



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, December 3, 2025

AGENDA
6:30 PM

LOCATION
West Branch
1125 University Avenue

Commission Members:

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

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@berkeleyca.gov with the Subject Line in this format: “PUBLIC COMMENT ITEM ##.” Please observe a 150-word limit. Time limits on public comments will apply. Written comments will be entered into the public record. This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Jacqui Rodriguez, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

A. Call to Order

B. Ceremonial Matters: *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*

C. Public Comment

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

D. Comments from Library Unions

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

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

E. Comments from Board of Library Trustees

II. PRESENTATION CALENDAR

A. Human Resources End of Year Review – My Chan, Senior Human Resources Analyst

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 November 5, 2025 Regular Meeting

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Adopt Resolution No.: 25-054 approving the November 5, 2025 Regular Meeting as presented.

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

From: Nneka Gallaread, Fiscal and Administrative Services Manager

Recommendation: Adopt Resolution No.: 25-055 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.

C. Contract Amendment No. 32400124 Interact Intranet Inc.

From: Alicia Abramson, Information Technology Manager

Recommendation: Adopt Resolution No.: 25-056 authorizing the Acting Director of Library Services to amend Contract No. 32400124 with Interact Intranet Inc. for the provision of a cloud-based intranet system in an incremental increase of \$42,972.48 thereby increasing the contracted total not-to-exceed amount to \$88,834.56, and to amend the Contract's date of expiration to December 31, 2027 from December 29, 2025.

D. Contract Amendment: Contract No. 32000176 with Allied Universal Security Services

From: Henry Bankhead, Acting Director of Library Services

Recommendation: Adopt Resolution No.: 25-057 to amend Contract No. 32000176 with Allied Universal Security Services for the provision of security services at the Library for an additional \$300,000 for a new not-to-exceed amount of \$1,750,000 for the current contract term, expiring February 28, 2026.

E. Contract: Innovative Interfaces, Inc.

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt Resolution No.: 25-058 authorizing the Director of Library Services to enter into a sole source contract with Innovative Interfaces, Inc. for the provision of services related to a three-year subscription to the hosted Link+ Resource Sharing System in the amount of \$155,041 for the period of January 1, 2026, through December 31, 2028.

IV. ACTION CALENDAR**A. Election of the President**

From: Henry Bankhead, Acting Director of Library Services

Recommendation: The Board will elect a Trustee to sit as President, for the term commencing December 3, 2025, for a one-year term.

B. Election of the Vice President

From: Henry Bankhead, Acting Director of Library Services

Recommendation: The Board will elect a Trustee to sit as Vice President, for the term commencing December 3, 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 Update Report** – Beverly Greene, President, Board of Library Trustees**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 special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website, on 11/26/2025.

//s//

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

**Communications:**

| Date       | Name              | Subject                                                                                                   |
|------------|-------------------|-----------------------------------------------------------------------------------------------------------|
| 11/26/2025 | Dia Penning       | 11/26 EDI Wednesday Wondering                                                                             |
| 11/22/2025 | Christina Rhea    | Cal/OSHA Citations Issued to BPL (Public Comment)                                                         |
| 11/19/2025 | Dia Penning       | 11/19 EDI Wednesday Wondering                                                                             |
| 11/18/2025 | Samantha Lawrence | Local cleaning in Berkeley                                                                                |
| 11/14/2025 | Dia Penning       | 11/12/25 EDI Wednesday Wondering                                                                          |
| 11/7/2025  | Allyson Bogie     | Making the Oct. 8, 2025 BOLT minutes and recordings publicly available                                    |
| 10/31/2025 | Margrret Proctor  | Adt used berkeley to hell malcolm find white women for police he told us his desire to trade my fsmily... |
| 10/30/2025 | R. Todd Kerr      | Berkeley Times ? re: BOLT meeting schedule                                                                |

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**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, November 5, 2025**  
**6:30 PM**  
**West Branch - 1125 University Avenue, Berkeley CA 94702**

Board of Library Trustees:  
Tanir Ami, Acting President    Shoshana O'Keefe  
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:** 6:46PM
- Present: Trustees Ami , O'Keefe and Roth
- Absent: Trustee Villanueva
- Also Present: Henry Bankhead, Deputy Director; Nneka Gallaread, Administrative & Fiscal Services Manager; My Chan; Human Resources Analyst; Amanda Myers; Acting Deputy Director; Rudy Tapia; Circulation Services Manager; Bill Kolb, Library Services Manager; Alicia Abramson, Information Technology Manager; Raylene Ezike, Supervising Library Assistant; Lissette Gonzalez, Children's Librarian, and Patricia Heffron, Library Specialist.; Jacqui Rodriguez, Administrative Secretary

**B. Ceremonial Matters:** None.

**C. Public Comments:** 2 speakers

**D. Comments from Library Unions:**

1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speaker
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 O'Keefe apologized for arriving tardy.

