



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
Thursday, January 11, 2024

AGENDA
6:30 PM

LOCATION
West Branch
1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Tanir Ami; Beverly Greene, John Selawsky

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 [Eve Franklin, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

- A. Call to Order
- B. Ceremonial Matters: *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*
- C. Public Comment (Limited to Agenda Items)
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 Board of Library Trustees

II. CONSENT CALENDAR

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

- A. Minutes of December 6, 2023 Regular Meeting
From: Tess Mayer, Director of Library Services
Recommendation: Adopt the resolution to approve the minutes of the December 6, 2023 Regular Meeting of the Board of Library Trustees.
- B. Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority: Godbe Election Research
From: Tess Mayer, Director of Library Services
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for election research services that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment. The proposed vendor is Godbe Research, which will be subject to the standard competitive bid process that City departments are required to do to select vendors.

III. ACTION CALENDAR

- A. Strategic Plan Adoption
From: Tess Mayer
Recommendation: Adopt a Resolution authorizing the Director of Library Services to adopt the strategic direction, mission, vision, and values for Berkeley Public Library established in partnership with The Pivotal Group and a 9-month staff and public engagement process.
- B. Proposed Personnel Budget FY 2025-26 – Library Tax Fund
From: Tess Mayer
Recommendation: Adopt the resolution to approve the Personnel Budgets for FY 2025 and FY 2026 of \$20,513,392 and \$21,580,078 respectively.

C. Update to the 2024 Regular Meeting Schedule for the Board of Library Trustees

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving new dates and times for the July and October 2024 meeting dates of the Board of Library Trustees.

IV. 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

V. ADJOURNMENT

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

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

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

COMMUNICATION ACCESS INFORMATION:



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

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I hereby certify that the agenda for this regular/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 January 5, 2023.

//s//

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

**Communications:**

12/19/2023

Desiree Wetz  
Palacios

New Publications from Pechanga's Great Oak Press



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, December 6, 2023 6:30 PM**

Board of Library Trustees:  
Amy Roth, President  
Sophie Hahn, Vice President  
Tanir Ami  
Beverly Greene  
John Selawsky

**I. PRELIMINARY MATTERS**

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

- A. Call to order:** 6:30 pm.  
Present: Trustees Ami, Greene, Hahn, Roth and Selawsky.  
Absent: None.  
Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Administrative and Fiscal Services Manager; Dia Penning, Program Manager - EDI; Aimee Reeder, Associate Management Analyst; My Chan, Sr. Human Resources Analyst; Linda Sakamoto-Jahnke, Literacy Coordinator; Sophie Ceo, Library Literacy Instructor; Monique Rizo, Library Assistant; Eve Franklin, Administrative Secretary.
- A. Public Comments:** 7 speakers
- B. Comments from Library Unions:**
1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) - 1 speakers
  2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) - 0 speakers
  3. Public Employees Union, LOCAL 1 - 0 speakers
- C. Comments from Board of Library Trustees**
1. Trustee Hahn - Apologized for missing meeting with staff, would like to reschedule. Have read contract language and spoke to Director of Library Service, City Manager, and City of Berkeley Human Resources to push for a resolution. Hopeful that this issue involving the outstanding grievance the Union has filed with the City of Berkeley can be resolved.
  2. Trustee Selawsky - Welcome Tamir Ami. Spoke regarding vandalism at NYPL during protests. Understand the frustration and anger regarding the situation in the middle east.
  3. Trustee Greene - Welcome to Tanir Ami. Expressed interest in receiving demographics of part time staff. Asked for a copy of the petition mentioned during public comment and the union contract. (Tess responded that demographic information had been provided and is also in the Staffing and Recruitment Update on tonight's agenda).

Trustee Selawsky motioned, Trustee Greene seconded to move Information Calendar, Item B Monthly Director Report to precede II. Presentations.

**Monthly Library Director's Report**  
**From:** Tess Mayer, Director of Library Services  
**Action:** Received

**II. PRESENTATIONS**

- A. Berkeley READS (Literacy) Update** - Linda Sakamoto-Jahnke, Literacy Coordinator provided an oral report. (Attachment 1)

- B. Staffing and Recruitment Update** – My Chan, Sr. Human Resources Analyst provided an oral report. (Attachment 2)

### III. CONSENT CALENDAR

**Action:** M/S/C Trustee Hahn/ Trustee Selawsky to adopt resolution #R23-052 to approve the consent calendar as presented.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

**A. Approve Minutes of the November 1, 2023 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the November 1, 2023 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-053 to approve the minutes of November 1, 2023.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

**B. Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority (Revised Vendor List)**

**From:** Director of Library Services

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 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.

**Financial Implications:** see report.

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

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-054 authorizing the Director of Library Services to enter into fiscal year 2024 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.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

**C. Approve a contract with Interact Intranet Inc. for the provision of cloud based intranet services**

**From:** Manager, Library Information Technology

**Recommendation:** Adopt a Resolution authorizing the Director of Library Services to enter into a Contract with Interact Intranet, Inc. for the provision of cloud-based intranet services for the total contract amount not-to-exceed \$45,862.08 for the term December 29, 2023 through December 29, 2025, and to liquidate the remaining funds of \$5,534.81 from previous contract's PO# 22302817 and allocate those funds towards the new contract.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-055 authorizing the Director of Library Services to enter into a Contract with Interact Intranet, Inc. for the provision of cloud-based intranet services for the total contract amount not-to-exceed \$45,862.08 for the term December 29, 2023 through December 29, 2025, and to liquidate the remaining funds of \$5,534.81 from previous contract's PO# 22302817 and allocate those funds towards the new contract.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

### IV. ACTION CALENDAR

**A. Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancies Policy**

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

**Recommendation:** Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancies Policy as described.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-056 amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancies Policy as described.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

## V. INFORMATION CALENDAR

### A. FYTD 2024 – 1st Quarter YTD Budget Report

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

**Action:** Received

### B. Monthly Library Director’s Report

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

This item was moved to precede Presentations.

## VI. AGENDA BUILDING

The next regular meeting will be held in January at a date to be determined.

- 2024 Meeting Dates
- Union Contracts and processes
- Strategic Planning Process
- Clarification of relationships with other City Departments (IT, City Attorney, HR)

## VII. ADJOURNMENT

M/S/C Trustee Selawsky, Trustee Roth to adjourn the meeting.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None.

Abstentions: None.

Adjourned at 9:01 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of December 6, 2023 as approved by the Board of Library Trustees.

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

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

### Attachments:

1. Berkeley READS (Literacy) Update presentation
2. Staffing and Recruitment Update presentation





# BERKELEY PUBLIC LIBRARY **BERKELEY READS** ADULT & FAMILY LITERACY PROGRAM

**OUR COMMUNITY IS STRONG AND BRAVE AND RESILIENT**



## BerkeleyREADS History

Berkeley READS was seeded in 1987 through start-up funds from the California Literacy Campaign and California Library Literacy Services (CLLS), a program of the California State Library. The mission of CLLS is to engage Californians to reach their literacy goals, and use library services effectively to fulfill their roles as family members, workers, community members, and lifelong learners. Our values respect the role of the public library, focus on adult learners, and strive to strengthen communities.

## BerkeleyREADS

Berkeley READS is the adult and family literacy program of the Berkeley Public Library. We provide free support services for eligible adults age 16+ years, who aim to improve their basic reading and writing skills. Berkeley READS literacy staff and tutors provide direct-client adult literacy services to adult learners and families through one-on-one, drop-in, and small group instruction in reading, writing, math and computers; family, health, digital and cultural arts literacy, and adult learner leadership.

