov](mailto:KBreien@berkeleyca.gov) &  
[KOckert@berkeleyca.gov](mailto:KOckert@berkeleyca.gov)

## one of many stories...

Taken during Drop in Tech Help in the Electronic Classroom

This grant has allowed us a great opportunity to get out into the public and meet some great people such as the patron in the photo.

This patron we met through Downtown Streets team. We were able to get him set up with a laptop during our Tech Exchange program.

He has also joined us on a regular basis in our Tech Help program and is constantly working to improve his skills.

## BPL TECH HELP TIMELINE

Pre-Pandemic

September 2020 Move Online

June 2022 In Person

Spring 2024 Adding Volunteers

October 2024 Applying for the Grant



**CONSENT CALENDAR**  
September 3, 2025

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: New Contract: Pride Industries One

**RECOMMENDATION**

Adopt a resolution authorizing the Acting Director of Library Services to enter into a three-year contract with Pride Industries One for the provision of Janitorial Services at all Berkeley Public Library facilities effective July 1, 2025 through June 30, 2028, for a total amount not to exceed \$1,529,830.08.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding for this contract is budgeted in the adopted FY 2026 Library Tax Fund; and will be provided for in the FY 2027 and FY 2028 budgets of the Library Tax Fund.

**CURRENT SITUATION AND ITS EFFECTS**

The City released a solicitation for citywide custodial services on November 13, 2024, with a closing date of December 19, 2024. Eleven bids were received from prospective vendors. Upon reviewing the experience, cost, references and financial capabilities, the Pride Industries proposal was determined to offer the best value for the City based on the selection criteria included in the RFP. The facilities covered by the RFP include sites previously serviced under the current custodial services contract. The services for these sites have been performed by an outside vendor and the RFP is the continuation of service. No City employees are displaced by this contract. This supports the City's Strategic Plan Goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

**BACKGROUND**

Pride Industries is currently contracted by the Library to provide custodial services and has done so since 2019. On November 13, 2024, the City released RFP #25-11680-C to solicit bids for citywide custodial services. Public Works performed a pre-bid non-mandatory walkthrough tour of select city facilities for prospective bidders on November 21, 2024, with 15 custodial companies attending. At the closing of the solicitation on December 19, 2024, the City received proposals from eleven (11) custodial service providers. A selection committee comprised of City staff who would receive services under the resulting contract reviewed the proposals. The committee evaluated and ranked the proposals in accordance with the criteria listed in the RFP:

| Line # | Proposal Criteria – RFP Only                                                                                                                                                                                                                                                         | Points |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1      | Experience & Expertise: Contractor's previous experience providing janitorial services, including performance of service under municipal contracts, references and details regarding any past contract terminations, if applicable, in the last five years                           | 30     |
| 2      | Operations Start-up Plan: Detailed start-up strategies – procedures, scheduling, equipment/supplies, security clearances and training certs.                                                                                                                                         | 20     |
| 3      | Ongoing Operations Plan: Describe day-to-day approach of how Contractor will effectively manage the requirements of this project, including managerial oversight, supplies/materials/consumables plan, quality of service plan, communications structure and invoicing capabilities. | 20     |
| 4      | Price Proposal: Three (3) year total cost for each Scope of Service                                                                                                                                                                                                                  | 15     |
| 5      | Specialized Services: How well Contractor can perform specialized services, including the capacity to provide services such as on-call emergency cleaning, biohazard cleaning, correctional facility cleaning, universal waste disposal and servicing historical buildings           | 15     |

The committee identified the top three vendors to move forward in the selection process in order of ranking as, (1) Kleen-Tech, (2) Pride Industries and (3) IMPEC Group, LLC. The top three vendor proposals were examined in more detail by City Staff with a focus on cost effectiveness, operational needs, and reference check evaluations. This comprehensive review found all three vendor proposals to be comparatively similar in services provided. Discernable differences are as follows; business models, depth of details provided in proposals specific to startup, transition-delivery plan, and cost effectiveness. Reference check evaluations reveal similar findings, each vendor demonstrates strengths in areas such as responsiveness, and adaptability. Notably, performance varies on a location-by-location basis. Overall, Pride Industries is a well-regarded provider known for adaptability, and strong management. They meet cleaning standards, respond promptly to urgent requests, and adjust to unique facility needs.

The review of costs considered additional factors such as Living Wage Ordinance (LWO) and consumables. The proposals for Kleen-Tech and IMPEC Group, LLC provide estimated pricing summaries for all services. However, neither of the proposals speak to the cost of consumables or the LWO being factored into their pricing. The proposal for Pride Industries accounted for the LWO and explicitly states, “our price includes the cost of consumables.” Pride also proposed a fixed cost for the initial three-year term of the contract. The totality of the selection process identified Pride Industries as the most responsive and responsible bidder for providing citywide custodial services.

**ENVIRONMENTAL SUSTAINABILITY**

The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all requirements and conditions, inclusive of the City's environmental policy requirements, including the Environmental Preferable Purchasing Policy (EPP) and the Green Cleaning Policy. Prior to commencement of any services under the resulting agreement, the contractor is required to provide certification that custodial personnel have received health & safety training. A contractor must furnish to the City for its review and approval, a complete list of all chemicals and floor products, including Safety Data Sheets (SDS) and Product Data Sheets (PDS) verifying Green Seal Certification. As a result of the environmental policy requirements and certifications, there are no anticipated negative environmental effects or climate impacts of this action.

RATIONALE FOR RECOMMENDATION

Pride Industries offers the best value in terms of its experience, met all of the City's specifications and received a high rating from the selection committee. Based on these factors, Pride Industries is the recommendation for the next citywide custodial contract.

ALTERNATIVE ACTIONS CONSIDERED

None. The City went out to bid, exercised due diligence in evaluating the bids and satisfied the competitive process.

Attachments

1. Resolution



**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: R25-037**

**CONTRACT: Pride Industries One, Inc. for Janitorial Services**

WHEREAS, custodial services are critical for cleaning and maintaining service at Library locations; and

WHEREAS, the Library does not have available staff to perform these custodial services at these sites; and

WHEREAS, the facilities covered by the RFP include sites previously serviced under the current custodial services contract; and

WHEREAS, the services for these sites have been performed by an outside vendor and the RFP is a continuation of this service; and

WHEREAS, no City of Berkeley employees are displaced by this contract; and

WHEREAS, the contract for each of these various locations and facilities will expire on September 30, 2025; and

WHEREAS, on November 13<sup>th</sup>, 2024 released RFP #25-11680-C for citywide custodial services. The solicitation was open for thirty-six (36) days and the City received eleven (11) proposals; and

WHEREAS, as a result of the competitive proposal solicitation that was held for providing custodial services to various city locations and facilities, Pride Industries was determined to be the most responsive and responsible bidder; and

WHEREAS, funding for the contract will be made available in the Library Tax Fund budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Acting Director of Library Services to enter into an agreement with PRIDE Industries One for janitorial services effective July 1, 2025 through June 30, 2028, for a total amount not to exceed \$1,529,830.08.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverley Green, President

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Henry Bankhead, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**CONSENT CALENDAR**  
September 3, 2025

To: Board of Library Trustees  
From: Alicia Abramson, Manager, Library Information Technology  
Subject: RFP for Website Redesign and Discovery Layer

**RECOMMENDATION**

Adopt the resolution to authorize the Library to issue a Request for Proposals (RFP) to engage a vendor for the redesign of the Library's website and the addition of a discovery layer to the online catalog, in alignment with the Library's recently completed Technology Roadmap.