**II. PRESENTATION CALENDAR**

- A. West Branch Presentation** – Raylene Ezike, Lissette Gonzalez and Patricia Heffron  
**Action:** Received.

**III. CONSENT CALENDAR**

**Action:** M/S/C (O'Keefe/ Roth) to adopt Resolution No. 25-043 to approve the consent calendar as presented.

**Vote:** Aye: Trustee Ami, O'Keefe and Roth. Noes: None. Absent: Trustee Villanueva.  
Abstention: None.

- A. Approve Minutes of the September 3, 2025**  
**From:** Henry Bankhead, Acting Director of Library Services  
**Recommendation:** Adopt a resolution to approve the minutes of the September 3, 2025, Regular Meeting of the Board of Library Trustees.  
**Contact:** Henry Bankhead, Acting Director of Library Services  
**Action:** Adopted Resolution No. 25-044 to approve the minutes of September 3, 2025 as submitted.
- B. Fiscal Year 2026 Purchase Authorization in Excess of Director of Library Services' Granted Authority Revised**  
**From:** Nneka Gallaread, Administrative & Fiscal Services Manager  
**Recommendation:** Adopt Resolution No.: 25-045 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 & Fiscal Services Manager  
**Action:** Adopted Resolution No. 25-045.
- C. BOLT Gift Annual Report to Council**  
**From:** Nneka Gallaread, Fiscal and Administrative Services Manager  
**Recommendation:** Adopt Resolution No.: 25-046 to approve annual reporting to the City Council of gifts received in FY 2025 as mandated by CC Resolution No. 65,444-N.S.  
**Contact:** Nneka Gallaread, Fiscal and Administrative Services Manager  
**Action:** Adopted Resolution No. 25-046.
- D. Authorization to Open the Central Library and All Branches One Hour Late to Allow Adequate time for All-Staff Meetings in 2026**  
**From:** Henry Bankhead, Acting Director of Library Services  
**Recommendation:** Adopt Resolution No.: 25-047 to open the Central Library and all Branch Libraries one hour later on January 31, May 29, July 31, and October 30, 2026, to allow adequate time for the all-staff meeting.  
**Contact:** Henry Bankhead, Acting Director of Library Services  
**Action:** Adopted Resolution No. 25-047.
- E. Reappointment of Beverly Greene**  
**From:** Henry Bankhead, Acting Director of Library Services  
**Recommendation:** Adopt a Resolution No.: 25-048 approving the recommendation to City Council to reappoint Trustee Beverly Greene for a four-year second term beginning on December 3, 2025 and ending on December 5, 2029.  
**Contact:** Henry Bankhead, Acting Director of Library Services  
**Action:** Adopted Resolution No. 25-048.
- F. 2026 Holidays and Early Closings**  
**From:** Henry Bankhead, Acting Director of Library Services  
**Recommendation:** Adopt a Resolution No.: 25-049 approving the 2026 Berkeley Public Library Holiday & Early Closing Schedule.  
**Contact:** Henry Bankhead, Acting Director of Library Services  
**Action:** Adopted Resolution No. 25-049.

#### **G. 2026 Authors Dinner Event**

**From:** Henry Bankhead, Acting Director of Library Services

**Recommendation:** Adopt a Resolution No.: 25-050 approving the arrangements in preparation for the 23rd annual Authors Dinner to be held on Sunday, February 22, 2026 at the Central Library.

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

**Action:** Adopted Resolution No. 25-050.

### **ACTION CALENDAR**

#### **A. Authorizing the Use of Director Search Funds for Reimbursement of Travel Expenses in the Director of Library Services Recruitment**

**From:** Tanir Ami, Vice President, Board of Library Trustees

**Recommendation:** Adopt a Resolution No.: 25-051 authorizing the use of funds allocated to the Director Search to reimburse reasonable and documented travel expenses for finalists invited to participate in the final round of interviews for the Director of Library Services position.

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

**Action:** M/S/C (Trustee O'Keefe/ Trustee Roth) to adopt Resolution No. 25-051.

**Vote:** Aye: Trustee Ami, O'Keefe and Roth. Noes: None. Absent: Trustee Villanueva.  
Abstention: None.

#### **B. 2026 Regular Meeting Schedule for the Board of Library Trustees**

**From:** Henry Bankhead, Acting Director of Library Services

**Recommendation:** Adopt a Resolution No.: 25-052 approving dates, times and locations for the 2026 regular meeting schedule for the Board of Library Trustees.

