



**AGENDA**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Wednesday, July 1, 2026**

**6:30 pm**

**LOCATION:**

**NORTH BRANCH – 1170 THE ALAMEDA, BERKELEY, CA 94707**

**Commission Members:**

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

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

**I. PRELIMINARY MATTERS**

**A. Call to Order**

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

**C. Public Comment**

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

**D. Comments from Library Unions**

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

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

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

## II. CONSENT CALENDAR

*The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.*

**A. Approve Minutes of June 3, 2026, Special BOLT Meeting – Closed Session**

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

**Recommendation:** Adopt a resolution approving the June 3, 2026, Special BOLT meeting minutes as presented.

**B. Approve Minutes of June 3, 2026, Regular BOLT Meeting**

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

**Recommendation:** Adopt a resolution approving June 3, 2026, Regular BOLT meeting minutes as presented.

**C. Approve Minutes of June 8, 2026, Special BOLT Meeting – Closed Session**

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

**Recommendation:** Adopt a resolution approving June 8, 2026, Special BOLT meeting minutes as presented.

**D. Approve Minutes of June 15, 2026, Special BOLT Meeting – Closed Session**

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

**Recommendation:** Adopt a resolution approving June 15, 2026, Special BOLT meeting minutes as presented.

**E. Approve Minutes of June 18, 2026, Special BOLT Meeting – Closed Session**

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

**Recommendation:** Adopt a resolution approving June 18, 2026, Special BOLT meeting minutes as presented.

**F. Contract: Polytechnic Marketing**

**From:** Aimee Reeder, Communications Manager

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to enter into a sole source contract with Polytechnic Marketing for the provision of services related to **Rebranding for the Berkeley Public Library** in alignment with the Technology Roadmap in the amount of \$135,000.00 for the period of August 1, 2026, through March 1, 2027.

**G. RFP for Automated Materials Handling System Replacement**

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

**Recommendation:** Adopt a resolution authorizing the Library to issue a Request for Proposals (RFP) to engage a vendor for the redesign and replacement of the Library's existing Automated Materials Handling Systems (AMHS) across all five (5) BPL locations in alignment with the Technology Roadmap adopted by the Library in 2024.

**H. Fiscal Year 2027 Purchase Authorization in Excess of Director of Library Services' Granted Authority**

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

**Recommendation:** Adopt a resolution authorizing the Acting Director of Library Services to enter into fiscal year 2027 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.

## III. ACTION CALENDAR

**A. Approval of Extended Delayed Opening for All Staff Disability Access and Inclusive Service Training**

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

**Recommendation:** Approve an extension of the previously approved one-hour delayed opening for all Berkeley Public Library locations on Friday, October 30, 2026, resulting in a two-hour delayed opening to allow all staff to participate in a required Disability Access and Inclusive Service Training.

**IV. INFORMATION REPORTS**

*All items for discussion only and no final action.*

- A. Review Rules for Nominations for the Selection of Board President and Vice-President** – Henry Bankhead, Acting Director of Library Services
- B. Monthly Library Director’s Report** – Henry Bankhead, Acting Director of Library Services
- C. Director of Library Services Recruitment of Trustees (Oral Report)** – Beverly Greene, President, Board of Library Trustees
- D. Board of Library Trustees Recruitment Update (Oral Report)** – Amy Roth, Board of Library Trustees

**V. ITEMS FOR FUTURE AGENDAS**

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

- A. Discussion of items to be added to future agendas**

**VI. ADJOURNMENT**

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Henry Bankhead, 510-981-6195, [hbankhead@berkeleyca.gov](mailto: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.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library’s website, on 6/26/2026.

//s//

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

**Communications:**

Date	Name	Subject
06/25/2026	Hoopla Digital	Fuel your patrons’ summer adventures...no gas required
06/23/2026	Anonymous	Cars and attorney general
06/23/2026	Mike from ClearGov	Add us to your GFOA Annual schedule
06/22/2026	Kai Mahnke	Odd treatment by two male members of your main library branch
06/21/2026	Margaret	Sonya and Malcolm were brought by librarian they really loved. This called on her needs as friend to com
06/18/2026	Hoopla Digital	Power up your digital collection with fan-favorite franchises and anime
06/17/2026	Mile from ClearGov	ClearGov is headed to the 2026 GFOA Annual Conference!
06/16/2026	Hoopla Digital	Bonus Borrows start June 24!
06/15/2026	Hoopla Digital	Headed to ALA? So Are We!
06/11/2026	Hoopla Digital	Build HooplaConnect into Your 2027 Budget
06/10/2026	Carmen Crump	PROFOUND CUSTOMERS SERVICE
06/10/2026	Hoopla Digital	Commemorate America's 250th with your patriotic patrons

PAGE INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK



**MINUTES**  
**Board of Library Trustees**  
**Special Meeting - Closed Session**  
**Wednesday, June 3, 2026**  
**11:00 AM**  
**LOCATION:**  
**Central Library - 2090 Kittredge Street, Berkeley CA 94704**

**Commission Members:**

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

**I. PRELIMINARY MATTERS**

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

1. **Call to Order:** 11:02 AM

**Present:** President Beverly Greene, Vice President Tanir Ami, Trustee O’Keefe, Trustee Roth

**Absent:** None.

**Also Present:** June Garcia, Sari Feldman from June Garcia, LLC – Director Search Consultants

2. **Public Comments:** 0 speakers.

**II. CLOSED CALENDAR**

**A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957**

**Title: Director of Library Services**

The Board of Library Trustees recessed into closed session to conduct interviews with three candidates.

**III. ACTION CALENDAR**

**A. Public Reports of actions taken pursuant to Government Code Section 54957.1.**

**Action:** No Action Taken.

**IV. ADJOURNMENT**

Adjourned at 6:02 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed session meeting of June 3, 2026, as approved by the Board of Library Trustees

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

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

Attachments: none.

PAGE INTENTIONALLY LEFT BLANK



**MINUTES**

**Board of Library Trustees**

**Regular Meeting**

**Wednesday, June 3, 2026**

**6:30 pm**

**Claremont Branch - 2940 Benvenue Avenue, Berkeley CA 94705**

**Commission Members:**

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

**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:** 6:31 PM

Present: Trustees Ami, Greene, O'Keefe and Roth

Absent: None.