**INTRODUCTION**

The purpose of this report is to provide the background and rationale for issuing a Request for Proposals (RFP) to identify qualified vendors to undertake a redesign of the Library's website and implement a discovery layer for the Library's integrated library system (ILS). These initiatives are top priorities of the Library's Technology Roadmap and are intended to improve accessibility, usability, and community engagement.

**FISCAL IMPACT**

In the approved FY25 and FY 26 Budget as adopted by Resolution No.: R24-077 on May 1 2024, the Library incorporated \$200K for technology upgrades and improvements for the biennial cycle.

Estimated costs related to the engagement of a vendor to redesign the Library's website and implement a discovery layer are approximately \$200,000 for an anticipated three-year contract period, the second and third years for support and maintenance of the systems. The first year of this project is funded in the FY 2026 budget and to be charged to account line 102-22-242-271-0000-000-463-613130. Years two and three of the contract will come out of the Library's Information Technology operating budget, line 101-22-242-271-0000-000-463-613130.

**BACKGROUND**

In 2024 the Library engaged consultants to develop a comprehensive five-year Technology Roadmap to guide decision-making and investments in library technology. This effort was undertaken in response to recommendations from earlier organizational assessments that highlighted the need for deliberate change management and a more strategic approach to technology adoption.

For the first year of the Technology Roadmap, the consultant's identified the website redesign and the implementation of a discovery layer as two top priorities. Specifically, the report stated that "a comprehensive redesign of the library's website is essential to improve user experience and access to information... [and] alongside the overhaul, implement a Discovery Layer to streamline search capabilities, making it easier for patrons to discover materials across digital and physical collections.

This spring, the Library formed a team comprised of staff and leadership to consider the consultant's recommendations, and to envision the Library's specific goals and desired outcomes for that project. A draft Request for Proposals has been written and the Library anticipates releasing the RFP in September, 2025.

**RATIONALE FOR RECOMMENDATION**

The Library wishes to solicit competitive proposals from qualified vendors to redesign the Library website and add a discovery layer to the catalog. These complex projects require outside expertise in user-centered web design, accessibility standards, and library technology integration.

Authorization to issue an RFP will enable the Library to identify vendors with demonstrated success in these areas and move forward with implementing the Technology Roadmap.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, 510-981-6130

Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 25-038**

**Recommendation to Board of Library Trustees to Authorize Request for Proposal for Library Web Redesign and Discovery Layer Project**

WHEREAS, the Library seeks to improve its digital presence and enhance community access to resources; and

WHEREAS, the Library's Technology Roadmap identified redesigning the website and adding a discovery layer to the catalog as top strategic priorities; and

WHEREAS, City administrative regulations require purchases to be made through a competitive process; and

WHEREAS, there is adequate competition among qualified vendors offering web redesign and discovery layer solutions.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Acting Director of Library Services to issue a Request for Proposals to engage a vendor to redesign the Library's website and implement a discovery layer for the Library's catalog.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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Henry Bankhead, Acting Director of Library Services  
Serving as Secretary of the Board of Library Trustees





**ACTION CALENDAR**  
September 3, 2025

To: Board of Library Trustees  
 From: Henry Bankhead, Acting Director of Library Services  
 Subject: Proposed Addition of Position Hours – Claremont Branch

**RECOMMENDATION**

Adopt the resolution approving the addition of 10 hours to one 30 hour/week .75 FTE Library Assistant at the Claremont Branch.

**INTRODUCTION**

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

Adopted Budget

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

The proposed changes are budget neutral.

**CURRENT SITUATION**

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations.

The Library recommends adding 10 hours to one of the existing .75 FTE Library Assistant positions at Claremont Branch. Claremont is the third highest circulating branch, and yet currently has only one career benefitted Aide position compared to the 2.75 FTE (4 headcount) Aide positions at North, the first highest circulating location.

The supervisory team at Claremont observed that the branch would benefit from adding a position that could perform a broader range of tasks, including providing customer service independently at the service desk. Library Aides, although they can provide some customer service, cannot perform borrower-account related service which is a frequent need. They focus primarily on sorting, shelving, and providing directional assistance to patrons. Adding Assistant hours rather than Aide hours would allow the branch to have additional support in both customer service

and the shelving/processing of materials. It would also create another full-time position opportunity for a current staff member.

FISCAL IMPACT OF RECOMMENDATION

Personnel Budget (Library Tax Fund)

In the proposed scenario presented above, the addition of 10 hours to a Library Assistant position at Claremont or .25 FTE will have a neutral impact on the Personnel Budget. The value of the addition is as follows:

| Position          | FY25 Cost |        |      |              | FY26 Cost |              |     |        | Difference |              |      |              |
|-------------------|-----------|--------|------|--------------|-----------|--------------|-----|--------|------------|--------------|------|--------------|
|                   | FTE       | Amount | FTE  | Amount       | FTE       | Amount       | FTE | Amount | FTE        | Amount       |      |              |
| Library Assistant |           |        | 0.25 | 19,433.45    | 0.2500    | 19,433.45    |     |        | 0.25       | 20,210.77    | 0.25 | 20,210.77    |
|                   | -         | \$ -   | 0.25 | \$ 19,433.45 | 0.25      | \$ 19,433.45 | -   | \$ -   | 0.25       | \$ 20,210.77 | 0.25 | \$ 20,210.77 |

The Library will be reallocating funding to add the 10 hours to better meet operational needs. The proposed changes will result in an estimated increase of \$3,076.65 to the Library’s personnel budget.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time. If the changes described above are not approved, then the Library will continue to operate as it has been.

FUTURE ACTION

On adoption by the Library Board of Trustees the Library will report this update to the City’s Budget Office to inform mid-cycle updates to the City’s overall budget.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Library Assistant Classification

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 25-039**

Adopt the resolution approving the addition of 10 hours to one 30 hour/week .75 FTE Library Assistant at Claremont Branch.