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

**Action:** M/S/C (Trustee Roth/ Trustee O'Keefe) to adopt Resolution No. 25-052.

**Vote:** Aye: Trustee Ami, O'Keefe and Roth. Noes: None. Absent: Trustee Villanueva.  
Abstention: None.

### **IV. INFORMATION REPORTS**

#### **A. Monthly Library Director's Report – Henry Bankhead, Acting Director of Library Service**

**Action:** Received.

#### **B. Director of Library Services Recruitment Update Report – Tanir Ami, Acting President, Board of Library Trustees**

**Action:** Received.

### **V. AGENDA BUILDING**

The next regular meeting will be held on Wednesday, December 3, 2025, at 6:30 PM. Future meeting topics identified include the Collections update.

### **VI. ADJOURNMENT**

**Action:** M/S/C (Roth/O'Keefe) to adjourn the meeting.

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

Abstention: None.

Adjourned at 7:29 PM.

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

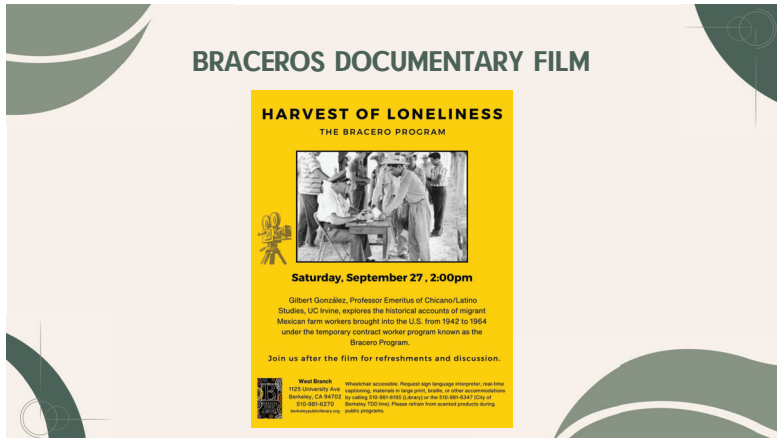
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Henry Bankhead, Acting Director of Library Services, acting as secretary to BOLT

Attachments:

1. West Branch PowerPoint Presentation

DRAFT



## THIRD ANNUAL SPRING BREAK WEEK OF EVENTS

West Branch Presents **SPRING FEST** APRIL 1-5 EVERY DAY AT 3:30 PM

For kids and families

**01** Tuesday **STORYTIME BAND** with Mr. Michael & Mr. Josh

**02** Wednesday **FESTIVAL FOOD** with Miss Daisy Kitchin

**03** Thursday **THE BUBBLESMITH** with Miss Daisy Kitchin CALL US FOR DETAILS 1125 UNIVERSITY

**04** Friday **SHREK DANCE PARTY** choreographed by Lisa

BUSD SPRING BREAK ALL WEEK!

## PROGRAMS FOSTERING COMMUNITY

Juegos y Cantos para Bebé

# Bilingual Baby Bounce

ideal for ages 6-30 months  
para edades de 6 a 30 meses

WEST BRANCH LIBRARY | 1125 UNIVERSITY AVE

Weekly story time for families, caregivers and children nurtures early learning in Spanish and English

A Celebration of Freedom



Bringing Culture, Community & Joy



Traditional Juneteenth Dishes  
Art workshop  
Read-aloud Story  
Live DJ



## PROGRAMS FOSTERING COMMUNITY

Community Trivia

COMMUNITY TRIVIA NIGHT

12/17/24 December 6:00PM-8:00PM

Join us for a friendly trivia game, compete for exciting prizes, and enjoy delicious treats and warm drinks afterward.

West Branch Library  
1125 University Ave. 503-985-6270  
www.branchlibrary.org

Gratitude



## Mystery Book Club

TUES, 11/24, 4PM

# MYSTERY BOOK CLUB

THE WIDOWS OF MALABAR HILL

West Branch Library  
1125 University Ave  
(503) 981-6270

November's title is  
The Widows of Malabar Hill  
by Sujata Massey



## Thank You!

Family Game Night



Community Puzzle Table



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**CONSENT CALENDAR**  
December 3, 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

**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 2, 2024 by BOLT Resolution No.: 24-077.

**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 2, 2024, the board approved BOLT Resolution No.: 24-077 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 of \$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 the 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, 981-6195

Attachments

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

## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: 25-055

#### **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 2, 2024 passed Resolution No.:24-077 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 December 3, 2025 by 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 of the Board of Library Trustees