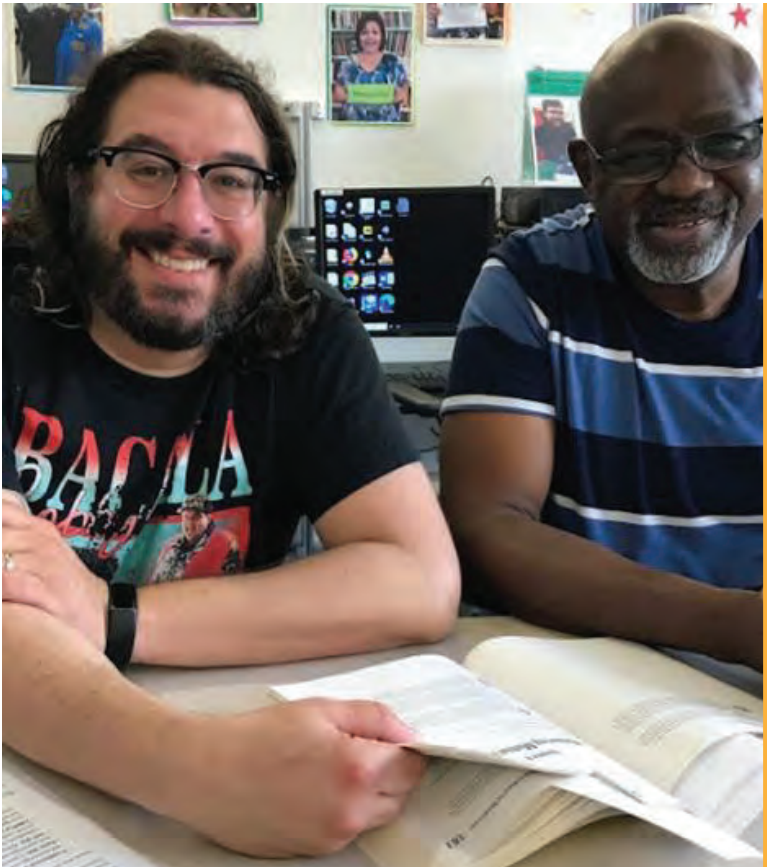


“ I remember your not even trying to read, spell long or hard words for years. You would just resign to defeat...It would be easy to continue to hide your literacy issues but instead, you tell anyone who will listen and invite them into that part of your life to celebrate your successes...You should be proud. Wear your success like a banner because it will encourage someone else to take their first step...”

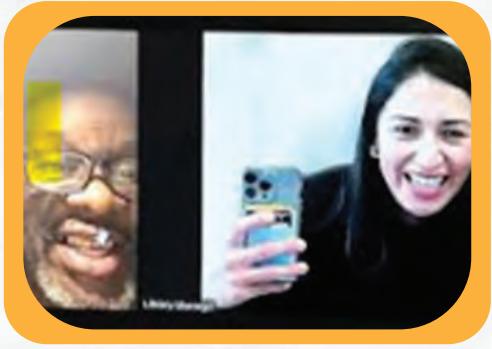
- Daughter of a Learner



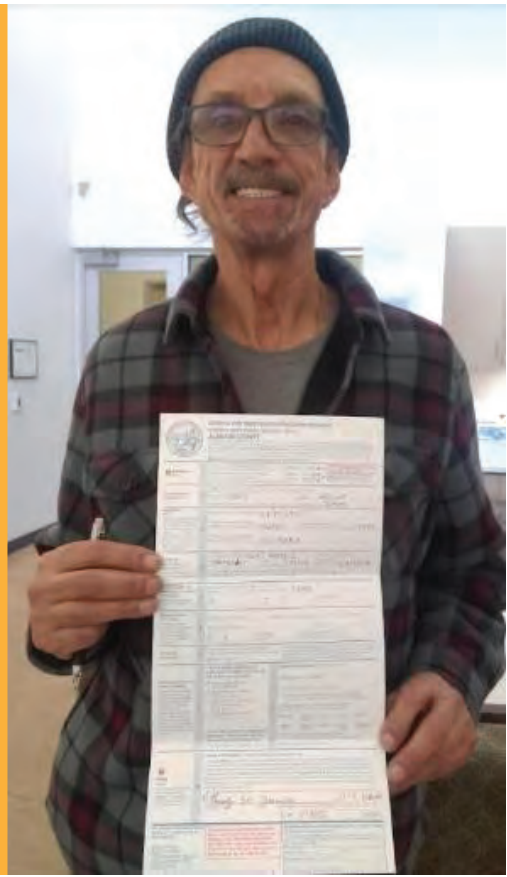
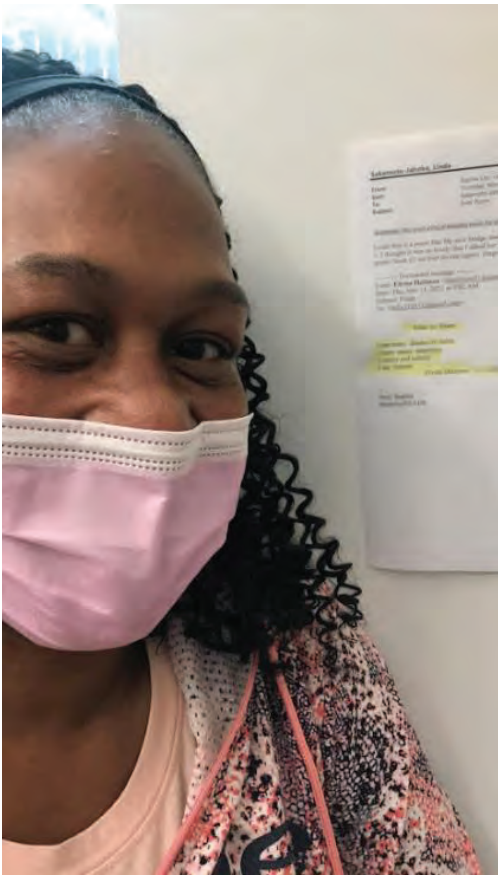
# Literacy Pairs



And More...



# BerkeleyREADS Role Models



## Learner Leadership Thrives and Sustains Our Library Communities

June 2, 2023 from 4:00 - 4:45  
CLA Conference  
Sacramento, CA

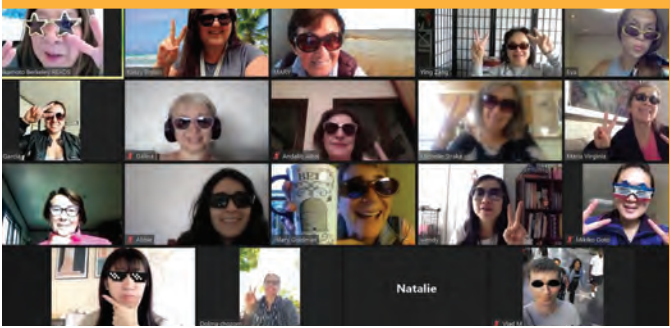


“We are all  
learners and  
we are all  
teachers.”

- Faye Combs



# ESL Conversation Club



# Citizenship



# Family Class



# Ballet and Books



# Outreach



Voting Workshop  
at Head Start with  
Learner on Staff



Berkeley  
Builds  
Readers



New  
Resume  
Project



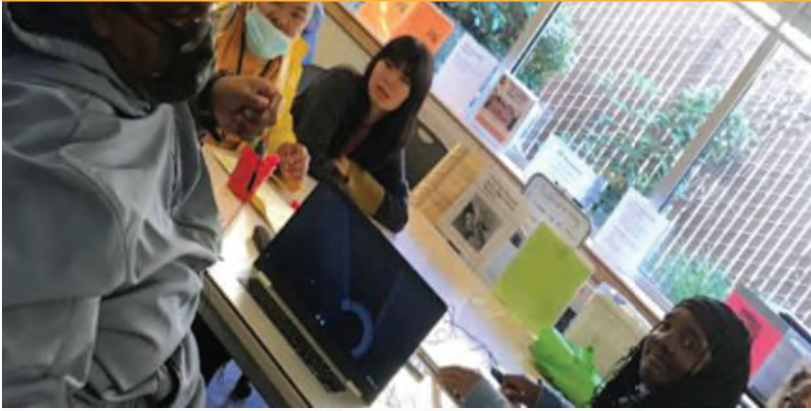
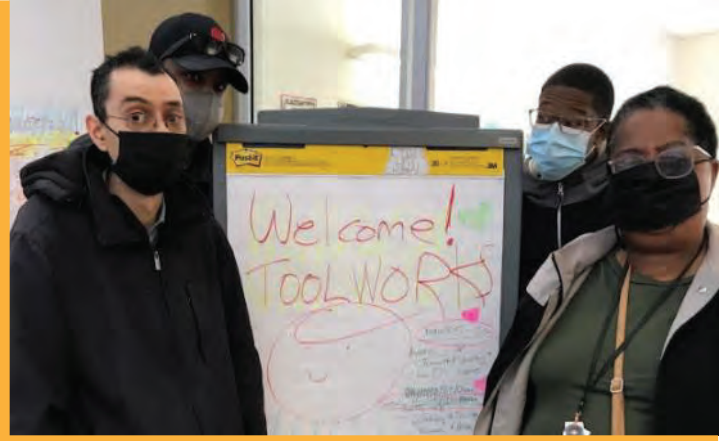
Voting Workshop  
South Senior  
Center