WHEREAS, on May 1, 2024, the Board of Library Trustees by Resolution No.: 24-077 approved the fiscal year's 2025-26 budget; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budgets for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,

WHEREAS, the Board of Library Trustees has delegated day-to-day operation of the Library to the Director of Library Services by Resolution R07-10; and,

WHEREAS, the Library staff has identified new positions that will better support Library operations at the Central and branch libraries; and,

WHEREAS, the proposed changes will result in an estimated increase of \$3,076.65 to the Library's personnel budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the position as described in the attached report be increased by 10 hours and the FY 2025 and FY 2026 Expenditure Budgets are amended based upon a recommended addition of \$3,076.65 from appropriated expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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Henry Bankhead, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





City of Berkeley  
Library Assistant

|                         |                  |                      |                                                                                                                                       |
|-------------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 4039             | <b>SALARY</b>        | \$30.82 - \$36.63 Hourly<br>\$2,465.73 - \$2,930.58 Biweekly<br>\$5,342.41 - \$6,349.60 Monthly<br>\$64,108.93 - \$76,195.18 Annually |
| <b>ESTABLISHED DATE</b> | October 13, 2008 | <b>REVISION DATE</b> | February 07, 2012                                                                                                                     |

**Description**

DEFINITION

Under general supervision, performs a variety of support and clerical work in the day-to-day operations of library services.

CLASS CHARACTERISTICS

Library Assistant is the experienced clerical level of the library support series. Incumbents exercise some independence of judgment in the application of library policies and performance of patron services but are not expected to handle reader's advisory or reference service questions. This class is distinguished from Library Specialist I in that the latter class requires additional training and experience, and performance of advanced library support work. This class is further distinguished from Supervising Library Assistant in that the latter has a broad range of responsibilities in addition to supervising Library Assistants, Library Aides and Library Pages.

**Examples of Duties**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs public service involving a variety of routine circulation activities, patron registration and updating, cash collection in payment of fines, fees and charges;
2. Performs a variety of clerical tasks in connection with the daily operation of the library, including answering telephones, typing and/or data entry; assisting in the instruction of Library Aides and Library Pages; filing and maintaining records; preparing and posting public information displays; assisting in the opening and closing procedures for the library; and taking inventory of and placing orders for supplies;

3. Answers a variety of basic public service questions regarding library services; providing information to library users, including use of library catalogs, general circulation and operational policies, and referring to appropriate library divisions, dealing with difficult patrons in the absence of supervisors.
4. Operates a variety of standard office equipment, including computer workstations, operating copy reproduction equipment; and performing basic checks to ensure proper operation of computer workstations;
5. Performs a variety of clerical tasks in support of technical support services, including checking invoices against materials received; creating computerized order records; monitoring the condition of library materials and performing basic repairs that may include more specialized repairs; and preparing materials for display or placing in collection; and
6. Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing, moving and carrying library materials.

### **Knowledge and Abilities**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. General library policies and procedures;
2. Basic public desk etiquette and methods of providing information;
3. Basic arithmetic;
4. Equipment and systems used in the library and general office work; and
5. Techniques and methods for dealing with difficult situations involving hostile and/or disorderly individuals.

Ability to:

1. Understand and carry out oral and written instructions;
2. Deal tactfully and effectively with a variety of individuals including patrons and library staff;
3. Make accurate arithmetic computations to determine library overdue fees, cash balances and related tasks;
4. Make sound judgments and decisions within established guidelines;
5. Interpret library procedures and operational manuals;
6. Assist in directing and instructing Library Aides, Library Pages and volunteers;

7. Perform office support work including, data entry, typing and filing; and

8. Operate standard office equipment including computer workstations.

Note: Specified positions may require typing at a net speed of 40 words per minute from printed copy.

### Minimum Qualifications

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school and 780 hours of experience involving public information and office support duties in a library setting.

### OTHER REQUIREMENTS

Must be able to work evenings and weekends.

### Classification History

|                               |            |
|-------------------------------|------------|
| Library Aide                  |            |
| Classification Code           | 4245       |
| Classification Established    | 12/1988    |
| Classification Revised        | 3/2002     |
| Classification Revised        | 2/2012     |
| FLSA Status                   | Non-exempt |
| Administrative Leave/Overtime | OT         |
| Representation Unit           | IB         |
| Probationary Period           | 6 Months   |
| Workers' Compensation Code    | 8810       |





**ACTION CALENDAR**  
September 3, 2025

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: Proposed Personnel Changes—Tarea Hall Pittman South Branch

**RECOMMENDATION**

Adopt the resolution approving the addition of one 30 hour/week .75 FTE Library Assistant at the Tarea Hall Pittman South Branch.

**INTRODUCTION**

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

Adopted Budget

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

The proposed changes are budget neutral.

**CURRENT SITUATION**

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations.

The Library recommends adding one .75 FTE Library Assistant position at The Tarea Hall Pittman South Branch. The Tarea Hall Pittman South Branch (THPS) currently operates with a mix of Library Aides, Library Assistants, Library Specialists, and Librarians. Aides and Assistants share circulation responsibilities, but Assistants carry expanded duties, including independently staffing the public service desk, handling patron record modifications, and tactfully redirecting complex queries to Librarians or Specialists.

This proposal responds to operational needs at THPS by rebalancing staffing toward Library Assistants. The shift will enhance flexibility in scheduling, provide more consistent customer service, and allow Librarians and Specialists to focus on programming and outreach without compromising front-line desk coverage.

FISCAL IMPACT OF RECOMMENDATION

Personnel Budget (Library Tax Fund)

In the proposed scenario presented above, the addition of one .75 FTE Library Assistant will have a neutral impact on the Personnel Budget. The value of the addition is as follows:

| Position Number   | Have        |                     | Want        |                     | Difference |                     |
|-------------------|-------------|---------------------|-------------|---------------------|------------|---------------------|
|                   | FTE         | Amount              | FTE         | Amount              | FTE        | Amount              |
| 648               | 0.75        | 70,615.00           |             |                     | (0.75)     | (70,615.00)         |
| Library Assistant |             |                     | 0.75        | 95,985.97           | 0.75       | 95,985.97           |
|                   | <b>0.75</b> | <b>\$ 70,615.00</b> | <b>0.75</b> | <b>\$ 95,985.97</b> | <b>-</b>   | <b>\$ 25,370.97</b> |

The Library will be reallocating funding to create this positions to better meet operational needs. The proposed changes will result in an estimated increase of \$25,370.97 to the Library’s personnel budget.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time. If the changes described above are not approved, then THPS will continue to operate as it has been.

FUTURE ACTION

If approved, Library staff will work with Finance to update the City’s personnel budget to reflect the new position control.