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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 SERVICE  | 350,000.00     |     |            |             |     | 350,000.00            |
| 55865  | LIBRARIA                 | 250,000.00     |     |            |             |     | 250,000.00            |
| 55181  | PAVE PREVENTION          | 200,000.00     |     |            |             |     | 200,000.00            |
| 4730   | L.J. KRUSE CO.           | 150,000.00     |     |            |             |     | 150,000.00            |
| 13151  | EBSCO INFORMATION SERV   | 100,000.00     |     |            |             |     | 100,000.00            |
| 2020   | INGRAM LIBRARY SERVICE   | 100,000.00     |     |            |             |     | 100,000.00            |
| 55788  | ZENBOOTH, INC            | 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             |
| 1263   | CPS HUMAN RESOURCE SE    | 80,000.00      |     |            |             |     | 80,000.00             |
|        | ORANGEBOY INC            | 75,000.00      |     |            |             |     | 75,000.00             |
| 55816  | 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 PARTNER  | 34,000.00      |     |            |             |     | 34,000.00             |
| 24099  | PEGASUS BOOKS            | 10,000.00      |     |            | \$23,000.00 |     | 33,000.00             |
| 15841  | LECTORUM PUBLICATIONS    | 30,000.00      |     |            | \$ 1,500.00 |     | 31,500.00             |
| 22038  | AT&T                     | 30,000.00      |     |            |             |     | 30,000.00             |
| 55910  | VALSOFT IRELAND LIMITED  | 25,000.00      |     |            |             |     | 25,000.00             |
| 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 ASSOC   | 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 ASSC    | 25,000.00      |     |            |             |     | 25,000.00             |
| 17877  | TK ELEVATOR CORPORATIO   | 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             |
|        | CHINITA COMPANY LLC      | 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 IN | 16,000.00      |     |            |             |     | 16,000.00             |
| 10804  | ACCUTITE ENVIROMENTAL    | 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             |

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**CONSENT CALENDAR**  
December 3, 2025

To: Board of Library Trustees  
From: Alicia Abramson  
Subject: Contract Amendment No. 32400124 Interact Intranet Inc.

**RECOMMENDATION**

Adopt a resolution authorizing the Acting Director of Library Services to amend Contract No. 32400124 with Interact Intranet Inc. for the provision of a cloud-based intranet system in an incremental increase of \$42,972.48 thereby increasing the contracted total not-to-exceed amount to \$88,834.56, and to amend the Contract's date of expiration to December 31, 2027 from December 29, 2025.

**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 budget of the Library Tax Fund.

**CURRENT SITUATION AND ITS EFFECTS**

The Library currently houses its staff intranet site on Interact Intranet Inc.'s cloud-based platform. The staff intranet is used to store frequently accessed documents and files including time sheets and leave forms, Library purchasing forms and guidelines, meeting minutes, Library newsletters and more.

**BACKGROUND**

In December 2015, by the authority of the Director of Library Services, the Library entered into a two-year contractual agreement with Interact Intranet, Inc. (contract No. 108383) for the purchase of a cloud-based Intranet system for staff for a total, not-to-exceed amount of \$40,206.00 for a term from December 28, 2015 – December 31, 2017.

As Interact Intranet, Inc. successfully fulfilled their contractual obligations, in September 2017, the Board of Library Trustees authorized, by BOLT Resolution R17-046, a contract amendment with Interact Intranet, Inc. for a total not-to-exceed amount of \$110,000.00 (an addition of \$69,794.00 to the original contract amount) and extended the term of the contract to December 31, 2020.

In December 2020, as funds remained on the contract prior to its expiration date, the Library Director chose to extend the contract from December 31, 2020, to December 31, 2022, by letter, a standard practice that is specified within the contract language.

In January of 2023, the Library paid Interact Intranet, Inc. for another year of service (through December 31, 2023) on the contract's open Purchase Order. In accordance with City of Berkeley Purchasing policies and procedures, at the end of the December 31, 2023 term, a new contract (as opposed to an amended contract) had to be authorized.

On December 6, 2023, the Board of Library Trustees authorized, by Resolution R23-55, a new contract with Interact Intranet for a total not-to-exceed amount of \$45,862.08 for the term December 29, 2023 through December 29, 2025.

ALTERNATIVE ACTIONS CONSIDERED

In 2024, the Library conducted a strategic assessment of technology systems and services at the Library, which resulted in a five-year Technology Roadmap. One of the initiatives in the Roadmap is the replacement of the current staff intranet platform with the City of Berkeley's preferred intranet platform, Microsoft SharePoint. The current timeline is to begin the planning phase of the SharePoint migration in the 3<sup>rd</sup> Quarter of 2026, with a roll-out expected sometime in 2027.

CONTACT PERSON

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

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES  
RESOLUTION NO: 25-056**

**Contract Amendment No. 32400124 Interact Intranet Inc.**

WHEREAS, In December 2015, by the authority of the Director of Library Services, the Library entered into a two-year contractual agreement with Interact Intranet, Inc. (contract No. 108383) for the purchase of a cloud-based Intranet system for staff for a total, not-to-exceed amount of \$40,206.00 for a term from December 28, 2015 – December 31, 2017; and

WHEREAS, As Interact Intranet, Inc. successfully fulfilled their contractual obligations, in September 2017, the Board of Library Trustees authorized, by BOLT Resolution R17-046, a contract amendment with Interact Intranet, Inc. for a total not-to-exceed amount of \$110,000.00 (an addition of \$69,794.00 to the original contract amount) and extended the term of the contract to December 31, 2020; and