Also Present: Henry Bankhead, Acting Director of Library Services; Amanda Myers, Acting Deputy Director; Nneka Gallaread, Fiscal and Administrative Manager; John Boggs, Information Technology 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) – 0 speakers
2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
3. Public Employees Union, LOCAL 1 – 0 speakers

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

1. None.

**II. CONSENT CALENDAR**

**Action:** M/S/C (Trustee Roth/ Trustee O'Keefe) to adopt Resolution No. 26-024 to approve the consent calendar as presented.

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

**A. Approve Minutes of May 20, 2026, Regular Meeting**

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

**Recommendation:** Adopt a resolution to approve the minutes of the May 20, 2026, Regular Meeting of the Board of Library Trustees.

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

**Action:** Adopted Resolution No. 26-025 to approve the minutes of May 20, 2026, as submitted.

**B. New Contract: First Shield Security for Library Security Services**

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

**Recommendation:** Adopt a resolution authorizing the Acting Director of Library Services to execute a contract and any amendments with First Shield Security to provide security services at all Library locations in an amount not to exceed \$1,920,000 for the term of July 1, 2026 to June 30, 2029, with two one-year options for a total of 5 years and a total not to exceed \$3,300,000 including a \$332,000 contingency and subject to the Library’s annual budget appropriation process.

**Action:** Adopted Resolution No. 26-026.

**ACTION CALENDAR**

**A. Proposed Budget FY 27-28 – All Library Funds**

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

**Recommendation:** Adopt a resolution approving the proposed revenue budgets for FY 2027 and FY 2028 of \$44,543,131/\$36,478,446 and the proposed expenditure budgets for FY 2027 and FY 2028 of \$43,179,371/\$31,336,718.

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

**Action:** M/S/C (Trustee Ami/ Trustee Roth) to adopt Resolution No. 26-027.

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

**III. INFORMATION REPORTS**

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

**Action:** Received.

**B. Director of Library Services Recruitment Update – Beverly Greene, President, Board of Library Trustees**

**Action:** Received.

**C. Board of Library Trustees Recruitment Update – Amy Roth, Board of Library Trustees**

**Action:** Received.

**IV. AGENDA BUILDING**

The next regular meeting will be held on Wednesday, July 1, 2026, at 6:30 PM.

**V. ADJOURNMENT**

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

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

Adjourned at 6:56 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Wednesday, June 3, 2026 as approved by the Board of Library Trustees.

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

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

Attachments:

1. Proposed Budget FY 27-28 – All Library Funds Power Point

DRAFT

PAGE INTENTIONALLY LEFT BLANK



# BUDGET

Fiscal Years 2027-28

APPROVE THE PROPOSED  
 REVENUE BUDGETS FOR  
 FY 2027 AND FY 2028 OF  
 \$44,543,131/\$36,478,446 AND  
 THE PROPOSED  
 EXPENDITURE BUDGETS  
 FOR FY 2027 AND FY 2028  
 OF \$43,179,371/\$31,336,718

## BERKELEY PUBLIC LIBRARY

### Library Tax Rate for FY2027

The rate of 4.95% representing the Personal Income Growth was used to set the tax rate for FY2027. This means we will receive \$0.311 cents per square foot for dwelling units and \$0.473 per square foot for industrial, commercial and institutional buildings; a change from FY2026 of \$0.298 and \$0.451, respectively. This change is expected to bring in \$29.4 million.

BERKELEY PUBLIC LIBRARY			
TAX RATE INDICES: PIG + CPI			
G:\FINANCE\BUDGETS\Yearly\Tax Rates\Annual Tax Rates.kss\BOLT 20MAY26			
Year	PIG*	CPI^	Notes
2008	4.42%	3.200%	BOLT R07-043 (9MAY07)
2009	4.29%	4.000%	BOLT R08-046 (14MAY08)
2010	0.62%	0.802%	BOLT R09-054 (10JUN09)
2011	-2.50%	1.717%	BOLT R10-039 (25MAY10)
2012	2.51%	2.821%	BOLT R11-039 (11MAY11)
2013	3.77%	2.078%	BOLT R12-037 (13JUN12)
2014	5.12%	2.381%	BOLT R13-033 (29MAY13)
2015	-0.23%	2.787%	BOLT R14-026 (20MAY14)
2016	3.82%	2.436%	BOLT R15-108 (28MAY15)
2017	5.37%	2.695%	BOLT R16-018 (19MAY16)
2018	3.69%	3.789%	BOLT R17-031 (31MAY17)
2019	3.67%	3.217%	BOLT R18-026 (6JUN18)
2020	3.85%	4.015%	BOLT R19-023 (24MAY19)
2021	3.73%	1.110%	BOLT R20-018 (3JUN20): Increase declined
2022	5.73%	3.806%	BOLT R21-095 (26MAY21)
2023	7.55%	4.996%	BOLT R22-026 (23MAY22)
2024	4.44%	4.192%	BOLT R23-022 (17MAY23)
2025	3.62%	3.767%	BOLT R24-078 (30MAY24)
2026	6.44%	1.270%	BOLT R25-023 (21MAY25)
2027	<b>4.95%</b>	3.798%	Director Recommendation (MAY20) = PIG

BOLT recommendation to City Council  
 \* per capita Personal Income Growth factor in California released late April/ear y May.  
 ^ Consumer Price Index in the immediate San Francisco Bay Area released mid-May.

Square Feet	Annual Tax Dwelling Units		Annual Tax All Other Properties	
	FY27	FY26	FY27	FY26
1,200	\$375.30	\$357.60	\$567.48	\$540.72
1,500	469.12	447.00	709.35	675.89
1,900	594.22	566.20	898.51	856.13
3,000	938.25	894.00	1,418.70	1,351.79
3,900	1,219.72	1,162.20	1,844.31	1,757.32
10,000	3,127.50	2,979.99	4,729.00	4,505.96

# Library Relief Tax Rate for FY2027

The rate of 4.95% representing the Personal Income Growth was used to set the tax rate for FY2027. This means we will receive \$0.063 cents per square foot for dwelling units and \$0.0953 per square foot for industrial, commercial and institutional buildings; a change from FY2026 of \$0.06 and \$0.09, respectively. This change is expected to bring in \$5.9 million.