CONTACT PERSON

Henry Bankhead, Acting Director of Library Services, 510-981-6109

Attachments:

1. Resolution
2. Library Assistant Classification

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 24-040**

Adopt the resolution approving the addition of one new position: one .75 FTE Library Assistant at the Tarea Hall Pittman South Branch.

WHEREAS, on May 1, 2024, the Board of Library Trustees by Resolution No.: 24-077 approved the fiscal year's 2025-26 budget; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budgets for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,

WHEREAS, the Board of Library Trustees has delegated day-to-day operation of the Library to the Director of Library Services by Resolution R07-10; and,

WHEREAS, the Library staff has identified a personnel change at the Tarea Hall Pittman South Branch that will better support branch operations and public service; and

WHEREAS, the proposed changes will result in an estimated increase of \$25,370.97 to the Library's personnel budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the position as described in the attached report be added to the Library's position control and the FY 2025 and FY 2026 Expenditure Budgets are amended based upon a recommended addition of \$25,370.97 to appropriated expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

---

Henry Bankhead, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





City of Berkeley  
**Library Assistant**

|                         |                  |                      |                                                                                                                                       |
|-------------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 4039             | <b>SALARY</b>        | \$30.82 - \$36.63 Hourly<br>\$2,465.73 - \$2,930.58 Biweekly<br>\$5,342.41 - \$6,349.60 Monthly<br>\$64,108.93 - \$76,195.18 Annually |
| <b>ESTABLISHED DATE</b> | October 13, 2008 | <b>REVISION DATE</b> | February 07, 2012                                                                                                                     |

**Description**

DEFINITION

Under general supervision, performs a variety of support and clerical work in the day-to-day operations of library services.

CLASS CHARACTERISTICS

Library Assistant is the experienced clerical level of the library support series. Incumbents exercise some independence of judgment in the application of library policies and performance of patron services but are not expected to handle reader's advisory or reference service questions. This class is distinguished from Library Specialist I in that the latter class requires additional training and experience, and performance of advanced library support work. This class is further distinguished from Supervising Library Assistant in that the latter has a broad range of responsibilities in addition to supervising Library Assistants, Library Aides and Library Pages.

**Examples of Duties**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs public service involving a variety of routine circulation activities, patron registration and updating, cash collection in payment of fines, fees and charges;
2. Performs a variety of clerical tasks in connection with the daily operation of the library, including answering telephones, typing and/or data entry; assisting in the instruction of Library Aides and Library Pages; filing and maintaining records; preparing and posting public information displays; assisting in the opening and closing procedures for the library; and taking inventory of and placing orders for supplies;

3. Answers a variety of basic public service questions regarding library services; providing information to library users, including use of library catalogs, general circulation and operational policies, and referring to appropriate library divisions, dealing with difficult patrons in the absence of supervisors.
4. Operates a variety of standard office equipment, including computer workstations, operating copy reproduction equipment; and performing basic checks to ensure proper operation of computer workstations;
5. Performs a variety of clerical tasks in support of technical support services, including checking invoices against materials received; creating computerized order records; monitoring the condition of library materials and performing basic repairs that may include more specialized repairs; and preparing materials for display or placing in collection; and
6. Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing, moving and carrying library materials.

### **Knowledge and Abilities**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. General library policies and procedures;
2. Basic public desk etiquette and methods of providing information;
3. Basic arithmetic;
4. Equipment and systems used in the library and general office work; and
5. Techniques and methods for dealing with difficult situations involving hostile and/or disorderly individuals.

Ability to:

1. Understand and carry out oral and written instructions;
2. Deal tactfully and effectively with a variety of individuals including patrons and library staff;
3. Make accurate arithmetic computations to determine library overdue fees, cash balances and related tasks;
4. Make sound judgments and decisions within established guidelines;
5. Interpret library procedures and operational manuals;
6. Assist in directing and instructing Library Aides, Library Pages and volunteers;

7. Perform office support work including, data entry, typing and filing; and

8. Operate standard office equipment including computer workstations.

Note: Specified positions may require typing at a net speed of 40 words per minute from printed copy.

### Minimum Qualifications

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school and 780 hours of experience involving public information and office support duties in a library setting.

### OTHER REQUIREMENTS

Must be able to work evenings and weekends.

### Classification History

|                               |            |
|-------------------------------|------------|
| Library Aide                  |            |
| Classification Code           | 4245       |
| Classification Established    | 12/1988    |
| Classification Revised        | 3/2002     |
| Classification Revised        | 2/2012     |
| FLSA Status                   | Non-exempt |
| Administrative Leave/Overtime | OT         |
| Representation Unit           | IB         |
| Probationary Period           | 6 Months   |
| Workers' Compensation Code    | 8810       |





**CONSENT**  
**CALENDAR**  
September 3, 2025

**TO:** Board of Library Trustees  
**FROM:** Beverly Greene, President, Board of Library Trustees  
**SUBJECT:** Establish A Salary for Acting Director of Library Services

**RECOMMENDATION**

Adopt a resolution to set the salary for Acting Director of Library Services within the existing salary range for Director of Library Services.

**FISCAL IMPACT**

The salary and benefits for the Director of Library Services are included in the Fiscal Year 2026 budget.

**BACKGROUND**

Tess Mayer resigned her position as Director of Library Services, effective August 16, 2025. Consistent with the duties of a Deputy Director of Library Services, Mr. Bankhead acts in the absence of the Director of Library Services. At the July 9, 2025 Board meeting, the Board of Library Trustees formally voted to appoint Henry Bankhead as the Acting Director of Library Services, to be effective August 17, 2025.

**CURRENT SITUATION AND ITS EFFECTS**

Henry Bankhead is currently Deputy Director of Library Services. Mr. Bankhead's appointment as Acting Director of Library Services is provisional, in accordance with Section 9.06 of the Personnel Rules and Regulations.

Provisional, promotional, temporary to career and transfer appointments are placed in the appropriate salary step consistent with the Personnel Rules and Regulations. This is the next step that is 10% above the individual's current salary. Mr. Bankhead's current salary is \$97.0451/hour, or \$201,853.81 /annually.

The salary range for the Director of Library Services position is:

\$93.0384 - \$127.9003 Hourly  
\$7,443.07 - \$10,232.02 Biweekly  
\$16,126.66 - \$22,169.39 Monthly  
\$193,519.87 - \$266,032.62 Annually

Consistent with these considerations and the current salary range, the recommended salary for Mr. Bankhead is based on an annual salary of \$222,039.19 (\$106.7496 per hour), effective August 17, 2025.

**FURTHER ACTION**

None.