WHEREAS, In December 2020, as funds remained on the contract prior to its expiration date, the Library Director chose to extend the contract from December 31, 2020, to December 31, 2022, by letter, a standard practice that is specified within the contract language; and

WHEREAS, In January of 2023, the Library paid Interact Intranet, Inc. for another year of service (through December 31, 2023) on the contract's open Purchase Order; and

WHEREAS, In accordance with City of Berkeley Purchasing policies and procedures, at the end of the December 31, 2023 term, a new contract (as opposed to an amended contract) had to be authorized; and

WHEREAS, On December 6, 2023, the Board of Library Trustees authorized, by Resolution R23-55, a new contract with Interact Intranet for a total not-to-exceed amount of \$45,862.08 for the term December 29, 2023 through December 29, 2025.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it Adopt a resolution authorizing the Acting Director of Library Services to amend Contract No. 32400124 with Interact Intranet Inc. for the provision of a cloud-based intranet system in an incremental increase of \$42,972.48 thereby increasing the contracted total not-to-exceed amount to \$88,834.56, and to amend the Contract's date of expiration to December 31, 2027 from December 29, 2025.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, December 3, 2025 by 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

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**CONSENT CALENDAR**  
December 3, 2025

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: Contract Amendment: Contract No. 32000176 with Allied Universal Security Services

**RECOMMENDATION**

Adopt a resolution to amend Contract No. 32000176 with Allied Universal Security Services for the provision of security services at the Library for an additional \$300,000 for a new not-to-exceed amount of \$1,750,000 for the current contract term, expiring February 28, 2026.

Security service during regular hours of operation at all Library locations is currently provided under an agreement set to expire February 28, 2026 with Allied Universal Security Services. The current contract, Contract No. 32000176 had a total not to exceed amount of \$1,450,000. This contract amendment will add \$300,000 for FY 2026

**BACKGROUND**

Anticipating the upcoming expiration of contracts with the City and the Library, the City, with the Library participating, will release an RFP for security services. Until such time, funds are needed to maintain security services through Allied Universal through the current contract expiration of February 28, 2026.

During the duration of the current contract, First Alarm Security and Patrol, Inc. became Universal Protection Service, which later became Allied Universal Security Services.

**CURRENT SITUATION**

Unarmed security guard services are contracted by the Library to perform routine patrol duties at the Library. The existing contract, (ERMA: 32000176) had been previously extended to expire on February 28, 2026.

Allied Universal Security Services is the current vendor providing this service to the Library. This resolution will authorize an amendment of the existing contract to add \$300,000 in funds to the contract to cover payments for the current contract term.

**FISCAL IMPACT**

The FY 2026 Library Tax Fund budget includes funding for security services. The funding requested herein is supported by the Library Tax Fund budget. Funding beyond FY 2026 will be budgeted each year pursuant to the Library's annual budgeting process.

The Library is able to secure competitive rates for security services through achieved economies of scale as a participant attached to the City-wide administered RFP.

The contract with Allied Universal Security Services through February 28, 2026 is not to exceed \$1,750,000.

**FUTURE ACTION**

No future action is necessary.

**BERKELEY PUBLIC LIBRARY  
CONSENT CALENDAR REPORT**

Contract Amendment: Contract No. 32000176 with Allied Universal Security Services

**Page 2**

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Attachment:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: 25-057**

**CONTRACT AMENDMENT: Contract No. 32000176 with Allied Universal Security Services**

WHEREAS, On February 5, 2020, the Board of Library Trustees authorized, by Resolution No.: 20-007, the Contract No. 32000176; and

WHEREAS, the Berkeley Public Library currently contracts with a vendor to provide security services for the Library during public operating hours; and

WHEREAS, a Request for Proposal is being issued and conducted by the City of Berkeley for like services, in which the Library will participate; and

WHEREAS, the current contract expires February 28, 2026 and additional encumbered funds are needed to cover payments during this time.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley adopt a Resolution to amend Contract No. 32000176 not-to-exceed amount to \$1,750,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 3, 2025 by 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 Trustee

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**CONSENT CALENDAR**

December 3, 2025

To: Board of Library Trustees  
From: Alicia Abramson, Manager, Library Information Technology  
Subject: Contract: Innovative Interfaces, Inc.