BERKELEY PUBLIC LIBRARY			
TAX RATE INDICES: PIG + CPI			
G:\FINANCE\BUDGETS\Yearly\Tax Rates\Annual Tax Rates - Measure X.xlsx\BOLT 20MAY26			
Year	PIG*	CPI^	Notes
2027	4.95%	3.798%	Director Recommendation (MAY20) = PIG
<b>BOLD</b> BOLT recommendation to City Council			
* per capita Personal Income Growth factor in California released late April/early May.			
^ Consumer Price Index in the immediate San Francisco Bay Area released mid May.			

Square Feet	Annual Tax Dwelling Units	Annual Tax All Other Properties
	FY27	FY26
1,200	\$75.56	\$ 72.00
1,500	94.46	90.00
1,900	119.64	114.00
3,000	188.91	180.00
3,900	245.58	234.00
10,000	629.70	600.00

# STRATEGIC PLAN BOLT RESOLUTION 24-060 (1 JAN - 2024)

1. Ensure equitable access to high quality collections, programs, facilities, technology, and helpful staff.
  - Enhance out physical and digital spaces so patrons can experience dynamic and accessible resources
2. Foster community connections and increase public awareness.
  - Develop relationships with community members and community-based organizations to ensure that all public programs and collections reflect the diversity within our community
3. Enhance the quality of experience for all Library employees and take steps to continually improve our ability to meet our mission and vision.
  - Promote a workplace climate that values the safety and health of employees and reinforces respect for all co-workers

## BERKELEY PUBLIC LIBRARY

# RECENT ACCOMPLISHMENTS RELATED TO BUDGET PRIORITIES

- The Central Library story room project has been completed, and we are preparing for the grand opening.
- The Central Library has successfully replaced the HVAC system, with improvements to maintain a comfortable atmosphere withstanding changes of the season
- Provided various trainings to support staff in dealing with the public and professional development; such as PAVE, Gender 101, Cypress Mental Health Series, Onboarding through Justice in the Library and Supervisor & Management Training.

## BERKELEY PUBLIC LIBRARY

# FISCAL YEARS 2027-2028 BUDGET

- **Library Reserve Fund** – This budget includes the new reserve fund that discretely separates revenue in accordance with Reserve Policy established in 2021.
- **Addresses deferred maintenance** - The budget includes funding for some deferred maintenance to the Central and branch libraries, including the replacement of air conditioning units and ducting at North. Maintaining the solar panels at two of our branches to reduce our costs and carbon footprint
- **Emphasis on planning for the future** - This budget addresses the Library's plans to engage in sustainability planning and ongoing racial equity work.
- **Technological improvements** - The budget includes information technology improvements to better serve our communities.

# BERKELEY PUBLIC LIBRARY

## MAJOR NEW & CONTINUING PROJECTS

Description	New/Continuing	Estimated Budget
Equity, Diversity, and Inclusion training	Continuing	\$75,000 (Library Tax Fund)
Collections enhancements	Continuing	\$200,000 (Library Tax Fund)
Technology Roadmap	Continuing	\$2,300,000 (Library Capital Fund)

# BERKELEY PUBLIC LIBRARY

## REVENUE

### Revenue Budgets – FY27/FY28

Primary revenue source to fund operations is the Library Tax Fund.

Reserve Fund: \$7,272,214/based on most recent complete FY (xfr from Tax fund bal)

Tax: \$35,410,917/\$36,118,446 - 99% of revenue

Capital Fund: \$1,500,000/ no future funding plan

Grants: \$110,000/\$110,000

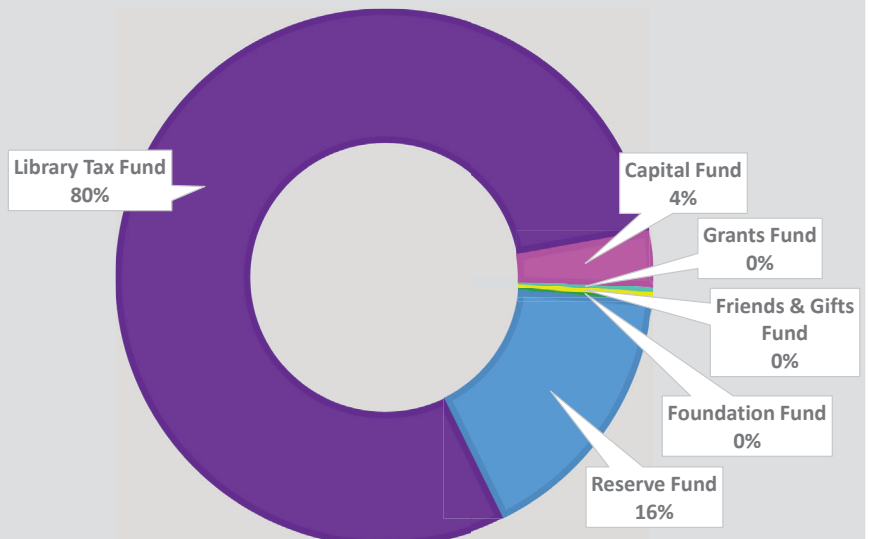
Friends: \$150,000/\$150,000

Foundation: \$100,000/\$100,000

**Total: \$44,543,131/\$36,478,446**

## REVENUES BY FUND FY27

- Reserve Fund
- Library Tax Fund
- Capital Fund
- Grants Fund
- Friends & Gifts Fund
- Foundation Fund



## BERKELEY PUBLIC LIBRARY

### EXPENSES - FY27

#### Expense Budgets

Primary funding for operations is the Library Tax Fund.