## Adult Learner Leadership

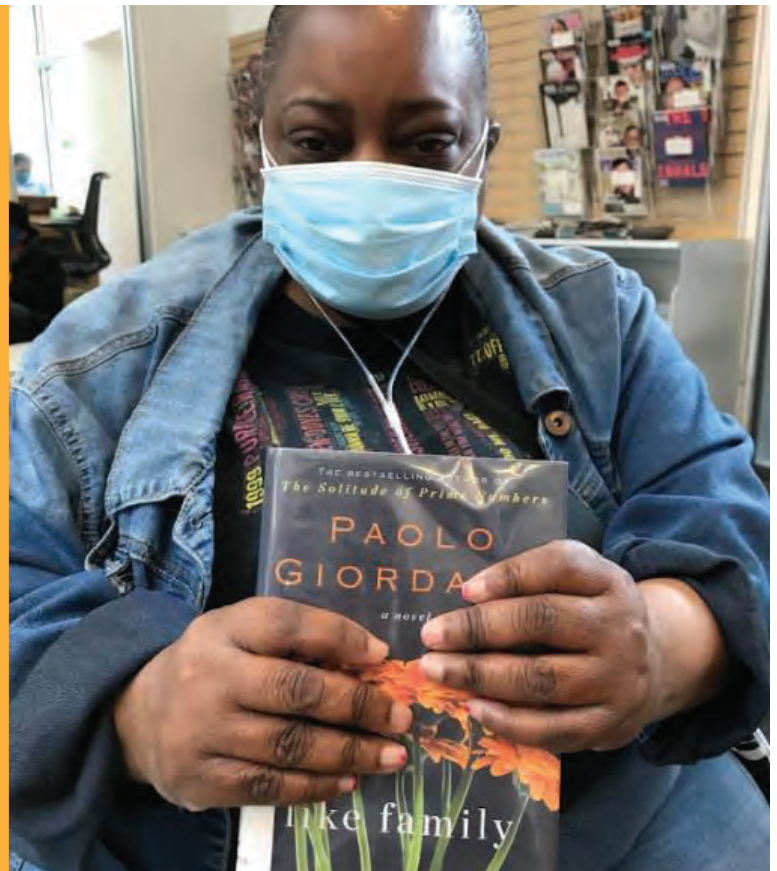
Berkeley READS strives to empower learners to be leaders in the community, sharing their struggles and experience in order to inspire others and build their own life skills. Students use the power of their voice to advocate for themselves, their community, and other adult learners.



# Toolworks ACAT



## Our Courageous Learners







# The New Resume Project

## The New Resume Project

Creating a resume that gets read and noticed is hard for anyone and can be especially challenging for adult literacy students. Program staff have reported that, for many students, searching for a job can be especially discouraging.

A team of adult students at Berkeley READS decided to dig into this situation and see how they could help fellow students. They developed The New Resume Project. Building from their own experiences as job seekers, they developed a customized workshop for adult literacy students and other community members who are job seeking or getting their thoughts together about their career.

One of the key insights of the project is helping adult students claim the value of their lived experience, i.e., their "life certificates." This is the source of the resilience, grit and maturity many employers seek but do not know how to put into job descriptions.



The New Resume Project has a step-by-step workbook that combines best practices for job seekers with the kind of peer-to-peer encouragement that makes a difference. The workshop has been piloted at Berkeley READS, Berkeley Adult School and the Recovery Café in San Jose. Now we're ready to go on the road.

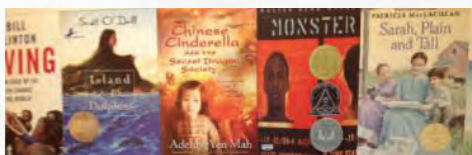
Do you work with a group of adults who would like to better reflect their skills and experience on their resume?



Contact Linda Sakamoto-Jahnke at Berkeley READS to schedule a workshop:  
[lsakamoto@ci.berkeley.ca.us](mailto:lsakamoto@ci.berkeley.ca.us), (510) 981-6275.

# Writer to Writer Challenge

*"If you could write a letter to any author, living or dead, whom would you choose?"*



A Statewide writing competition for Adult Learners sponsored by the State Library



Hi Walter,

I am writing you in regards to the book *Monster* and I would like to let you know how much it related to me concerning the lawyers, prosecutors, and judges, and being in jail...I am 42 and this is the first book I have ever read on my own. I listened to the story on tape while I read along and it caught my attention immediately because it was so much like my life. Thank you for writing a story regarding a young man being in a situation like mine.

Sincerely,  
Odell Stanifer

**Finalist | Beginning Writer:**  
**Odell Stanifer**  
**(Berkeley Public Library)**  
**"Monster" by Walter Dean Myers**



### Life Is So Good By George Dawson

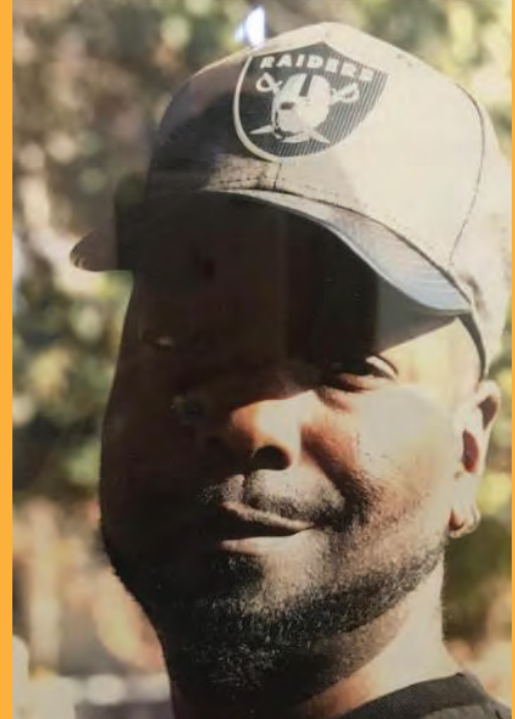
"It's never too late to learn: that's what I learned from this book. All people who are scared to read need to give themselves a chance. George went back to learning at 98 years old. You can read this book and you'll feel a lot better in life knowing that you have a chance. I thought it was too late, but I gave myself a chance and I'm getting better every time because I keep coming back to this (literacy) program. I've been coming a long time and I appreciate how I feel good about my tutors helping me.

"My goal is to learn to read and write so the young kids know there's a better way."

## Michael Mayo Adult Learner



### Memory of Tyrone Oliver Hodge 4/8/70 - 11/19/19





“...People will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

- Maya Angelou



# BERKELEY PUBLIC LIBRARY HUMAN RESOURCES 2023 YEAR-IN-REVIEW

*My Chan, Senior Human Resources Analyst*

DECEMBER 6, 2023

BOARD OF LIBRARY TRUSTEES (BOLT)



## TONIGHT:

- FOCUS AREAS FOR LIBRARY HUMAN RESOURCES IN 2023
  - Internal Promotions
  - Recruitment & new hires
  - Exit interviews
  - training
- 2024 HUMAN RESOURCES PRIORITIES
- INFORMATIONAL REPORTS
  - Staff demographics
  - City benefits
  - Regional salary comparison
  - Staffing levels compared to similar & nearby library systems
- BOLT COMMENTS & QUESTIONS

# 2023 FOCUS AREA REPORTS

## INTERNAL PROMOTIONS

|                                                                                                                                           |                                                                                                                                        |                                                                                                                                   |                                                                                                                                                                                   |                                                                                                                                   |                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <br>My Chan<br>Senior Human Resources Analyst          | <br>Joy Marston<br>Librarian I                      | <br>Jasmine Dominguez<br>Library Specialist II | <br>Silvia Duenas<br>Library Specialist I                                                      | <br>Opie James<br>Library Assistant          | <br>Coley Mixan<br>Information System Specialist |
| <br>John Boggs<br>Senior Information System Specialist | <br>Courtney Kolb<br>Library Assistant              | <br>Chin Keita<br>Library Specialist II        | <br>Gaby Fernandez<br>Supervising Library Assistant                                            | <br>Kenneth Logan<br>Tool Lending Specialist | <br>Ashlyn Adams<br>Library Specialist II        |
| <br>Richie Chew<br>Mail Services Aide                  | <br>Sierra Gribble<br>Supervising Library Assistant | <br>Jennifer Weston<br>Library Specialist II   | <div style="border: 1px solid black; border-radius: 15px; padding: 10px; display: inline-block;"> <p>17 internal promotions in 2022<br/>15 internal promotions in 2023</p> </div> |                                                                                                                                   |                                                                                                                                       |