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to enter into a sole source contract with Innovative Interfaces, Inc. for the provision of services related to a three-year subscription to the hosted Link+ Resource Sharing System in the amount of \$155,041 for the period of January 1, 2026, through December 31, 2028.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding for this contract is budgeted in the FY 2026 Library Tax Fund and will be included in the FY 2027/2028 biennial budget cycle.

| Cost             | Budget Code                                      | Description                                |
|------------------|--------------------------------------------------|--------------------------------------------|
| \$49,667         | 101-22-242-271-613130                            | Year 1 of 3 Link+ institutional membership |
| \$51,654         | 101-22-242-271-613130                            | Year 2 of 3 Link+ institutional membership |
| \$53,720         | 101-22-242-271-613130                            | Year 3 of 3 Link+ institutional membership |
| <b>\$155,041</b> | <b>FY 26 – FY 28 Total: Software Maintenance</b> |                                            |

**CURRENT SITUATION AND ITS EFFECTS**

In June 2013, the Library entered into a three-year contractual agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products related to the Library’s Integrated Library System (ILS) including a subscription to the Link+ system for a contracted value not-to-exceed \$600,000 authorized by BOLT Resolution No. R13-032. In June 2016, the Library amended this agreement, increasing the contract amount by an incremental amount of \$450,000 for a contracted not-to-exceed value of \$1,050,000, and extended the term of the agreement to June 30, 2019, authorized by BOLT Resolution No. R16-019. In May 2019, the Library amended this agreement increasing the contract by an incremental amount of \$258,064 for a contracted not-to-exceed value of \$1,308,064, and extended the term of the agreement to June 30, 2022, authorized by BOLT Resolution No. R19-022. In May 2022, the Library amended this agreement increasing the contract by an incremental amount of \$135,566 for a contracted not-to-exceed value of \$1,444,620, and extended the term to December 29, 2025, authorized by BOLT Resolution No. R22-021.

According to City of Berkeley Purchasing Department practices and procedures, at this time it is no longer possible to amend the current contract, so a new contract must be authorized. Innovative Interfaces, Inc. is the sole source provider of the Link+ system—no competing vendors offer this or an equivalent service.

**BACKGROUND**

In August of 2006, the Library joined the Link+ consortium, a resource sharing service at over 70 California libraries. Through the Link+ system, patrons request materials from library collections totaling over more

than 64 million items from member libraries. Requested materials are typically delivered to the Berkeley Public Library within 3-5 days after the request is made. There is no cost to patrons to use this service.

The Library maintains an institutional membership in the Link+ consortium to provide this service. The Link+ system is hosted in the cloud by Innovative Interfaces, Inc. and requires the Library to use an application called Resource Sharing Broker (RSB) to connect the Library's Integrated Library System (ILS) to the Link+ server to process patron requests.

The Library wishes to continue as an institutional member of the Link+ consortium, and to maintain access to the Resource Sharing Broker application which allows patrons to connect to the Link+ database, hosted by Innovative Interfaces, Inc., thereby expanding access to collections beyond those owned by Berkeley Public Library, and recommends approving a new contract for this purpose.

RATIONALE FOR RECOMMENDATION

Membership in the Link+ consortium allows the Library to provide patrons with access to many more materials than could be purchased and housed in the Library's five facilities.

CONTACT PERSON

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

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 25-058**

**Contract: Innovative Interfaces, Inc.**

WHEREAS, In June 2013, the Library entered into a three-year contractual agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products related to the Library's Integrated Library System (ILS), including a subscription to the Link+ system, for a contracted value not-to-exceed \$600,000 authorized by BOLT Resolution No. R13-032; and

WHEREAS, In June 2016, the Library amended this agreement, increasing the contract amount by an incremental amount of \$450,000 for a contracted not-to-exceed value of \$1,050,000, and extended the term of the agreement to June 30, 2019, authorized by BOLT Resolution No. R16-019; and

WHEREAS, In May 2019, the Library amended this agreement increasing the contract by an incremental amount of \$258,064 for a contracted not-to-exceed value of \$1,308,064, and extended the term of the agreement to June 30, 2022, authorized by BOLT Resolution No. R19-022; and

WHEREAS, In May 2022, the Library amended this agreement increasing the contract by an incremental amount of \$135,566 for a contracted not-to-exceed value of \$1,444,620, and extended the term to December 29, 2025, authorized by BOLT Resolution No. R22-021; and

WHEREAS, According to City of Berkeley Purchasing Department practices and procedures, at this time it is no longer possible to amend the current contract, so a new contract must be authorized; and

WHEREAS, Innovative Interfaces, Inc. is the sole source provider of the Link+ system—no competing vendors offer this or an equivalent service; and

WHEREAS, The Library wishes to continue as an institutional member of the Link+ consortium, and to maintain access to the Resource Sharing Broker application which allows patrons to connect to the Link+ database, hosted by Innovative Interfaces, Inc., thereby expanding access to collections beyond those owned by Berkeley Public Library, and recommends approving a new contract for this purpose.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley adopt a resolution authorizing the Director of Library Services to enter into a sole source contract with Innovative Interfaces, Inc. for the provision of services related to a three-year subscription to the hosted Link+ Resource Sharing System in the amount of \$155,041 for the period of January 1, 2026 through December 31, 2028.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, December 3, 2025, by 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 Trustee



**ACTION CALENDAR**  
December 3, 2025

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: Election of Board President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate a Trustee to sit as President, for the term commencing December 3, 2025.