Tax: \$38,886,371 – used for 98% of expenses

Lib Capital Fund: \$3,800,000

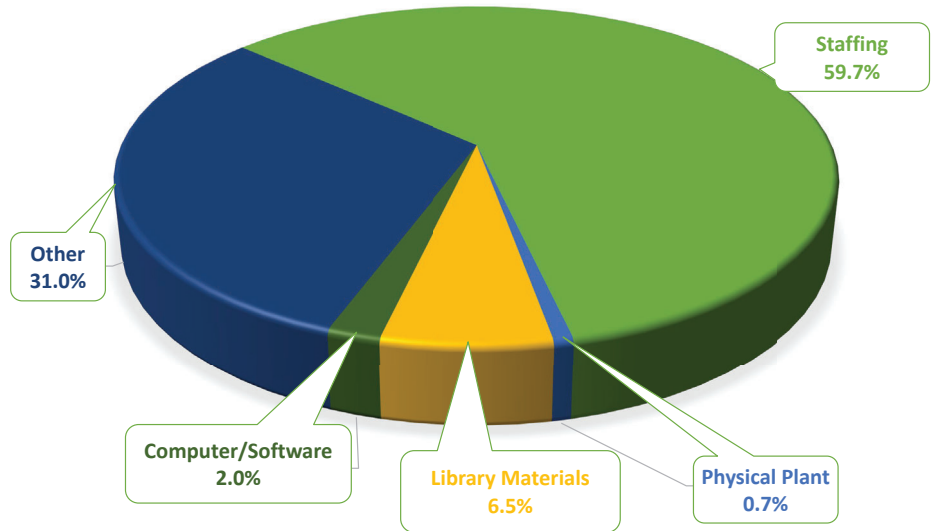
Grants: \$110,000

Friends: \$183,000

Foundation: \$200,000

**Total: \$43,179,371**

### FY27 EXPENDITURES BY CATEGORY LIBRARY TAX FUND: \$38,886,371



## BERKELEY PUBLIC LIBRARY

### EXPENSES - FY28

#### Expense Budgets

Primary funding for operations is the Library Tax Fund.

Tax: \$30,843,718 – used for 90% of expenses

Lib Capital Fund: \$0

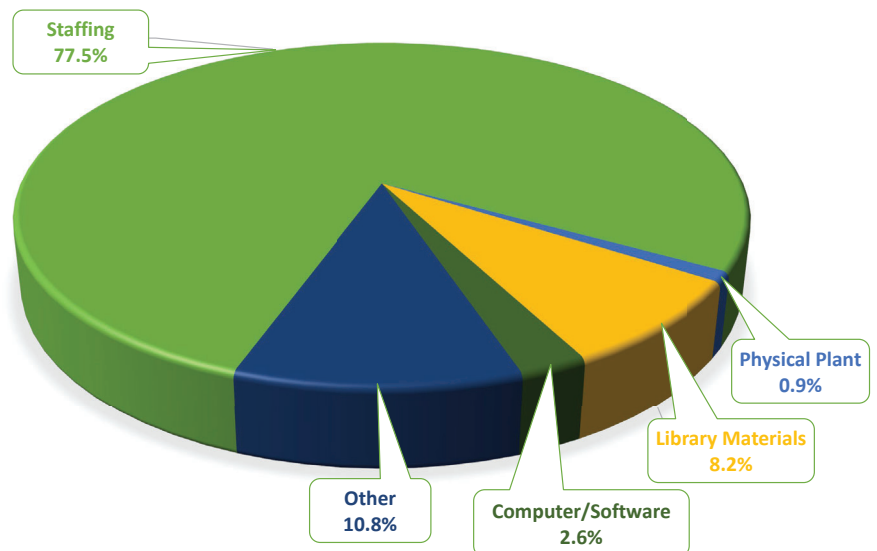
Grants: \$110,000

Friends: \$183,000

Foundation: \$200,000

**Total: \$31,336,718**

### FY28 EXPENDITURES BY CATEGORY LIBRARY TAX FUND: \$30,843,718



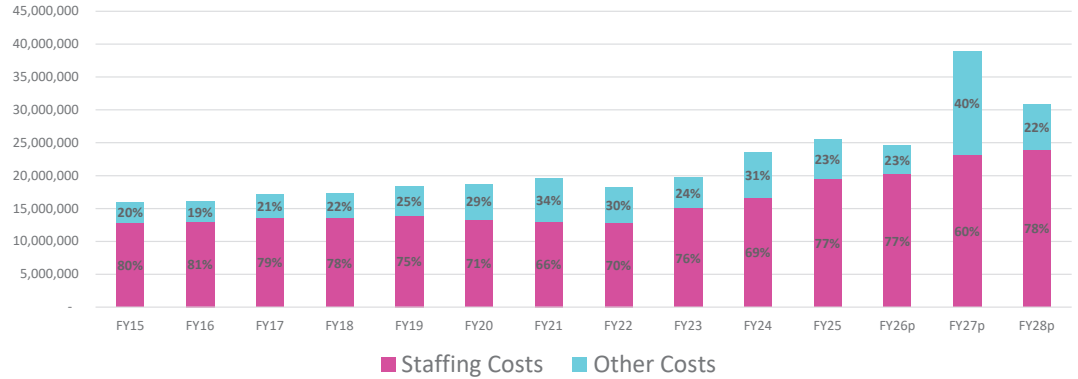
# BERKELEY PUBLIC LIBRARY

## TAX FUND (101) STAFFING %AGE

Staffing Costs (compensation + benefits) as Share of total Library Tax Fund Expenditures

FY15-FY25: Actual  
 FY26: Mid-year Projection  
 FY27: Proposed Budget  
 FY28: Proposed Budget

BPL only Expenditures: Staffing vs. Other Library Tax Fund



# BERKELEY PUBLIC LIBRARY

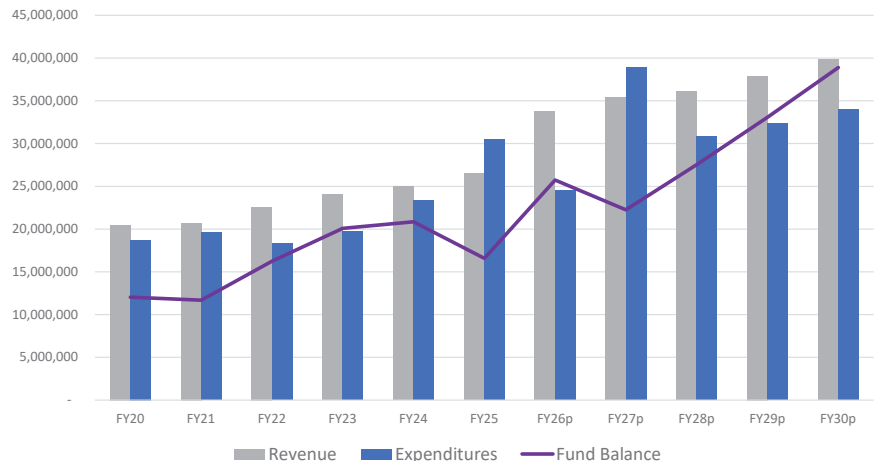
## LIBRARY'S FUTURE (101)

FY26 marks the first year we received new revenue from Measure X. The additional approximately \$5.6 million has helped stabilize our long-term financial outlook.