## NINE (9) RECRUITMENTS

- Circulation Services Manager (Open Competitive)
- Librarian I (Open Competitive)
- Library Assistant (Open Competitive)
- Library Literacy Instructor (Open Competitive)
- Library Specialist II (Open Competitive)
- Supervising Librarian (Open Competitive)
- Supervising Library Assistant (Promotional Only)
- Tool Lending Specialist (Promotional Only)
- Tool Lending Specialist (Open Competitive)

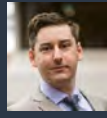
## NEW HIRES / RECRUITMENTS



# NEW HIRES IN 2023



Marcella Gums  
Assistant  
Management  
Analyst



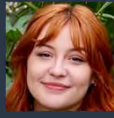
Morgan Fjord  
Associate  
Management  
Analyst



Henry Bankhead  
Deputy Director  
of Library  
Services



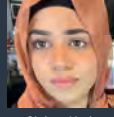
Dia Penning  
Equity, Diversity,  
and Inclusion  
Program  
Manager II



Jacynda Harp  
Library Aide



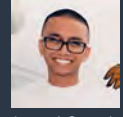
Ashlyn Adams  
Library Aide



Sidra Kahn  
Library Assistant



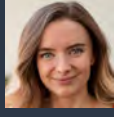
Angela Nelson  
Building  
Maintenance  
Mechanic



Junnel Coquia  
Information  
System Specialist



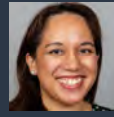
Shanga  
Labossiere  
Library Aide



Molly Stellino  
Library Assistant



Sou Saechao  
Library Aide



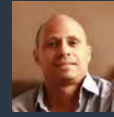
Ashley Bonifacio  
Supervising  
Librarian



DeAngelo Gilton  
Library Aide



Sierra  
Campagna  
Supervising  
Librarian



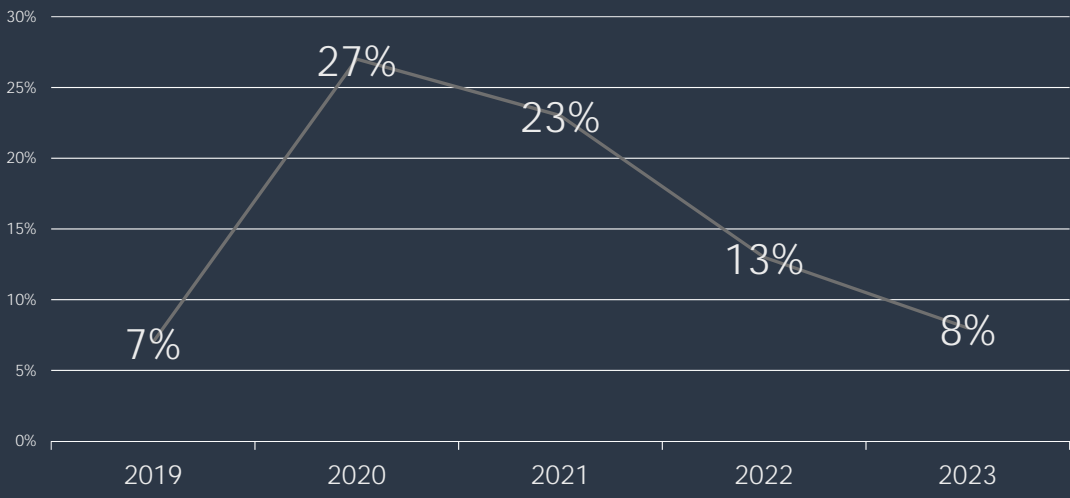
Christopher  
Wynton  
Library Aide



Christina Rea  
Library Specialist  
II

23 new hires in 2022  
17 new hires in 2023

# DECREASING VACANCY RATE





# EXIT INTERVIEWS

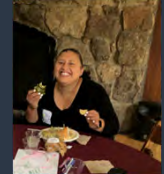
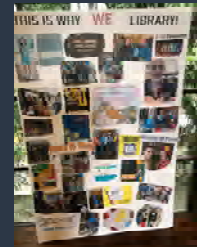


In the years 2020-2023,  
staff took a total of  
**79** different trainings  
and participated in  
**26** different conferences.

\* Full list of trainings can be reviewed in the Director's Report

### EXAMPLES OF 2023 TRAININGS

- EOC Heatwave training
- Active shooter training
- Human centered design - Civic Maker Training
- Supervisor series
- Gender 101
- Collaborative communication
- Ethics and code of conduct
- Workplace harassment
- Implicit bias



\* Full list of trainings can be reviewed in the Director's Report

### EXAMPLES OF 2023 CONFERENCES

#### ALA Annual Conference & Exhibition

Chicago, IL — June 22-27, 2023



#### SUSTAINING OUR PEOPLE, PLANET & PERFORMANCE INTO THE FUTURE

CLA Conference • June 1-3, 2023 • Sacramento, CA

\* Full list can be reviewed in the Director's Report

## 2023 TRAININGS DEVELOPED & DELIVERED BY HR

- **HIRING MANAGER TRAINING**  
To prepare hiring managers to be successful and resourced throughout the selection & hiring process:
  - Preparation
  - Job description review
  - Interview questions development
  - Interview process best practices
  - Conducting reference checks
- **PERFORMANCE EVALUATION TRAINING**
  - Review the importance of performance evaluations & learn skills to enhance communication between supervisors and staff.
  - Best practices to ensure staff have established goals, objectives, and expectations for staff that can lead to career development and growth while aligning to the library's mission, values, and goals.
- **EFFECTIVE FEEDBACK TRAINING**
  - Discuss the importance of constant and consistent feedback to their staff.
  - Learn best practices and participate in live roleplaying exercises to increase ease and skillsets for providing feedback.

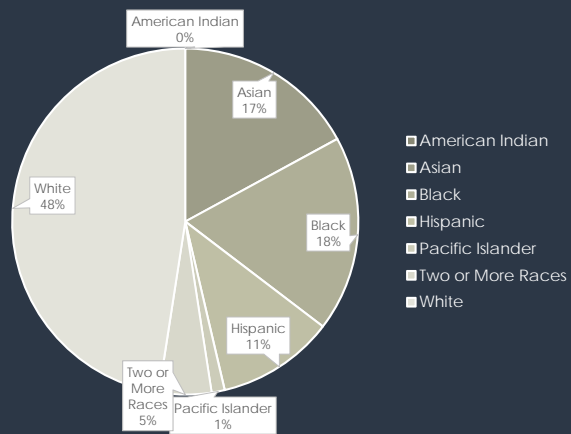
## LIBRARY HUMAN RESOURCES IS LOOKING FORWARD TO 2024!

- **DEVELOPING/DELIVERING ADDITIONAL TRAININGS**
  - Application & resume writing
  - Interview 101
- **ALL STAFF DAYS**
- **IMPLEMENTING STRATEGIC PLAN INITIATIVES**
- **NEOGOV LEARN – (new online training platform)**

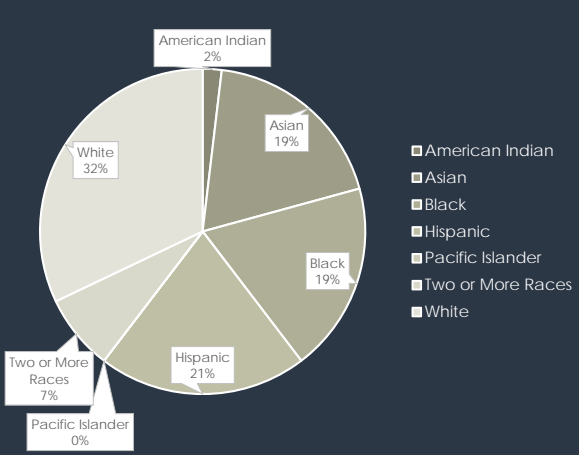
# INFORMATIONAL REPORTS

## DEMOGRAPHICS (135 STAFF TOTAL)

82 Full-Time Staff  
(61% of total staff)



53 Part-Time Staff  
(39% of total staff)



## CITY OF BERKELEY EMPLOYEE BENEFITS

**ELIGIBILITY:** Employees must have a regular work schedule of at least 20 hours per week to be eligible for benefits. City pays 75% of benefits for Part-time employees that are career benefited. 100% for full-time employees that are career benefited.

### MEDICAL/DENTAL

#### MEDICAL PLANS

The City offers a choice of a Kaiser HMO Plan or Sutter Health Plus Plan. The City contributes up to the full family premium for the Kaiser HMO Plan. Employees pay additional premium costs if they choose the Sutter Health Plus Plan. Employees who have medical coverage under another plan may choose to waive City-provided medical coverage and receive a monthly stipend.