Attachments:

1. Resolution
2. Director of Library Services Class Specification Bulletin
3. City of Berkeley Personnel Rules and Regulations

## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: 25-041

#### ESTABLISH A SALARY FOR ACTING DIRECTOR OF LIBRARY SERVICES

WHEREAS, Tess Mayer has resigned her position as Director of Library Services for the Berkeley Public Library, effective August 16, 2025; and

WHEREAS, Henry Bankhead is currently Deputy Director of Library Services for the Berkeley Public Library; and

WHEREAS, provisional, promotional, temporary to career and transfer appointments are placed in the appropriate salary step consistent with City of Berkeley Personnel Rules and Regulations; and

WHEREAS, the salary range for the Director of Library Services position is:

\$93.0384 - \$127.9003 Hourly  
\$7,443.07 - \$10,232.02 Biweekly  
\$16,126.66 - \$22,169.39 Monthly  
\$193,519.87 - \$266,032.62 Annually

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that a salary is established for Henry Bankhead as Acting Director of Library Services based on an annual salary of \$222,039.19 (\$106.7496 per hour), effective August 17, 2025. While in this provisional position, Mr. Bankhead will serve at the pleasure of the Board of Library Trustees.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2025 the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President  
Board of Library Trustees

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Henry Bankhead, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





City of Berkeley  
Director of Library Services

|                         |                  |                      |                                                                                                                                                |
|-------------------------|------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 1081             | <b>SALARY</b>        | \$93.04 - \$127.90 Hourly<br>\$7,443.07 - \$10,232.02 Biweekly<br>\$16,126.66 - \$22,169.39 Monthly<br>\$193,519.87 - \$266,032.62<br>Annually |
| <b>ESTABLISHED DATE</b> | October 06, 2008 | <b>REVISION DATE</b> | October 06, 2008                                                                                                                               |

**Description**

DEFINITION

Under policy direction, administers all activities and services of the Berkeley Public Library system; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class serves as administrative head of the Library. The incumbent reports directly to the Library Board of Trustees, serves as staff to the Board, and is responsible for implementing policy, developing goals and objectives, supervising staff, administering the Library budget and directing day to day operations. Although reporting to the Library Board, the Director serves as an integral part of the City's management team.

**Examples of Duties**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Library System;
2. Formulates and recommends policy to the Library Board and implements after adoption;
3. Directs the preparation and administration of the department's budget;
4. Plans, organizes, administers, reviews and evaluates the activities of professional and support staff;
5. Serves as principal liaison between the Library and other City departments;
6. Develops, revises and implements administrative programs and procedures,
7. Keeps the Board informed on the financial condition of the Library; interprets Board policies to the Library staff and community;

8. Evaluates the effectiveness of library services and programs in meeting community needs; maintains effective relations with a variety of community organizations, groups and other individuals to promote positive public relations;
9. Recommends applications for funds from public and private agencies for Library programs;
10. Selects and trains assigned staff;
11. Plans and directs library building programs and consults with appropriate bodies on library contracts;
12. Interprets City policies and procedures to staff; responsible for morale, productivity and discipline of department staff;
13. Directs analytical and management studies; reviews reports of findings, alternatives and recommendations; monitors developments related to library operations, evaluates their impact and recommends improvements;
14. Performs related work as directed.

### **Knowledge and Abilities**

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Public Library objectives, organization, program planning, systems development, and service delivery;
2. Administrative principles and methods, including goal setting, program and budget development, and work planning and organization;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
4. Applicable laws and regulations.

Skill in:

1. Planning, organizing, administering, reviewing and evaluating the work of management, professional, and technical library staff;
2. Selecting, training, motivating, and evaluating departmental staff;
3. Developing, implementing, and interpreting goals, objectives, policies, procedures, work standards, and internal controls;
4. Preparing, administering and monitoring a sizable budget and anticipating budgetary needs, programs, and services;
5. Representing the Library Board of Trustees and the City effectively in meetings with individual citizens, citizen groups, and boards and commissions;
6. Exercising sound, independent judgment within established guidelines;
7. Preparing clear and concise reports, correspondence, and other written communications.

### **Minimum Qualifications**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science or a closely related field and eight (8) years of management, supervisory or administrative experience which has included at least four (4) years of administration of library programs and services and four (4) years of supervising professional staff through subordinate supervisors. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

#### OTHER REQUIREMENTS

A valid California driver's license is desirable. Must be able to work evenings and weekends.



|                               |                                     |
|-------------------------------|-------------------------------------|
| Public Health Physician       | Public Health Physician (Certified) |
| Traffic Engineering Assistant | Assistant Traffic Engineer          |

| <b>Experienced and Certified Classifications</b>     |                                                      |
|------------------------------------------------------|------------------------------------------------------|
| <b>Entry-Level and/or Uncertified Classification</b> | <b>Journey-Level and/or Certified Classification</b> |
| Building Inspector I (Certified)                     | Building Inspector II (Certified)                    |
| Hazardous Materials Specialist I                     | Hazardous Materials Specialist II                    |
| Housing Inspector I (Certified)                      | Housing Inspector II (Certified)                     |

| <b>Entry to Journey Level Classifications</b> |                                                    |
|-----------------------------------------------|----------------------------------------------------|
| <b>Trainee or Entry-Level Classification</b>  | <b>Journey-Level or Experienced Classification</b> |
| Librarian I                                   | Librarian II                                       |
| Public Safety Dispatcher I                    | Public Safety Dispatcher II                        |
| Police Officer Recruit                        | Police Officer                                     |
| Deputy City Attorney I                        | Deputy City Attorney II                            |
| Deputy City Attorney II                       | Deputy City Attorney III                           |
| Deputy City Attorney III                      | Deputy City Attorney IV                            |

If the department head determines that the employee meets the criteria outlined above, the department head submits a written request to the Department of Human Resources recommending promotion of the employee to the licensed or experienced journey-level classification, without requirement that an eligible list for the journey-level classification be established or certified for this appointment, with a copy of the required license. Upon determination that the criteria have been met, the employee will be advanced to the journey-level classification subject to the requirement to serve the appropriate probationary period, as outlined in the applicable collective bargaining agreement or employee manual.

**9.04 CERTIFICATION OF ELIGIBLES**

If appointment is to be made from an eligible list, the names of all eligibles on the list shall be certified, except that any employee on a current reemployment list for that classification shall be certified first, in accordance with the layoff policy.

**9.05 APPOINTMENT**

The appointing authority shall make appointments from among those certified and the person to be appointed shall be notified by the Director of Human Resources. The person accepting the appointment shall report for duty within the time period prescribed in the job offer. If the applicant accepts the appointment and reports for duty as prescribed, the applicant shall be deemed to be appointed. Otherwise, the applicant shall be deemed to have declined the appointment.