**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.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President nominations occurred on September 3, 2025. Trustee Greene was nominated President and Trustee Ami Vice-President, to serve through the time of the next election in October 2026 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.

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

In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same

meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence December 3, 2025.

FUTURE ACTION

No future action is needed if the offices are filled at the December 3, 2025 meeting.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Board of Library Trustee Bylaws

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 25-059**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that \_\_\_\_\_ has been duly elected and shall serve as President commencing on December 3, 2025, until the first meeting of the board in October 2026, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 3, 2025 by 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 Trustee

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

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

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.



**ACTION CALENDAR**  
December 3, 2025

To: Board of Library Trustees  
From: Bankhead, Acting Director of Library Services  
Subject: Election of Board Vice President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate a Trustee to sit as Vice President, for the term commencing December 3, 2025.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as Vice President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President nominations occurred on September 3, 2025. Trustee Greene was nominated President and Trustee Ami Vice President, to serve through the time of the next election in October 2026 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.

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 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, 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 term will commence December 3, 2025.

FUTURE ACTION

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

CONTACT PERSON

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

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 25-060**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that \_\_\_\_\_ has been duly elected and shall serve as Vice President commencing on December 3, 2025, until the first meeting of the board in October 2026, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President  
Board of Library Trustees

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

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**INFORMATION REPORT**

December 3, 2025

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

**Vacancies:**

| Position Name                  | Location          | FTE  | Notes                   |
|--------------------------------|-------------------|------|-------------------------|
| Director of Library Services   | Administration    | 1.0  | Pending                 |
| Supervising Librarian          | Art and Music     | 1.0  | Recruitment in Progress |
| Senior Librarian               | Central Support   | 1.0  | Recruitment in Progress |
| Library Specialist II          | Central Reference | 1.0  | Pending                 |
| Library Aide                   | Circulation       | 0.75 | Pending                 |
| Library Assistant              | Circulation       | 0.75 | Recruitment in Progress |
| Mail and Courier Services Aide | Circulation       | 1.0  | Pending                 |
| Library Aide                   | THPS              | 0.75 | Pending                 |
| Library Assistant              | THPS              | 0.75 | Recruitment in Progress |
| Tool Lending Specialist        | Tool Library      | 1.0  | On hold                 |
| Supervising Librarian          | Tool Library      | 1.0  | On hold                 |

At this time, our vacancy rate is 7%.

**Central HVAC update:**

The work on the Kittredge building had been slightly delayed due to a manufacturing delay for one of the air conditioning units. The roof work, however, is complete. All HVAC and Exhaust Fan units have been installed. Ductwork is planned to be completed the first week of December. Then, we will proceed with electrical work and commissioning.

On the Bancroft building roof, work is ongoing. The Crane date for lift of HVAC and Exhaust Fans currently is scheduled for approximately December 19<sup>th</sup>, 2025. After that there will be minimal ductwork followed by electrical work and commissioning.

Issues that were identified by OSHA on their September 16<sup>th</sup> visit:

- Previously unknown requirement for site-specific heat illness plan
- Previously unknown requirement for all staff and supervisor training
- Clarification about access to designated cool-down area

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

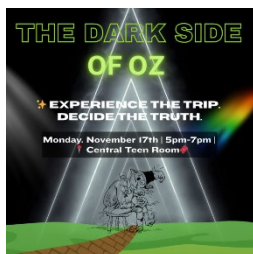
All construction work and final inspections are expected to be completed between early and mid-February. Floor leveling and carpet preparation are complete, and painting is 95% finished. Final touch ups will follow after the casework and acoustic panel (sun) are installed. The acoustic panel (sun) is scheduled to ship this week and will be installed in early December. Carpet and casework have been ordered, with installation planned from late December through early January.

After five rounds of shop drawing revisions with 3form, the resin (tree) panels and donor signage materials are now in the final review and approval stage, with approval expected between late November and early December. This remains the project's critical path and is causing schedule delays. Delivery and installation of the resin (tree) panels are planned for late January to early February.

For the project budget, the carpet vendor/installer is requesting a change order for the flooring transition, (approximately \$1,700) which was omitted from the original bid. Additional time is also required for project management/site supervisor to review and facilitate the shop drawing review for 3form.

Furniture has been ordered and is scheduled to be delivered about the time that construction is complete.

### **Teens! DARK SIDE OF OZ**



A Retro Movie + Music Mashup Experience was hosted November 18th, 2025! The Wizard of Oz iconic album The Dark Side of the Moon.