Establishing a dedicated Capital Fund will ensure we can continue addressing system-wide structural needs as well as ongoing intellectual framework improvements.

In addition, recruiting for key vacant positions remains essential to strengthening internal operations and ensuring the Library can continue to fulfill its mission and vision.

Revenues vs Expenditures vs Fund Balance Library Tax Fund





# THANK YOU! QUESTIONS?

[NGALLAREAD@BERKELEYCA.GOV](mailto:NGALLAREAD@BERKELEYCA.GOV)

PAGE INTENTIONALLY LEFT BLANK



**MINUTES**  
**Board of Library Trustees**  
**Special Meeting - Closed Session**  
**Monday, June 8, 2026**  
**5:30 PM**  
**LOCATION:**  
**Central Library - 2090 Kittredge Street, Berkeley CA 94704**

**Commission Members:**

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

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>*

1. **Call to Order:** 5:37 PM

**Present:** President Beverly Greene, Vice President Tanir Ami, Trustee O'Keefe, Trustee Roth

**Absent:** None.

**Also Present:** June Garcia, Sari Feldman from June Garcia, LLC – Director Search Consultants

2. **Public Comments:** 0 speakers.

**II. CLOSED CALENDAR**

**A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957**

**Title: Director of Library Services**

The Board of Library Trustees recessed into a closed session to evaluate interviewed candidates.

**III. ACTION CALENDAR**

**A. Public Reports of actions taken pursuant to Government Code Section 54957.1.**

Action Taken: No action taken.

**IV. ADJOURNMENT**

Adjourned at 6:35 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed session meeting of June 8, 2026, as approved by the Board of Library Trustees

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

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

Attachments: none.

PAGE INTENTIONALLY LEFT BLANK



**MINUTES**  
**Board of Library Trustees**  
**Special Meeting - Closed Session**  
**Monday, June 15, 2026**  
**5:00 PM**

**LOCATION:**  
**Tarea Hall Pittman South Branch - 1901 Russell Street, Berkeley CA 94703**

**Commission Members:**

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

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>*

1. **Call to Order:** 5:06 PM

**Present:** President Beverly Greene, Vice President Tanir Ami, Trustee O'Keefe, Trustee Roth

**Absent:** None.

**Also Present:** June Garcia, Sari Feldman from June Garcia, LLC – Director Search Consultants and Diane Davenport.

2. **Public Comments:** 0 speakers.

**II. CLOSED CALENDAR**

**A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957**

**Title: Director of Library Services**

The Board of Library Trustees recessed into a closed session to evaluate interviewed candidates.

**III. ACTION CALENDAR**

**A. Public Reports of actions taken pursuant to Government Code Section 54957.1.**

Action Taken: No action taken.

**IV. ADJOURNMENT**

Adjourned at 6:10 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed session meeting of June 15, 2026, as approved by the Board of Library Trustees.

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

Henry Bankhead, Acting Director of Library Services, acting as secretary to the Board of Library Trustees.

Attachments: none.

PAGE INTENTIONALLY LEFT BLANK



**MINUTES**  
**Board of Library Trustees**  
**Special Meeting - Closed Session**  
**Thursday, June 18, 2026**  
**5:00 PM**  
**LOCATION:**  
**Central Library - 2090 Kittredge Street, Berkeley CA 94704**

**Commission Members:**

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

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>*

**1. Call to Order: 5:13 PM**

**Present:** Vice President Tanir Ami, Trustee O'Keefe, Trustee Roth

President Beverly Greene arrived and joined the closed session at 5:20 PM.

**Absent:** None.

**Also Present:** June Garcia, Sari Feldman from June Garcia, LLC – Director Search Consultants

**2. Public Comments: 0 speakers.**

**II. CLOSED CALENDAR**

**A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957**

**Title: Director of Library Services**

The Board of Library Trustees recessed into closed session to discuss the appointment of the Director of Library Services

**III. ACTION CALENDAR**

**A. Public Reports of actions taken pursuant to Government Code Section 54957.1.**

Action Taken: No action taken.

**IV. ADJOURNMENT**

Adjourned at 6:31 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed session meeting of June 18, 2026, as approved by the Board of Library Trustees

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

Henry Bankhead, Acting Director of Library Services, acting as secretary to the Board of Library Trustees

Attachments: none.

PAGE INTENTIONALLY LEFT BLANK



**CONSENT CALENDAR**  
July 1, 2026

To: Board of Library Trustees  
From: Aimee Reeder, Manager, Communications  
Subject: Contract: Polytechnic Marketing

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to enter into a sole source contract with Polytechnic Marketing for the provision of services related to **Rebranding for the Berkeley Public Library** in the amount of \$135,000.00 for the period of August 1, 2026, through March 1, 2027.

**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.

<b>Cost</b>	<b>Budget Code</b>	<b>Description</b>
<b>\$135,000.00</b>	102-22-241-261-0000-000-463-612990	Rebranding Services for the Berkeley Public Library

**CURRENT SITUATION AND ITS EFFECTS**

At the April 15, 2024, meeting the Board of Library Trustees adopted Resolution No. 26-016. to authorize the Library to issue a Request for Proposals (RFP) to engage a vendor for Branding services, in alignment with the Library’s 2024-2028 Strategic Plan and 2024 Technology Roadmap.

The RFP was issued on April 30, 2026. Fifteen (15) creative agencies responded. A staff team comprised of library specialists, librarians, managers and the Library’s communications team reviewed each RFP carefully, met multiple times for discernment, and conducted follow-up interviews with the three finalist creative agencies.