**9.06 PROVISIONAL APPOINTMENTS**

When a career employee who meets the qualifications of the classification is temporarily assigned to work in that higher class or at a lateral level, in accordance with these rules, the appointment shall be designated as a provisional appointment. They may be made to fill temporarily vacated

or funded vacancies or career vacancies pending establishment of an eligible list, and shall include the continuation of benefits. The employee may be removed from the provisional appointment, at any time, without right of appeal or hearing.

## **9.07 TEMPORARY APPOINTMENTS**

Temporary at-will appointments may be made by the City Manager to vacancies of limited duration which are caused by limited funding, temporary absences of career employees or pending the establishment of an eligible list, provided that the applicant meets the qualifications of the classification to which the vacant position has been allocated. Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board, except that temporary appointments of up to twenty-five (25) months may be made for applicants who are filling positions which have been vacated by employees on a temporary assignment or long term leave of absence, such as parental or workers' compensation leaves, without need for Personnel Board approval. If the Personnel Board does not approve an extension of a temporary employee appointment, beyond six (6) months to a maximum of twenty-five months, such extension may be submitted to the City Council for review and approval. Temporary employees are ineligible for benefits, except that if a temporary employee is appointed to a position expected to last for six (6) months or longer and funding is available, the City may provide benefits for the duration of that appointment. However, no one person may serve in a series of non-career temporary appointments of twenty to forty hours for greater than thirty-six months in total. With the exception of a hiring freeze, which has been imposed to maintain career vacancies, no vacant career position should be filled by any temporary employee for longer than one year.

## **9.08 ACTING DEPARTMENT OR ASSISTANT DEPARTMENT HEAD**

Whenever a vacancy occurs in any department head or assistant department head position and no applicable employment list exists, the City Manager shall appoint a person to the vacant position who meets the minimum qualifications of the position in an acting capacity. Such appointments shall be designated "Acting" followed by the appropriate class title.

No one position shall be filled continuously by such acting appointment for more than one year provided, however, that upon the recommendation of the City Manager, the Council may, by resolution, authorize the continuation of such acting appointment beyond the one year period.

## **9.09 EMERGENCY APPOINTMENTS**

To meet the requirements of an emergency condition which threatens life, property or the general welfare of the City, the City Manager may employ such persons as may be needed for the duration of the emergency without regard to the regulations as to appointments in these Rules.

## **9.10 TEMPORARY SUPERVISORY ASSIGNMENT**

For training purposes, employees not meeting all of the minimum qualifications for a supervisory position may be temporarily assigned for a minimum of one week, to perform the duties of supervisor and will receive a five percent (5%) increase in their current salary.



**CONSENT CALENDAR**

September 9, 2025

To: Board of Library Trustees  
From: Nneka Gallaread, Fiscal and Administrative Services Manager  
Subject: Fiscal Year 2026 Purchase Authorization in Excess of Director of Library Services' Granted Authority Revised

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2026 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**FISCAL IMPACT**

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget for fiscal year 2025 and 2026 adopted by the Board of Library Trustees on May 1, 2024 by BOLT Resolution No.: R24-077.

**BACKGROUND**

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

On May 1, 2024, the board approved BOLT Resolution No.: R24-077 adopting the FY 2025 & 2026 Budget, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

Commencing July 1, 2025, the Library will begin processing fiscal year 2026 purchase requisitions for services, goods, materials, and equipment to support Library operations. See Attachment 2 to this report for purchase expenses planned to be in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items not associated with a contract number are presented in attached for authorization as a group as per the Resolution presented herein for consideration.

See Attachment 2 to this report for revised purchasing expenses planned to be in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items not associated with a contract number are presented in attached for authorization as a group as per the Resolution presented herein for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized

spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2– during FY 2026. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Henry Bankhead, Acting Director of Library Services, 981-6109

Attachments

1. Resolution
2. FY 2026: Vendor Purchased Values > \$10k to for FY 2026 Eligible Vendors Revised

## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: 25-042

#### **PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2026 PER ATTACHMENT 2**

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

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

WHEREAS, the Board of Library Trustees on May 1, 2024 passed Resolution No.: R24-077 adopting the Budget for all Library Funds' revenues and expenditures for fiscal year 2025 and 2026; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2026 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies that may exceed the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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Henry Bankhead, Acting Director of Library Services  
Serving as Secretary of the Board of Library Trustees