### **Art & Music**

In November Art and Music provided these repeating programs; Collage Club, Old Time Tune Jam, Spanish book club, DnD, LGBTQIA+ Book Club, Creative Connections @BCC (they made linocuts), Tech Help, Benefits lawyer in the Library, Line Dancing, Eviction Defense Center, Bay Area Community Services (BACS- they help with housing applications), and Spectrum Community Services (help with energy bills for older people in the community). In addition, they hosted Urbanrezlife Artist's Reception, helped with Comic Con, and Swords & Plowshares in-reach (Vet benefits and support). Also, Art and Music helped support Berkeley High School class visits.

### **North**

Staff met to discuss Social Services in the Branches. We agreed to do a 3-month trial period with Social Services Specialist in the Branch from 10-Noon on the First Friday of the month beginning in January for consultations with patrons. There will also be tabling by community partners offering services to the community.

Programming highlights this month included a screening of the documentary film *Bring Them Home* which tells the story of efforts by members of the Blackfoot Tribe to bring Buffalo back to their reservation. The event drew about 20 people, many of whom are of Indigenous ancestry.

We worked with Fork in the Path for another Mushroom Foraging workshop on identifying edible and poisonous mushrooms. Participants reported that they appreciated being able to handle samples of mushrooms picked locally. 36 people attended and Fork in the Path gave another talk at THPS later in the month.

We hosted a Junk Journaling workshop for all ages with participants getting started on creating collage journals. Staff reported "Attendees said they found the presentation helpful and everyone really enjoyed decorating their journals and starting to put together journaling spreads"

Staff returned to the Edible Schoolyard and Live Oak Recreation Center for another Saturday morning Storytime visit with our partners at BUSD and Parks and Rec. Staff also hosted a teacher's Thanksgiving Week Mini-camp where they had a storytime and explored the library.

Recurring programs including Teen Hangout, TTRPG, Storytime, Wellness Dance and our book clubs continued to have strong attendance. We hosted another well-received puzzle swap as well.

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

We revamped our Tech Help Appointments to be weekly Drop-In Tech help on Thursdays from 1-2 and 6-7. We hosted a Twilight Prom teen program to celebrate the 20th year anniversary of the series and worked with Mia Gajdosik who does our regular Talk to a Teen Therapist program to offer a presentation on Navigating Mental Health Care. South Berkeley author Niloufar Khonsari did a book talk and community conversation around her new book *Building a Culture of Care*. And Kris Longoria of Urbanrezlife came to do an artist talk regarding her work that is currently on display at the Central branch. We had trauma-informed personal trainer Brandon Chien back for another session of the Pain Clinic in which he taught some accessible self-massage techniques to patrons to help alleviate pain in common areas of the body. As always, this program was extremely well-received by patrons. We worked with Fork in the Path to bring another successful mushroom foraging program to the branch, local author Donte Clark for a Q/A and author talk, and Tool Lending hosted Bike East Bay for a workshop on Urban Cycling.

#### **Claremont**

The second annual Halloween Extravaganza took place at the Freight on October 30. This year's enthusiastically anticipated event featured a Storytime Band performance, a Halloween Fratello marionettes puppet show, and Unique Derique's Halloween show drew 465 people for a massive, two-hour celebration for younger children and their caregivers.

The Decolonized Kitchen program led by Maribel Garcia at the start of the month drew a big crowd for a lunch event, with 34 attendees from both far away (Tracy, Hayward) and closer to home (Berkeley, Oakland, and Richmond). An intergenerational audience made blue corn tortillas with sweet or savory toppings and talked about Indigenous foodways.

The Maintenance team added a small mirror to address the blind spot near the gender-neutral restroom. It works as we hoped. Claremont staff are working with IT to address a patron's inability to use our self-checks due to the impact of adjacent tech on their vision.

### **West**

November has brought the return of some popular programs to West, from increased tech help to therapy dogs and musical performances. The Baby Bounce and Stay-n-Play programs continue to attract healthy numbers, averaging 35 to 40 attendees. Children's programming at West also saw the return of Read to a Dog, where children ages 5-12, spent time reading to several very gentle therapy dogs. Rounding out November's children's programming and honoring Native American Heritage Month was the talented Alicia Retes, whose interactive retelling of the Southeast Woodlands North American Legend, How Rabbit Stole Fire, and a special story from the Coast Miwok entertained children and parents alike.

Meanwhile, Nyree performed for patrons as part of In the Stax, while a Musical Instrument Petting Zoo provided 43 attendees hands on introductions a range of instruments. Teens were brought out to the library for the monthly Dungeons and Dragons program and for two different teen game nights. Outreach to local schools continued this month as well with three visits from Longfellow and outreach to Berkeley Youth Alternatives.

For adults, the ever-popular Mystery Book Club continues this month with a discussion of The Widows of Malabar Hill and Popping the Science Bubble traveled to West in November for discussions on the immune system and quantum computing. We are restarting our inhouse Tech Help, as well as hosting a children's program to Make your Own Fossils.

### CONTACT PERSON

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