#### DENTAL PLAN

The City provides group dental benefits through Delta Dental Plan of California. The City contributes up to the family coverage for the plan, which covers 90% of the dental charges up to \$2,000 annually per person. Orthodontic benefits are offered at a \$2,000 lifetime maximum per person. Employees who have dental coverage under another plan may choose to waive City-provided dental coverage and receive a monthly stipend.

### RETIREMENT/DEFERRED COMP

#### RETIREMENT

##### CALPERS

City employees are included in the California Public Employees Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service. A new employee's contribution to CalPERS will range from 8%-13.75% depending on membership in CalPERS or a reciprocal retirement plan.

##### SRIP

The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP). The City is not a member of Social Security, therefore only the Medicare portion is deducted from employees' salaries.

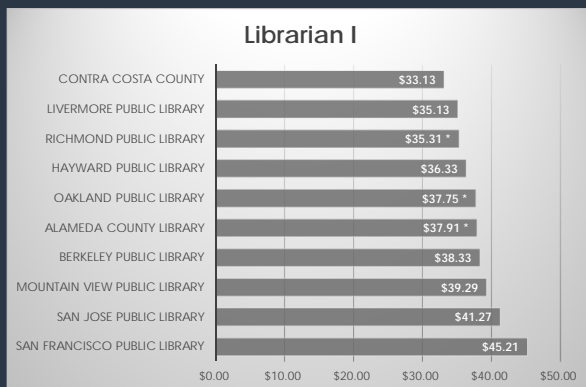
##### DEFERRED COMPENSATION

Three voluntary deferred compensation 457 plans are offered. Employees may contribute up to \$19,000 per year on a pre-tax basis.

### ADDITIONAL BENEFITS

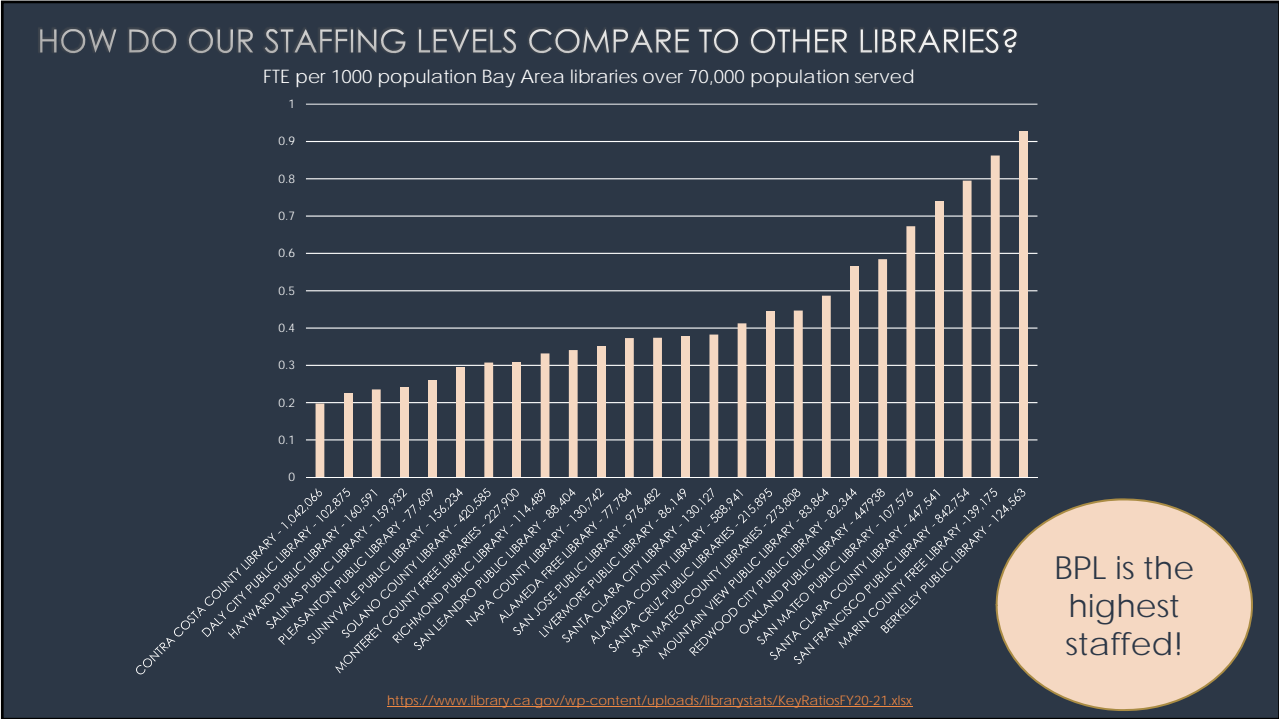
- **LIFE INSURANCE** – covered employees 25k – employees can purchase additional 300k
- **SICK LEAVE** – 12 days earned annually
- **VACATION** – accrual 2 weeks per year for the first three years
- **HOLIDAYS** – 13 regular and 3 floating holidays
- **LONG-TERM DISABILITY**
- **RETIREE MEDICAL COVERAGE**
- **YMCA MEMBERSHIP**
- **TRANSIT SUBSIDY**
- **EAP**

## BAY AREA SALARY COMPARISONS



\* Rate adjusted to account for 37.5 hours work week.

\*Please note that all salaries are at Step 1



TRUSTEE COMMENTS & QUESTIONS



**CONSENT CALENDAR**

January 11, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority (revised): Godbe Election Research

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors **for election research services** that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment. The proposed vendor is Godbe Research, which will be subject to the standard competitive bid process that City departments are required to do to select vendors.

**FISCAL IMPACT**

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget update for fiscal year 2024 adopted by the Board of Library Trustees on June 7, 2023 by BOLT Resolution No.: R23-029.

**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 7, 2023, the board approved BOLT Resolution No.: R23-029 adopting the FY 2024 Budget update, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

In recent budget presentations, staff highlighted the structural deficit that exists for the Library, with the only variable being a question of timing. Many of the personnel costs associated with the Library are fixed and will increase to keep pace with significant cost of living increases as well as increases in benefits costs. Berkeley libraries are well-used, and the members of the public highly value the service they receive from staff, as evidenced in recent strategic planning feedback. This is in addition to other known and significant expenses including collection and physical/technological infrastructure needs.

The rate of Library tax has not been examined in many years, and this funding source, while invaluable, has not kept pace with the current need.

Under the Chapter 7.56 of the Berkeley Municipal Code, the LIBRARY RELIEF ACT OF 1980, Library services are supported by a special tax:

A. For all dwelling units, the tax shall be imposed at the rate of \$0.0761 per square foot.

B. For all industrial, commercial and institutional buildings, the tax shall be imposed at the rate of \$0.1151 per square foot. (Ord. 5942-NS § 2, 1989: Ord. 5894-NS § 1, 1988: Ord. 5262-NS § 3, 1980)

In addition, under article 7.56.040, "Limited authority of City Council to annually increase the tax hereby imposed to reflect cost of living and personal income growth increases," the City Council can only increase the taxes imposed based on adjustments of the tax rate predicated on the personal income growth or cost of living percentage change in the San Francisco Bay Area.

Again, while significant, this has limited the potential revenue available to fund libraries and the cost of operations has outpaced this resource.

Staff recommends to the Board consideration of a ballot measure in the 2024 or 2026 election that would potentially change the base tax rate established in Chapter 7.56 of the Berkeley Municipal Code.

Staff recommends hiring a consultant to provide election research services. The potential scope of services would include a public survey or assessment of public opinion around such a tax measure.

[Godbe Research](#) is highly recommended by neighboring public library systems, and they have a significant track record in working with libraries in this arena. Past clients include:

**California**

|                                           |                                                   |
|-------------------------------------------|---------------------------------------------------|
| Alameda County Libraries                  | Palo Alto Public Library Peninsula Library System |
| Azusa City Library                        | Riverside Public Library                          |
| Bay Area Library Information System       | Sacramento Public Library                         |
| Contra Costa County Public Library        | San Bruno Public Library                          |
| Covina Public Library                     | San Joaquin County Library District               |
| Fresno County Public Library              | San Jose Public Library                           |
| Fullerton Public Library                  | San Marino Public Library                         |
| Hayward Public Library                    | Santa Clara County Library District               |
| Hercules Public Library                   | Saratoga Public Library                           |
| Livermore Public Library                  | Silicon Valley Library System                     |
| Los Altos Public Library                  | Solano County Libraries                           |
| Los Angeles County Public Library         | Stanislaus County Library                         |
| Manteca Public Library                    | Tulare County Library                             |
| Marin County Free Libraries               | Ventura County Public Library                     |
| Martinez Public Library                   | Yes on Proposition 14 (March 2000)                |
| Millennium Library / Library 2000 Project | Yes on Proposition 81 (June 2006)                 |
| Monterey County Public Library            |                                                   |
| Palm Springs Public Library               |                                                   |

Please see Attachment 2 to this report for purchase expenses in excess \$10,000, for items not associated with a contract number, previously approved for FY 2024 by BOLT through R23-035. The proposed addition of Godbe research is highlighted.