The staff team recommends Polytechnic Marketing, a creative agency based in Berkeley, CA, to provide a comprehensive suite of branding services.

Rebranding will support more effective outreach and move the Library from being passively available to be welcoming, visible, and relevant to all members of the community. The process is not simply about visuals or messaging—it is a strategic opportunity to align the Library’s identity with the current needs, values, and lived experiences of Berkeley’s diverse communities.

## BACKGROUND

In 2023 the Library developed a Strategic Plan for 2024-2028 and in 2024 the Library adopted a comprehensive five (5)-year Technology Roadmap. These efforts were undertaken in response to recommendations from earlier organizational assessments.

The Strategic Planning process identified increasing public awareness of the Library's variety of programs and services as a top strategic priority.

The Technology Roadmap prioritized a website and discovery layer redesign. The website redo project was initiated in 2025 and currently the tasked staff team is working to finalize the vendor for implementation.

The current brand identity guidelines for the Berkeley Public Library system were issued in March 2013, thirteen years ago, and are not in compliance with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA Standards.

A concurrent comprehensive branding strategy and style guide is essential to complete the website and discovery layer redesign.

The creative agency will conduct a comprehensive rebranding process with discovery and research, including stakeholder engagement and market analysis, and the development of a new visual identity and messaging framework through multiple rounds of creative concepting, refinement, testing, and copywriting, resulting in finalized brand concepts, taglines, and audience-specific messaging. The agency will produce a brand book with guidelines, voice and tone standards, and a digital asset library, along with templates and promotional materials such as flyers, signage concepts, social media toolkits, and professional stationery assets as well as provide implementation support.

## RATIONALE FOR RECOMMENDATION

The Library wishes to begin work with Polytechnic in August 2026 to complete the Rebranding process by March 1, 2027, in advance of the redesign of the website which is estimated to launch in Spring 2027.

Authorization to enter into contract with Polytechnic Marketing enables the Library to begin this work and move forward with the work of the Strategic Plan and the Technology Roadmap, as adopted by the Board of Library Trustees (BOLT).

## CONTACT PERSON

Aimee Reeder, Manager, Communications, 510-981-6104.

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 26-\_\_\_**

**Contract: Polytechnic Marketing**

WHEREAS, the Library seeks to improve its digital and visual presence while enhancing community awareness and access to resources; and

WHEREAS, the Library's Strategic Plan and Technology Roadmap identified enhancing our physical and digital spaces as well as increasing public awareness of the Library's variety of programs and services as top strategic priorities; and

WHEREAS, the Library engaged in a competitive Request For Proposal (RFP) process per City administrative regulations to identify a creative agency to contract with for Branding Services; and

WHEREAS, there were fifteen (15) responses from highly regarded creative agencies all over the United States carefully evaluated by a Library staff team, and

WHEREAS, Polytechnic Marketing located in Berkeley, CA was identified as the top creative agency offering the services and expertise needed for the Branding project of the Library, and

WHEREAS it is important the Library has accessible design standards in advance of the Library's new website in Spring 2027; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Acting Director of Library Services to enter into a contract agreement with Polytechnic Marketing for a comprehensive branding process for a contracted value not-to-exceed \$135,000.00 for a period of August 1, 2026, through March 1, 2027.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, July 1, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

PAGE INTENTIONALLY LEFT BLANK



**CONSENT CALENDAR**

July 1, 2026

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: RFP for Automated Materials Handling System Replacement

**RECOMMENDATION**

Adopt the resolution to authorize the Library to issue a Request for Proposals (RFP) to engage a vendor for the redesign and replacement of the Library's existing Automated Materials Handling Systems (AMHS) across all five (5) BPL locations in alignment with the Technology Roadmap adopted by the Library in 2024.

**INTRODUCTION**

The purpose of this report is to provide the background and rationale for issuing a Request for Proposals (RFP) to identify qualified vendors to undertake a redesign and replacement of the Library's existing Automated Materials Handling Systems (library materials return and sorting machines). This initiative is a high priority of the Library's Technology Roadmap and is intended to improve accessibility, usability, efficiency, staff workflows, and patron satisfaction.

**FISCAL IMPACT**

The Library will incorporate into the FY27 and FY28 capital budgets a total of \$1 million for technology upgrades and improvements for the biennial cycle as part of the Tech Roadmap suite of improvements, with additional funds allocated in subsequent years for maintenance and upkeep under an approved contract.

Estimated costs related to the engagement of a vendor to demolish, redesign, and replace the Library's legacy AMHS instances are approximately \$1,500,000 for an anticipated five-year contract period, with the second through fifth years for support and maintenance of the systems.

The first year of this project will be funded in the FY 2027 budget. All five years of the contract will come out of the Library's Capital Improvements budget, line 102-22-242-271-0000-000-463-664110.

**BACKGROUND**

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

For the first and second years of the Technology Roadmap, the consultants identified the AMHS redesign and replacement – a key component to the larger "Hardware Updates" project – as a high priority for the ongoing smooth operation of the library across all locations. The plan specifically recommends that the library evaluate vendors based on "reliability, capacity, and ease of integration with current workflows."

The Library formed a team comprised of staff and leadership to consider the consultant's recommendations and to envision the Library's specific goals and desired outcomes for that project. A draft Request for Proposals has been written and the Library anticipates releasing the RFP in the Fall of 2026.

RATIONALE FOR RECOMMENDATION

The Library wishes to solicit competitive proposals from qualified vendors to redesign the Library's Automated Materials Handling Systems, demolish legacy hardware, install new hardware, and integrate operational software with current library systems and data center components. These complex projects require outside expertise in user-centered design, accessibility standards, modern library technology developments and trends, and library technology integration.