**FY 2026: Vendor Purchased Values > \$10k to for FY 2026 Eligible Vendors**

**FY26 List for BOLT-Approved Vendors (RVSD)**

| Vendor | Vendor Name                   | Funding Source |     |             |              |     | FY26 Requested Amount |
|--------|-------------------------------|----------------|-----|-------------|--------------|-----|-----------------------|
|        |                               | 101            | 102 | 103         | 104          | 105 |                       |
| 27170  | OVERDRIVE, INC                | 750,000.00     |     |             |              |     | 750,000.00            |
| 17128  | MIDWEST TAPE                  | 550,000.00     |     |             |              |     | 550,000.00            |
| 7887   | PACIFIC GAS & ELECTRIC        | 530,000.00     |     |             |              |     | 530,000.00            |
| 2224   | BAKER & TAYLOR, INC.          | 500,000.00     |     |             |              |     | 500,000.00            |
| 30004  | KANOPY LLC                    | 375,000.00     |     |             |              |     | 375,000.00            |
| 54273  | MIDWEST LIBRARY SERVICES      | 350,000.00     |     |             |              |     | 350,000.00            |
| 55181  | PAVE PREVENTION               | 200,000.00     |     |             |              |     | 200,000.00            |
| 13151  | EBSCO INFORMATION SERVICES    | 100,000.00     |     |             |              |     | 100,000.00            |
| 2020   | INGRAM LIBRARY SERVICES LLC   | 100,000.00     |     |             |              |     | 100,000.00            |
|        | ZENBOOTH                      | 100,000.00     |     |             |              |     | 100,000.00            |
| 22588  | CALIFA GROUP                  | 90,000.00      |     |             |              |     | 90,000.00             |
| 8859   | DELL MARKETING LP             | 80,000.00      |     |             |              |     | 80,000.00             |
| 1269   | CPS HUMAN RESOURCE SERVICES   | 80,000.00      |     |             |              |     | 80,000.00             |
|        | ORANGEBOY INC                 | 75,000.00      |     |             |              |     | 75,000.00             |
| 21342  | BOB MURRAY & ASSOCIATES       | 50,000.00      |     |             |              |     | 50,000.00             |
|        | JUNE GARCIA LLC               | 50,000.00      |     |             |              |     | 50,000.00             |
| 7501   | EBMUD                         | 48,000.00      |     |             |              |     | 48,000.00             |
| 4886   | OCLC                          | 35,000.00      |     |             |              |     | 35,000.00             |
| 26277  | PACIFIC LIBRARY PARTNERSHIP   | 34,000.00      |     |             |              |     | 34,000.00             |
| 24099  | PEGASUS BOOKS                 | 10,000.00      |     |             | \$ 23,000.00 |     | 33,000.00             |
| 15841  | LECTORUM PUBLICATIONS, INC.   | 30,000.00      |     |             | \$ 1,500.00  |     | 31,500.00             |
| 22038  | AT&T                          | 30,000.00      |     |             |              |     | 30,000.00             |
| 21636  | T-MOBILE USA                  | 25,000.00      |     | \$ 3,500.00 |              |     | 28,500.00             |
| 54526  | FREEDOM LIFTED LLC            | 28,000.00      |     |             |              |     | 28,000.00             |
| 17633  | HOME DEPOT, INC               | 27,000.00      |     |             |              |     | 27,000.00             |
| 20451  | AMERICAN LIBRARY ASSOCIATION  | 26,300.00      |     |             |              |     | 26,300.00             |
| 53437  | RACE-WORK LLC                 | 26,000.00      |     |             |              |     | 26,000.00             |
| 54091  | CIRCLEUP                      | 25,000.00      |     |             |              |     | 25,000.00             |
| 53970  | REFORMA NATIONAL ASSOCIATION  | 25,000.00      |     |             |              |     | 25,000.00             |
| 17877  | TK ELEVATOR CORPORATION       | 24,000.00      |     |             |              |     | 24,000.00             |
| 27918  | CENGAGE LEARNING INC          | 20,000.00      |     |             |              |     | 20,000.00             |
| 1959   | JOHNSON CONTROLS, INC         | 20,000.00      |     |             |              |     | 20,000.00             |
| 21648  | SYSERCO, INC.                 | 19,000.00      |     |             |              |     | 19,000.00             |
| 26825  | STUART'S CLEAR CHOICE         | 18,000.00      |     |             |              |     | 18,000.00             |
| 18618  | VERIZON WIRELESS              | 17,000.00      |     |             |              |     | 17,000.00             |
| 30583  | UNITY COURIER SERVICE INC     | 16,000.00      |     |             |              |     | 16,000.00             |
| 10804  | ACCUTITE ENVIROMENTAL ENGINEE | 16,000.00      |     |             |              |     | 16,000.00             |
| 55519  | B.R.S. CONSTRUCTION           | 15,550.00      |     |             |              |     | 15,550.00             |
| 25947  | AMAZON.COM-LIBRARY            | 10,000.00      |     |             | \$ 5,300.00  |     | 15,300.00             |
| 22930  | NEWSBANK, INC.                | 14,598.00      |     |             |              |     | 14,598.00             |
| 53982  | NPTS, INC                     | 12,000.00      |     |             |              |     | 12,000.00             |
| 26329  | GOVCONNECTION                 | 10,000.00      |     |             |              |     | 10,000.00             |

Revised 09.03.2025





**ACTION CALENDAR**  
September 3, 2025

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: Nominations for the Selection of Board President and Vice President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice President, for the term commencing November 5, 2025 for a one-year term.

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

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

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

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice President elections occurred on October 4, 2024, Trustee Greene was elected President and Trustee Ami, Vice President, to serve through the time of the next election in November 2025 or until a successor is elected.

*Process*

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

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

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

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

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term is anticipated to commence on November 5, 2025.

FUTURE ACTION

Election of Officers will take place at the November meeting.

CONTACT PERSON

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

Attachments:

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

**BERKELEY PUBLIC LIBRARY**

**SUBJECT: Bylaws of the City of Berkeley Board of Library Trustees (BOLT)**

ORIGINAL DATE: 5/4/2022  
BOLT Resolution #: R22-025  
REVISED DATE: 05/21/2025  
BOLT Resolution #: 25-025  
PAGE: 1 of 10

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

**Mission Statement:**

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

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

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

**Article I - Organization**

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

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

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

## Article II - Membership

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

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

### Article III - General Responsibilities of Trustees

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements.
2. Abide by the requirements of the Brown Act and be familiar with Robert's Rules of Order.
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.
4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.
5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council's Statement on Race and Social Equity, The American Library Association's Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.

6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit the Library locations, Central and branches.
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when assigned and complete associated projects.
13. Abide by and uphold BOLT's decisions.

#### **Article IV - Officers**

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

##### **1. Terms of Office:**

- a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.
- b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.
- c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.
- d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President; however, the Vice President shall execute the President's duties until a new President is elected
- e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.

- f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.
- g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

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

### **a. Regular Elections:**

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

### **b. Special Elections:**

- i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the

three months preceding the date for a Regular October election, in which case no Special Election shall be required.

### **3. Duties of the President**

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

### **4. Duties of The Vice President**

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

### **5. Duties of The Secretary**

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

## **ARTICLE V: Filling BOLT Vacancies**

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

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

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

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

## Article VI - BOLT Meetings

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

Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.

- ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
- iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

#### **4. Special meetings**

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

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

- a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
- b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

#### **6. Cancellation of Meetings**

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

### **Article VII – General Conduct of Trustees**

1. By accepting board membership, a trustee is committing to honor the following code of conduct:
  - a. As a trustee, I shall do my utmost to ensure that Berkeley Public Library performs its mission and achieves its goals. As a trustee I agree to:
  - b. Act with honesty and integrity.
  - c. Support in a positive manner all actions taken by the board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
  - d. Participate in annual strategic planning retreats and work sessions to evaluate the Library Director; participate in board self-evaluation programs;

- and participate in board development workshops, seminars, and other educational events that enhance my skills as a board member.
- e. Keep confidential information confidential.
  - f. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
  - g. Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
  - h. Always act for the good of the organization and represent the interests of all people served by the organization.
  - i. Always represent this organization in a positive and supportive manner.
  - j. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
  - k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
  - l. Accept my responsibility for providing oversight of the financial condition of the organization.
  - m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner's Manual.
  - n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library's policies related to ethical conduct of staff and officials.
  - o. Abide by these board Bylaws.
2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.
  3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: "I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley."
  4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

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

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

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

#### **Article IX - Ad Hoc Subcommittees**

1. From time-to-time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview, and a tenure of up to one year, as established by BOLT.
2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner's Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee's work.
4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

#### **Article X - The Director**

1. Duties of the Director
  - a. Duties of the Director shall be to oversee the day-to-day operation of the Library.
  - b. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff.
  - c. The Director's authority includes the approval of purchases of materials, supplies or equipment and contracting of services consistent with that of the City Manager in established City of Berkeley purchasing guidelines and/or policy.
  - d. The Director shall have the authority to appoint, discipline and dismiss employees of the Berkeley Public Library and to effectuate Memoranda of Agreement/Understanding with applicable bargaining units.
  - e. The Library Director shall act as secretary as defined in Article IV of these Bylaws.