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 2024. 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

Tess Mayer, Director of Library Services, 981-6195

Attachments

1. Resolution
2. FY 2024: Vendor Purchased Values > \$10k to for FY 2024 Eligible Vendors (revised)



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 24-\_\_**

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF  
DIRECTOR OF LIBRARY SERVICES’ GRANTED AUTHORITY FOR FISCAL YEAR 2024 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 7, 2023 passed Resolution No.: R23-029 adopting the Budget for all Library Funds’ revenues and expenditures for fiscal year 2024; 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; and

WHEREAS, staff has revised the vendor list that the Board of Library Trustees approved during the regular meeting held July 5, 2023; Resolution NO: 23-032; and

WHEREAS, staff has revised the vendor list that the Board of Library Trustees approved during the regular meeting held January 11, 2024; Resolution NO: 23-035, to provide for election research services support; and

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 2024 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 special meeting held on January 11, 2024 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

\_\_\_\_\_  
Amy Roth, Chairperson

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



## FY 2024: Vendor Purchased Values > \$10k to for FY 2024 Eligible Vendors

WHEREAS, staff has revised the vendor list that the Board of Library Trustees approved during the regular meeting held September 6, 2023; Resolution NO: 23-035.

| Vendor | Vendor Name                   | Funding Source |            |             |             | Grand Total   |
|--------|-------------------------------|----------------|------------|-------------|-------------|---------------|
|        |                               | 101            | 103        | 104         | 105         |               |
|        | <b>GODBE RESEARCH</b>         | \$50,000       |            |             |             | \$50,000      |
| 2224   | BAKER & TAYLOR, INC.          | \$ 680,000.00  |            |             |             | \$ 680,000.00 |
| 27170  | OVERDRIVE, INC                | \$ 575,000.00  |            |             |             | \$ 575,000.00 |
| 7887   | PACIFIC GAS & ELECTRIC        | \$ 360,000.00  |            |             |             | \$ 360,000.00 |
| 17128  | MIDWEST TAPE                  | \$ 360,000.00  |            |             |             | \$ 360,000.00 |
| 30004  | KANOPY LLC                    | \$ 200,000.00  |            |             |             | \$ 200,000.00 |
| 8859   | DELL MARKETING LP             | \$ 90,000.00   |            |             |             | \$ 90,000.00  |
| 13151  | EBSCO INFORMATION SERVICES    | \$ 80,000.00   |            |             |             | \$ 90,000.00  |
| 22588  | CALIFA GROUP                  | \$ 73,000.00   |            |             |             | \$ 73,000.00  |
| 24691  | B&H PHOTO                     | \$ 65,000.00   |            |             |             | \$ 65,000.00  |
| 7501   | EBMUD                         | \$ 40,000.00   |            |             |             | \$ 40,000.00  |
| 26277  | PACIFIC LIBRARY PARTNERSHIP   | \$ 33,200.00   |            |             |             | \$ 33,200.00  |
| 54273  | MIDWEST LIBRARY SERVICES      | \$ 32,000.00   |            |             |             | \$ 32,000.00  |
| 18235  | BLAISDELL'S BUSINESS PRODUCTS | \$ 30,000.00   |            |             |             | \$ 30,000.00  |
| 25947  | AMAZON.COM-LIBRARY            | \$ 22,000.00   |            | \$ 5,300.00 |             | \$ 27,300.00  |
| 4886   | OCLC                          | \$ 27,000.00   |            |             |             | \$ 27,000.00  |
| 21636  | T-MOBILE USA                  | \$ 8,000.00    | \$3,500.00 |             | \$15,000.00 | \$ 26,500.00  |
| 53437  | WATSON, LORI A.               | \$ 26,350.00   |            |             |             | \$ 26,350.00  |
| 22038  | AT&T                          | \$ 26,000.00   |            |             |             | \$ 26,000.00  |
| 24099  | PEGASUS BOOKS                 | \$ 2,000.00    |            | \$23,000.00 |             | \$ 25,000.00  |
| 30056  | CIVIC MAKERS                  | \$ 25,000.00   |            |             |             | \$ 25,000.00  |
| 54091  | CIRCLEUP                      | \$ 25,000.00   |            |             |             | \$ 25,000.00  |
| 2020   | INGRAM LIBRARY SERVICES LLC   | \$ 22,000.00   |            |             |             | \$ 22,000.00  |
| 2156   | DEMCO INC                     | \$ 17,700.00   |            |             | \$ 2,500.00 | \$ 20,200.00  |
| 26329  | GOVCONNECTION                 | \$ 20,000.00   |            |             |             | \$ 20,000.00  |
| 17633  | HOME DEPOT, INC               | \$ 19,800.00   |            |             |             | \$ 19,800.00  |
| 27918  | CENGAGE LEARNING INC          | \$ 17,200.00   |            |             |             | \$ 17,200.00  |
| 945    | SAN LEANDRO ELECTRIC          | \$ 14,800.00   |            |             |             | \$ 14,800.00  |
| 15841  | LECTORUM PUBLICATIONS, INC.   | \$ 13,600.00   |            | \$ 500.00   |             | \$ 14,100.00  |
| 30583  | UNITY COURIER SERVICE INC     | \$ 14,000.00   |            |             |             | \$ 14,000.00  |
| 22930  | NEWSBANK, INC.                | \$ 13,300.00   |            |             |             | \$ 13,300.00  |
| 289    | GRAINGER INDUSTRIAL SUPPLY    | \$ 12,400.00   |            |             |             | \$ 12,400.00  |
| 21648  | YSERCO, INC.                  | \$ 12,214.96   |            |             |             | \$ 12,214.96  |
| 19905  | ULINE                         | \$ 12,000.00   |            |             |             | \$ 12,000.00  |
| 26825  | STUART'S CLEAR CHOICE         | \$ 11,004.00   |            |             |             | \$ 11,004.00  |
| 53548  | RIGHT TO BE                   | \$ 10,380.00   |            |             |             | \$ 10,380.00  |
| 21288  | SCHOLASTIC INC.               | \$ 1,200.00    |            | \$ 9,000.00 |             | \$ 10,200.00  |
| 18618  | VERIZON WIRELESS              | \$ 10,000.00   |            |             |             | \$ 10,000.00  |
| 53982  | NPTS, INC                     | \$ 10,000.00   |            |             |             | \$ 10,000.00  |





**ACTION CALENDAR**

January 11, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Trustees  
Subject: Strategic Plan Adoption

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to adopt the strategic direction, mission, vision, and values for Berkeley Public Library established in partnership with The Pivotal Group and through a 9-month staff and public engagement process.

**FISCAL IMPACTS OF RECOMMENDATION**

The FY 2021 Library Tax Fund (101) budget included funding to support this request on account line 101-22-241-261-0000-000-463-612990. A budgetary adjustment was not needed to accommodate this contract.

**BACKGROUND**

On November 3, 2021, the Board of Library Trustees adopted **RESOLUTION NO: R21- 126** to authorize the Library to issue a Request for Proposals for a consultant in support of the Library's strategic planning work.

In April 2022, the Board of Library Trustees had the opportunity to review the draft Request for Proposal to contract for a strategic planning consultant.

On May 27, 2022, the City issued a Request for Proposals (RFP) for Strategic Planning consulting services for Berkeley Public Library (Specification No. **22-11530-C**); and received nine (9) vendor responses.

A team of six Library staff evaluated the proposals of a total of nine respondents. The team discussed the evaluation criteria identified in the RFP which included overall approach, approach to racial equity concerns, expertise, references, and cost.

The team identified a list of interview questions to use during interviews, paying special attention to communication, racial equity, and staff/community engagement. Five consultants were invited to participate in the interview process on August 23, 2022.

After conducting the interviews, the panel evaluated the responses and identified two finalists. The Director of Library Services checked references for both finalists, and a request for additional examples of community engagement prompts was fulfilled as well.