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

CONTACT PERSON

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

Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 26-\_\_\_\_\_**

**Recommendation to Board of Library Trustees to Authorize Request for Proposal for redesign and replacement of the Library’s existing Automated Materials Handling Systems (AMHS) across all five (5) BPL locations in alignment with the Technology Roadmap adopted by the Library in 2024**

WHEREAS, the Library seeks to replace aging, inefficient systems, improve patron experience, and increase staff workflow efficiency; and

WHEREAS, the Library’s Technology Roadmap identified redesigning the Library’s complement of AMHS across all five locations as a top strategic priority; and

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

WHEREAS, there is adequate competition among qualified vendors offering Automated Materials Handling System solutions.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Acting Director of Library Services to issue a Request for Proposals to engage a vendor to remove the Library’s existing Automated Materials Handling System, redesign and install new systems, and integrate them with existing library infrastructure.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

PAGE INTENTIONALLY LEFT BLANK



**CONSENT CALENDAR**

July 1, 2026

To: Board of Library Trustees  
From: Nneka Gallaread, Fiscal and Administrative Services Manager  
Subject: Fiscal Year 2027 Purchase Authorization in Excess of Director of Library Services' Granted Authority

**RECOMMENDATION**

Adopt resolution authorizing the Director of Library Services to enter into fiscal year 2027 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 2027 and 2028 adopted by the Board of Library Trustees on June 3, 2026 by BOLT Resolution No.: 26-027.

**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 June 3, 2026, the board approved BOLT Resolution No.: 26-027 adopting the FY 2027 & 2028 Budget, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

Commencing July 1, 2026, the Library will begin processing fiscal year 2027 purchase requisitions for services, goods, materials, and equipment to support Library operations. See Attachment 2 to this report for purchase expenses planned to be in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items not associated with a contract number are presented in attached for authorization as a group as per the resolution presented herein for consideration.

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

Nneka Gallaread, Manager, Administrative and Fiscal 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: 26-\_\_\_\_\_**

#### **PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF DIRECTOR OF LIBRARY SERVICES GRANTED AUTHORITY FOR FISCAL YEAR 2027 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 June 3, 2026, passed Resolution No.: 26-027 adopting the Budget for all Library Funds' revenues and expenditures for fiscal year 2027 and 2028; 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 Acting Director of Library Services to execute fiscal year 2027 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 July 1, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

PAGE INTENTIONALLY LEFT BLANK

FY 2027: Vendor Purchased Values > \$10k to for FY 2027 Eligible Vendors

Vendor	Vendor Name	Funding Source					FY27 Requested Amount
		101	102	103	104	105	
27170	OVERDRIVE, INC	\$800,000					\$800,000
17128	MIDWEST TAPE	\$600,000					\$600,000
7887	PACIFIC GAS & ELECTRIC	\$600,000					\$600,000
54273	MIDWEST LIBRARY SERVICES	\$500,000					\$500,000
30004	KANOPY LLC	\$375,000					\$375,000
55865	LIBRARIA	\$150,000					\$150,000
13151	EBSCO INFORMATION SERVICES	\$100,000					\$100,000
2020	INGRAM LIBRARY SERVICES LLC	\$100,000					\$100,000
22588	CALIFA GROUP	\$100,000					\$100,000
8859	DELL MARKETING LP	\$80,000					\$80,000
	ORANGEBOY INC	\$80,000					\$80,000
7501	EBMUD	\$60,000					\$60,000
2239	INNOVATIVE INTERFACES	\$55,000					\$55,000
55181	PAVE PREVENTION	\$50,000					\$50,000
17633	HOME DEPOT, INC	\$40,000					\$40,000
4886	OCLC	\$35,000					\$35,000
26277	PACIFIC LIBRARY PARTNERSHIP	\$34,000					\$34,000
22038	AT&T	\$28,000					\$28,000
293232	PACIFIC SITE MANAGEMENT	\$56,000					\$28,000
4730	L.J. KRUSE CO.	\$25,000					\$25,000
54526	FREEDOM LIFTED LLC	\$25,000					\$25,000
55910	VALSOFT IRELAND LIMITED	\$25,000					\$25,000
54091	CIRCLEUP	\$25,000					\$25,000
27918	CENGAGE LEARNING INC	\$25,000					\$25,000
1959	JOHNSON CONTROLS, INC	\$25,000					\$25,000
21648	SYSERCO, INC.	\$25,000					\$25,000
19640	SUNLIGHT & POWER	\$25,000					\$25,000
56088	PRESSREADER	\$25,000					\$25,000
30583	UNITY COURIER SERVICE INC	\$24,000					\$24,000
55788	ZENBOOTH, INC	\$20,000					\$20,000
56116	TOP NOTCH MECHANICALS INC	\$25,000					\$20,000
22930	NEWSBANK, INC.	\$20,000					\$20,000
26825	STUART'S CLEAR CHOICE	\$18,000					\$18,000
19878	SENTRY ALRAM	\$36,000					\$18,000
10804	ACCUTITE ENVIROMENTAL ENGINEER	\$16,000					\$16,000
24099	PEGASUS BOOKS	\$15,000					\$15,000
55918	CHINITA COMPANI LLC	\$15,000					\$15,000
19618	VERIZON WIRELESS	\$15,000					\$15,000
25947	AMAZON.COM-LIBRARY	\$15,000					\$15,000
	BIBLIOBOARD/LYRISIS	\$15,000					\$15,000
26329	GOVCONNECTION	\$13,000					\$13,000
20451	AMERICAN LIBRARY ASSOCIATION	\$10,000					\$10,000
21636	T-MOBILE USA			\$8,000			\$8,000

PAGE INTENTIONALLY LEFT BLANK



**ACTION CALENDAR**

July 1, 2026

To: Board of Library Trustees  
From: Henry Bankhead, Acting Director of Library Services  
Subject: Approval of Extended Delayed Opening for All Staff Disability Access & Inclusive Service Training

**RECOMMENDATION**

Adopt a resolution to open the Central Library and all Branch Libraries two hours later on October 30, 2026, to allow adequate time for the all-staff meeting. Library staff propose that for the October 30 meeting that the central library open at 12 noon, two hours later, rather than at 11 AM as currently planned to allow all staff to participate in a required Disability Access and Inclusive Service Training, that

**FISCAL IMPACTS OF RECOMMENDATION**

No additional fiscal impact beyond approved staff training expenditures.