#### **Article XI - Amendments of the Bylaws of the Berkeley BOLT**

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



**INFORMATION REPORT**

September 3, 2025

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: Director’s Report

**Vacancies:**

| <u>Position Title</u>         | <u>Location</u>       | <u>FTE</u> | <u>Notes</u>            |
|-------------------------------|-----------------------|------------|-------------------------|
| Communication Specialist      | Administration        | 1.0        | Recruitment in progress |
| Director of Library Services  | Administration        | 1.0        | Recruitment in progress |
| Supervising Librarian         | Art and Music         | 1.0        | Recruitment in progress |
| Senior Librarian              | Central Art and Music | 1.0        | Recruitment in progress |
| Library Aide                  | Circulation           | 0.75       | Pending                 |
| Information System Specialist | Information Systems   | 1.0        | Recruitment in progress |
| Library Aide                  | North                 | 0.75       | Recruitment in progress |
| Library Assistant             | North                 | 0.75       | Recruitment in progress |
| Library Aide                  | THPS                  | 0.75       | Pending                 |
| Library Aide                  | THPS                  | 0.75       | Recruitment in progress |
| Tool Lending Specialist       | Tool Library          | 1.0        | Pending                 |
| Supervising Librarian         | Tool Library          | 1.0        | Pending                 |
| Supervising Librarian         | West                  | 1.0        | Recruitment in progress |

Four of these vacancies are due to internal promotions or transfers; three of the positions are new. At this time, our vacancy rate is 9%.

**Acting Deputy Director**

Library Services Manager Amanda Myers has been appointed Acting Deputy Director for the interim period to support our organization until a new Director is hired by the BOLT. Amanda has been with the organization for more than 13 years and brings a wealth of experience and knowledge to the position. Please join me in congratulating Amanda on this temporary promotion.

**Pop-Up Creative Lab at Central Library**

Staff member Coley shares, “This summer, we launched a series of Pop-Up Creative Labs—mobile, experimental, and hands-on space where patrons get to explore everything from creative coding tools to synthesizer-building kits, sewing machines, and Cricut Makers. These labs have been

intentionally under-promoted so we could first ensure sustainable staff support—and the response has been wonderful. Patrons have not only enthusiastically participated, but they've also provided valuable feedback on tools, times, locations, and ideas for how we might grow creative services across the system."



### **Central Library Children's Storytime Room**

The Storytime Room remodel is about to begin. Contracts are being finalized and our facilities team has been removing some old metal shelving in order to make way for the remodel which will include new carpet, new cabinetry and new wall treatments as well as new furniture and bookcases. In addition, the Berkeley Public Library Foundation has agreed to award the Berkeley Public Library an additional \$25,000 for the Story Room + Adjacent Room renovation project.





**Caltopia: August 24-25, 2025**

Celebrating our 4th year of doing outreach at Caltopia! Caltopia is UC Berkeley's welcome back fair for students. The main attendees of Caltopia are first- and second-year students. By having a table at this annual, two-day event, the Library is able to get hundreds of new Berkeley residents Library cards. Staff were able to interact and answer questions of almost 2,000 new Berkeley residents in two days who attended Caltopia.

### **Exhibits**


There are two Braceros exhibits going up, one at West and one at Central 5th floor in honor of California Farm Workers Day, August 26, and in recognition of Latine Heritage Month.

**"Experience powerful images that honor farmworkers. Showcasing their labor, culture, resilience, and vital role in the history of our country and labor movement. Witness the faces and stories behind the work that sustains our communities."**

**BRACERO**

WITNESS THE FACES AND  
STORIES BEHIND THE WORK  
THAT SUSTAINS OUR  
COMMUNITIES.


**Powerful / Historic /  
Resilient / Unifying**



**ERNEST LOWE  
PHOTOGRAPHY  
COLLECTION**  
@ WEST BRANCH  
TEEN ROOM  
125 UNIVERSITY AVE

**HENRY P.  
ANDERSON  
PAPERS**  
@ CENTRAL  
ART & MUSIC  
5TH FLOOR

**RICK  
TEJADA-FLORES  
COLLECTION**  
@ CENTRAL  
ART & MUSIC  
2090 KITTEREDGE ST



Special thanks to Ernest Lowe, Dori Rodriguez Anderson, Paul Richards, San Francisco State Univ. Labor Archives and Research Center, & UC Merced Arts, for generously providing image rights.

### Tarea Hall Pittman South Branch – Tool Lending Library

Staff member Chin led a community book talk in partnership with Feeding Black Futures to discuss *Soil* by Camille Dungy which was our All Staff Reads choice. Also related to *Soil*, Chin put together a Seed and Plant Swap with Kalu from Blk Girls Greenhouse, as well as an Eat What You Grow seed saving workshop with Compost Gal Lori Caldwell. For kids' events, staff member Josh organized a Cunamacué: Afro-Peruvian Family Dance Class as well as a Magical Moonshine Puppet Show. Chin piloted our first program on a Sunday with an Ice Cream social event with free ice cream and a craft led by Chanel London of Hella Artsy. Staff member Kirstin worked with Architect and Accessibility Advocate Olivia Mae M. Asuncion who gave a talk about accessibility and building design.

### Claremont Branch

Ross McDonald split two more of the moveable bookcases in July and we are pushing to complete the remaining cases in early August. Having these bookcases moveable increases the flexibility of the space. Staff member Donovan's 3rd Annual International Chess Day Tournament (and the second at Claremont) was a huge success on July 19, with lots more teens participating this year, as well as an expected and large number of kids and adults. We had a lively Chinese Brush Painting workshop with Pauline Tsui in early July

which Staff member Michael and Staff member Pema hosted and an author event with Natasha Tripplett organized and hosted by Chin, who came over to host.

### **West Branch**



Who can forget the classic opening song, “Take a look, it’s in a book, a Reading Rainbow...”? The beloved show originally starring LeVar Burton is being rebooted. This iteration stars library social media star Mychal Threets who specifically requested to film some episodes at Berkeley Public Library. Library Managers and West staff opened the West branch on a Sunday for the crew and actors. Four episodes were filmed, set to be released this Fall. Reading Rainbow’s commitment to early literacy and inclusivity of diverse authors aligns closely with Berkeley Public Library’s values and mission.

### **North Branch**

Programming highlights for Adults this month included a Tea Ceremony that staff member Kristina organized with Omotesenke Domonkai Northern California. Participants learned the art of a traditional Japanese Tea Ceremony over two seatings of 15 people each. Supervisor Dan hosted author Jon Hickey for a talk about his new book Big Chief and Robyn hosted author Sara Calvosa Olson for a talk about indigenous food harvesting on our lawn.

### CONTACT PERSON

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