The Library staff selected and executed a contract with The Pivotal Group consulting.

After contracting with The Pivotal Group, the process launched with the expanded Strategic Planning Steering Committee holding its first meeting on April 18, 2023 and the process continued from then.

On June 7, 2023, Dr. Lyn Corbett provided an update at the BOLT meeting on current progress and direction.

**CURRENT SITUATION AND ITS EFFECTS**

After a 9-month staff and public engagement process, The Pivotal Group synthesized all of the feedback. Three primary focus areas surfaced, relating to the patron experience, community engagement, and potential for organizational growth. Three new staff teams convened to discuss and analyze these results,

and they included members of the Strategic Planning Committee, the Racial Justice Advisory Group, the Leadership Team, and staff from across the organization. Through multiple meetings, they developed strategies to address the overarching goals identified for each area. This work forms the basis of the Library's operational plan, the internally-facing document that will guide Library staff's work planning, as well as the public-facing strategic plan, which will include some but not all of the same detail.

A number of staff met several times to workshop the Library's new Mission, Vision, and Values. The Leadership Team also discussed these multiple times. This process was collaborative and also challenging, as it can be hard to come to complete consensus when trying to write these kinds of statements. Nonetheless, the final product reflects the diversity of input and perspectives. In December, Director Mayer met with almost every Library division/location to discuss the stakeholder feedback, the draft Mission, Vision, and Values, and the operational plan.

#### RATIONALE FOR RECOMMENDATION

This has been a thorough and engaging process and has involved staff at every stage in the process, even dating back to the original selection of the vendor. This has included over 2200 community survey respondents, which is comparable to the recent return at San Francisco Public, a much larger system and city, hundreds of comments on public feedback boards, 72 individuals at open-invite community focus groups or conversations, including a Spanish-language focus group, and 19 individuals at invite-only focus groups or 1:1 interviews. Staff participated in two all-staff meetings, and one online, focus groups at each library location (Central had two), two meetings between Dr. Corbett and the Racial Justice Advisory Group, select interviews, and regular Strategic Planning Steering Committee meetings, and discussions Director Mayer held with each library division with two more pending.

We have made significant strides in the process and landed on deliverables that resonate with both staff and public feedback. We are excited to begin the next phase of operationalizing our plan and ensuring that staff have clarity around our goals, and that we are accountable to the public in achieving them.

#### CONTACT PERSON

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

#### Attachments:

- 1: Resolution
2. June 7, 2023 Strategic Planning Update



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R24-\_\_\_**

**Strategic Plan Adoption**

WHEREAS, on November 3, 2021, the Board of Library Trustees adopted **RESOLUTION NO: R21- 126** to authorize the Library to issue a Request for Proposals for a consultant in support of the Library’s strategic planning work; and

WHEREAS, on May 27, 2022, the City issued a Request for Proposals (RFP) for Strategic Planning consulting services for Berkeley Public Library (Specification No. **22-11530-C**); and received nine (9) vendor responses; and

WHEREAS, based upon the Library staff process and evaluation of candidates, the Library determined that The Pivotal Group’s proposal best met the Library’s interests; and

WHEREAS, The Pivotal Group has guided staff through a robust staff and public engagement process, during which invaluable feedback about the Library and its services was provided; and

WHEREAS, The Pivotal Group has reviewed, analyzed and organized the feedback into focus areas for which staff made suggestions and developed strategies to address these needs and interests;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees that the Director of Library Services is authorized to adopt the strategic direction, mission, vision, and values for Berkeley Public Library established in partnership with The Pivotal Group and through a 9-month staff and public engagement process.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on Thursday, January 11, 2024:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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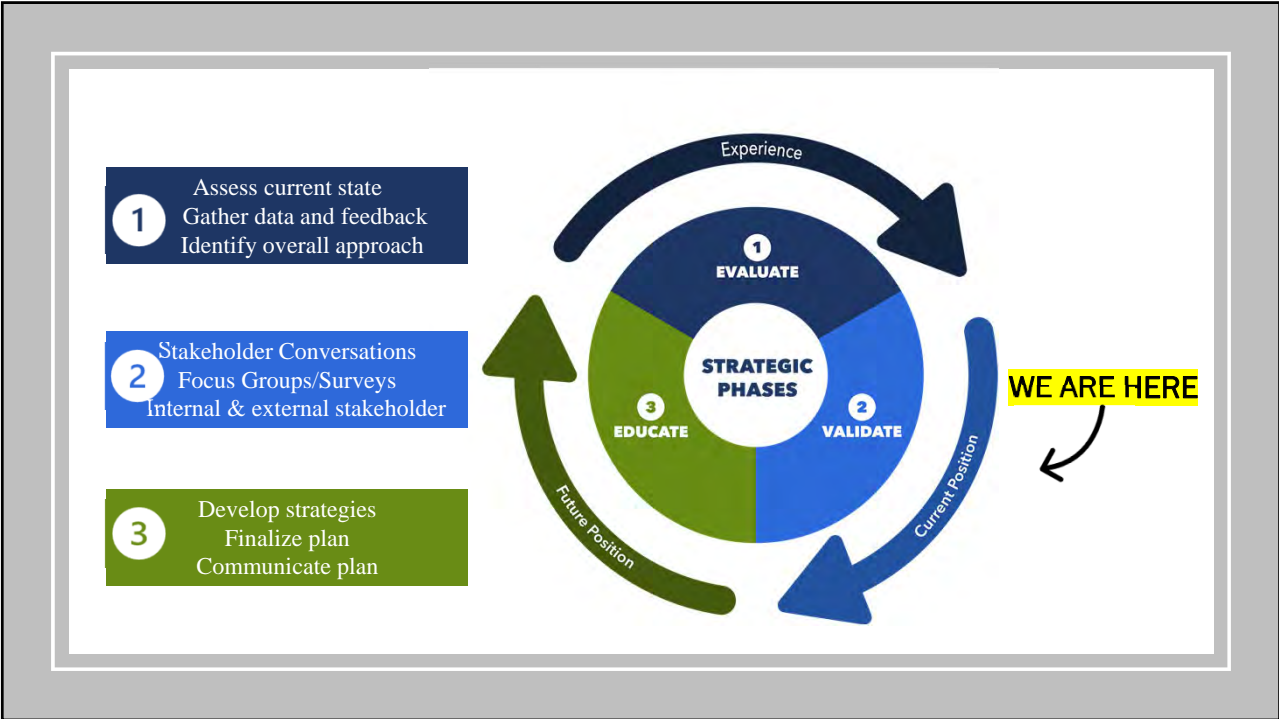
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





# STRATEGIC PLANNING PROGRESS

Board of Trustees  
June 7, 2023



## Activities To Date

### Steering Committee

- Monthly meeting to workshop planning (3 so far)
- Internal guiding team

### Conversations with Teams

- All Staff Strategic Planning Meeting (1<sup>st</sup> done, 2nd in progress)
- Staff focus group at each branch (in-progress)

### Individual Interviews

- Board of Trustees, BPL Foundation, Branch Supervisors
- City Manager, BP High School
- City Council, School Board (in-progress)

### Focus Groups

- Community business & orgs: educational, arts, disabilities, social services, economic development, advocacy (in-progress)
- Branch open Community Conversation (in-progress)
- Community Feedback Forms

### Surveys

- Berkeley High School
- Landing Page for library website
- Community Survey (development in-progress)

**Join The Conversation:  
Strategic Planning**

● What do you love? ● What would you change? ● What would you need?

The Berkeley Public Library has launched a strategic planning initiative to better serve community needs as we look to the future.

We want to know what you think and welcome all community input! Let us know your views through this survey.

[Begin Survey](#)



**ACTION CALENDAR**

January 11, 2024

To: Board of Library Trustees  
 From: Nneka Gallaread, Administrative and Fiscal Services Manager  
 Subject: Proposed Personnel Budget FY 2025-26 – Library Tax Fund

**RECOMMEDATION**

Adopt the resolution to approve the Personnel Budgets for FY 2025 and FY 2026 of \$20,513,392 and \$21,580,078 respectively.

**INTRODUCTION**

The proposed FY 2025-26 Personnel Budget presented herein incorporates changes to the personnel budgeted supported by the Library Tax Fund.

The personnel budget for the Library represents 71.3% percent of the overall Library Tax Fund budget. The proposed budget for FY 2025 incorporates changes that result in a net increase of \$2,412,804 from the FY 24 personnel budget.