**BACKGROUND**

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

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

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

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

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

**BERKELEY PUBLIC LIBRARY  
CONSENT CALENDAR REPORT**

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

Page 2

---

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008, BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on up to four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation and important planning information related to projects and initiatives. Library staff propose that to accommodate a specific disability training for the October 30 meeting that the central library open at 12 noon, two hours later, rather than at 11 AM as currently planned.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 26-\_\_**

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES TWO HOURS LATER TO ALLOW ADEQUATE TIME FOR OCTOBER 30 ALL STAFF MEETING IN 2026**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Acting Director of Library Services to open the Central Library and all Branch Libraries **two hours** later on October 30, 2026, to allow adequate time for the all-staff meeting in order to accommodate the all-staff meeting and required Disability Access and Inclusive Service Training and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

PAGE INTENTIONALLY LEFT BLANK



**INFORMATION REPORTS**

July 1, 2026

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

**INTRODUCTION**

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

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040, "Organization of Board" of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President elections occurred on December 3, 2026. Trustee Beverly Greene was elected President and Trustee Tanir Ami, to serve through the time of the next election in November 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.

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

President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

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

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 4, 2026.

FUTURE ACTION

The call for nominations of Officers will take place at the October meeting, and the election of Officers will take place at the November meeting.

CONTACT PERSON

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

Attachments:

1. Bylaws of the City of Berkeley Board of Library Trustees

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

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

---

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

**Mission Statement:**

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

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

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

**Article I - Organization**

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

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

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

## Article II - Membership

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

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

### Article III - General Responsibilities of Trustees

Each Trustee shall:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Article VI - BOLT Meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**INFORMATION REPORT**

July 1, 2026

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 update from BOLT
Library Services Manager	Administration	1.0	Pending Recruitment
Supervising Librarian	Art and Music	1.0	Pending Recruitment
Supervising Librarian	Reference	1.0	Pending Recruitment
Library Aide	Circulation	1.5	Pending interview results
Library Aide	THPS	1.5	Pending interview results
New Positions			
Tool Lending Specialist	Tool Library	2.0	Pending new recruitment
Supervising Librarian	Tool Library	1.0	On hold pending the Tool Lending Library opening on Sundays

At this time, our vacancy rate is 8%.

**Juneteenth**

Juneteenth was a hit again this year with hundreds of children's books being given away to the community as the Library's gift to our community members. Staff from multiple classifications and locations helped support this outreach event on Sunday, June 21<sup>st</sup>.

**North**

We ended the school year with our Teen Summer Party. This was a very successful program, with about 50 teens coming out to eat ice cream, spin the prize wheel, and do crafts. I made each teen "sign up" for summer reading before spinning the prize wheel, by handing them a game card and explaining the program. I don't know how many of them will actually sign up on Beanstack or end up participating, but at least they know more about it. The prize wheel was a big hit. I used mostly stuff we already had (leftover snacks from Teen Hangout, BPL swag, previous giveaways) and purchased some bigger prizes (~\$5-7 each) from Blick with our Teen summer

programming funds (new this year). I also purchased air dry clay and a couple sticker bedazzling kits. The clay did not get touched (but will be used for Teen Hangout next year), but the bedazzling kits were really popular. Staff offered an ice cream station, and we had enough for everyone who wanted ice cream to have a bowl. Overall, it was a fun afternoon, and I was really happy with the turnout, considering it was the last day of school, and I wasn't sure if that many teens would be around.

Summer reading is off to a great start. As of 6/11/26, North Branch has 257 kids registered on Beanstack and 225 adults/teens. Our self-service system seems to be working pretty well, and all our staff have been trained in the sign-up and finishing procedures. We have also already had a handful of finishers! As usual, we have already run low on readings logs and some books, but the initial rush has passed, so I think we will be okay.

The Summer Reading Kick-Off featuring Full Queer Wrestling took place on Saturday, June 6 on the North Branch Library lawn. Bell time was 1:00 pm. There were about 90 people in attendance.

The wrestling ring was assembled in the center of the lawn with limited chair seating around it. Attendees were encouraged to bring their own lawn chairs or picnic blankets. Nearby were the Summer Reading sign up cart, craft tables (make a luchador mask, make a rainbow garland, color a Pride flag), and Spin the Prize Wheel (rainbow pencil, stickers, rainbow friendship bracelet).

The tagline for this wrestling event was "Once Upon a Time in a Wrestling Ring where Pride writes the story and we all live happily ever after." The performers worked together to create a long-form fairy tale drama, complete with wizards, mythical creatures, and sentient animals (King Gallo, Llama Jack) with lots of wrestling sprinkled in. There were 5 matches with several tag team matches. The main event involved multiple performers wrestling to defeat the sorceress and save the princess.

Staff from Youth Works special events team supported the event. They helped to set up the chairs, to make and pass out popcorn, to staff the craft table, to pass out stickers, and to clean up.



**Claremont**

Claremont staff arranged, hosted and supported a ton of programs in June. We had a full class for Kathe Boyd's tote bag sewing lesson and for Vina Vo's Vietnamese Tea class and tasting in honor of AAPINH month. We hosted a magnificent Hawaiian Dance and music program with Halau O Keikiali'i Hawaiian Dance for 175 attendees on the first day of Summer Reading. Staff hosted Clearly Meant with Jan Steckel which drew 16 poetry lovers. We launched a weekly Family Movie Night series that fills Flexspace to capacity. The Storytime Band's Musical Storytime was held at the Freight and at the South Berkeley Senior Center after the tap-dancing class. Staff hosted a super well-attended and seamlessly run Tie-Dye Party event for children and teens that drew 40. Attendees made a colorful tie dye shirt to take home in this fun outdoor event that she will be hosting again.

The Take 3 Jazz Trio played music from the American Songbook to a mostly older audience. We hosted MJ's Brass Boppers at Francis Albrier which drew 125 dancing and singing kids and adults for an authentic New Orleans Brass Band experience. We are hoping to invite them to come to perform in early February, for Black History Month and before Mardi Gras.



**Pictured (left to right):** Tie Dye Party, Halau O Keikiali'i, M. J's Brass Boppers, Vina Vo's Tea class

Kathy Huff reported that 450 tickets were sold to the Foundation Children's Fundraiser, for which BPL's own Storytime Band was the featured musical act. Jerome Lu, artist for the Band, also was in attendance and joined the Band for part of the show. Over \$19,000 dollars was raised by the event.



**Pictured:** Foundation Children's fundraiser with the members of the BPL Storytime Band.

CONTACT PERSON

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