**Proposed Personnel Budget Changes**

|                             | FY 2024      | FY 2025      |
|-----------------------------|--------------|--------------|
| Library Tax (101) Personnel | \$18,100,578 | \$20,513,392 |

**FISCAL IMPACT OF RECOMMENDATION**

Personnel expenses are projected at \$20,513,392 and \$21,580,078; equal to 75.9% and 76.8% of Fund expenditures for FY2025 and 26, respectively.

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

Overall, the Library proposes an expansion of 16.55 FTE from an authorized FY 2024 level of 115.725 FTE to 132.275 FTE for FY2025 and 26. Authorized headcount would increase by two to 147 from 145.

**Breakdown by Position Type**

| Type         | FTE            |               |                | Headcount      |              |                |
|--------------|----------------|---------------|----------------|----------------|--------------|----------------|
|              | FY25/26        | +/-           | FY24           | FY25/26        | +/-          | FY24           |
| Career       | 131.900        | 16.550        | 115.350        | 147.000        | 3.000        | 144.000        |
| Non-Career   | 0.375          | -             | 0.375          | 1.000          | -            | * 1.000        |
| <b>Total</b> | <b>132.275</b> | <b>16.550</b> | <b>115.725</b> | <b>147.000</b> | <b>3.000</b> | <b>145.000</b> |

\*Addition of EDI Program Manager position in FY 24

### **Part-time hours conversion**

The Library is proposing a significant change in its staffing allocation in anticipation of the upcoming budget cycle: to expand the hours of part-time workers so that they would change from 20/week or .5 FTE to 30/week or .75 FTE. This would also mean that instead of covering 75% of staff members' health insurance benefits, the Library would cover 100%. This change would potentially affect 53 part-time staff. That represents 39% of staff, as compared to the 61% full-time staff. This will be an optional or opt-in change—no one will be required to change their hours but they are offered to all part-time staff. Given that part-time positions already include 75%-funded benefits packages, the difference to make them .75 FTE or 30-hour positions involves the additional 25% coverage as well as the rate of pay for the 10 additional hours.

The recommendation is informed by the need for a more sustainable workplace for Library staff. The reality is that the Library has operated within a two-tiered model for many years. Some of these staff need to work either additional hours or an additional job to support themselves and their families. A lot has changed since the Library's staffing model was created, likely predicated on the idea that there was a large pool of students and homemakers that sought part-time work that could meet the need for a more flexible operating schedule that included nights and weekends. We know this is an outdated understanding of the current economy and it is time to account for that reality. Additional hours enable part time staff more opportunities to participate in committee work and professional development opportunities that can be supportive of career advancement.

There has not been a holistic analysis of Library staffing for many years. If a number staff were regularly working above their FTE, or the number of hours that they were originally hired for, for many years, it suggests that the budgeted staffing allocation is not meeting our needs. For this reason, we believe it is important to increase FTE to address the actual need. Over the past several months, as part of the budget planning process, the Fiscal and Administrative Services Manager met with individual supervisors and asked specifically for their feedback about staffing levels in their divisions and locations.

Increasing the hours of these positions from .5 FTE to .75 FTE will provide the Library with more flexibility with staffing its spaces and providing direct customer service, addressing materials processing needs, and with addressing the wide variety of needs around programming and outreach that the Library and community members are identifying emerging from the pandemic. This change, albeit significant, will provide the opportunity to involve all staff in a broader range of activities, including more training, work group participation, and outreach. If all .5 FTE staff "opt in" to the .75 hours conversion, the additional annual cost variance represents approximately \$1,665,685.

### **Additional position changes**

An additional full-time Supervising Librarian 1.0 FTE would be beneficial as an addition to the Central Reference/Art and Music team. The overall reasoning behind this change is as follows:

- The current supervisor supports a team of 12 people which is an inordinately large amount of staff for one Supervising Librarian to manage. Creating two, smaller, more manageable teams of 5 or 6 staff members for each supervisor to support would both better support staff and free up the current supervisor, and the additional supervisor, to perform additionally needed functions such as programming support and outreach. We received feedback from former supervisors of that area that the supervisory span is too large to be responsive to individual mentorship and team needs.
- Staff has provided consistent feedback that the expansion of onboarding and mentoring is a need at the Library. An attentive and available supervisor is an important part of that support system.

Many librarians new to or relatively newer to the profession are being hired and need additional support.

- The current team is composed of two distinct sub teams, Art and Music and Central Reference. An additional Supervising Librarian position would be reinstating a general focus that existed in the past but with an emphasis on the larger area of learning and creation, centered around the fifth floor, expanding upon the concentration on art, music, and creative exploration.
- The additional supervisor would add capacity to the current Supervisor In Charge rotation of Central Library supervisors as well as the weekend staffing rotation, creating a more effective staffing model for the Central Library location.
- The new supervisor would have the office on the fifth floor behind the service desk, which helps address safety concerns regarding patron incidents on the fifth floor.
- Adding a full time Supervising Librarian position will increase the overall staffing available to monitor the four service desks of the Central Library, responding to a stated staff concern to increase staffing levels. The additional supervisor will also be another staff member able to support staff at the Central Library in handling challenging situations which require higher level decision making and follow through.
- This will also provide another promotional pathway for librarians.

It is also proposed that a full-time Communications Specialist position (1.0 FTE) be added to support the ever-expanding needs associated with both external and internal communications at the Library.

- It is anticipated that more capacity will better support internal communications, a need identified through the strategic planning process and more pronounced with the eventual expansion of technology tools such as the implementation of a new intranet platform, the deployment of new internal communications software, and eventual website changes.
- Consistent feedback that although the Library has a solid communications foundation, there is more needed to do to communicate our programs, services, and resources to the public, particularly to people less familiar with the library. The Library plans to expand the external communications methods through multilingual outreach, paid and earned media coverage and new print media programs. There will be an increased need to coordinate translation and interpretation services in order to ensure that programs and services are accessible, including for example, brochures and website content with information about how to use the Library in different languages.

The addition of these positions represents \$381,331.00 combined including benefits packages.

As occurs during each budget development exercise, ending budgeted labor expenses within the Library Tax Fund are always subject to change based on updated labor cost calculations once staffing headcount changes are entered; consequently, staffing costs may vary slightly in contrast to what is presented in this report.

#### CURRENT SITUATION

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services, the Fund generates 99% of total revenues and bears 98% of total expenses. In the proposed FY 2025 and 26 budgets, the Library proposes to begin to address a systemic and structural issue with the staffing model it has come to rely upon for many years that no longer meets current workforce standards and expectations, and community need. While this represents a significant financial investment, the staff are the most valuable resource of the Library, and this has been overwhelmingly endorsed by the public as well, most noticeably in the 2023 strategic planning process. In the past, the staff and Board have

cited the tremendous needs that exist around both the physical and technological infrastructure of the organization. While all of this remains true, the goal is to continue to plan for this work to be done—perhaps at a somewhat less aggressive pace than would have been possible before, but still possible while addressing acute staffing concerns immediately.

The Library believes the FY 2025 and 26 proposed budgets contained herein directly addresses the priority of investing in staff first. The Library remains determined to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

On adoption by the Library Board of Trustees the Library will report the final budget to the City Manager's Office for inclusion into the consolidated budget for the City.



Attachments:

1. Resolution
2. PT 20 hr to 30 hr Cost Variance Estimates
3. Proposed FY 2025 and 26 Position FTE Summary by Classification
4. Library Tax Fund (101) 5-Year Fund Analysis with proposed personnel changes incorporated



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R24-\_\_\_**

**Approve the Proposed Personnel Budgets for FY 2025 and FY 2026 of \$20,513,392 and \$21,580,078**

WHEREAS, on November 3, 2021, the Board of Library Trustees by Resolution No.: 21-125 adopted budget priorities for FY 2023 and FY 2024; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted a comprehensive personnel budgets for FY 2025 and FY2026 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the FY 2025 and FY 2026 budgets no later than June, 2024; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Personnel Budgets for FY 2025 and FY 2026 of \$20,513,392 and \$21,580,078.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 11, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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



**PT 0.5 FTE (20 hr/week) to .75 FTE (30 hr/week) Cost Variance Estimates**

|                       | <b>Rate @ Step 3</b> | <b>Benefits</b> |            |            | <b>Benefits</b> |           |             | <b>Annual Dept Cost</b> |               |             | <b># of Pos</b> | <b>Est Cost</b>   |
|-----------------------|----------------------|-----------------|------------|------------|-----------------|-----------|-------------|-------------------------|---------------|-------------|-----------------|-------------------|
|                       |                      | <b>20 hrs</b>   | <b>25%</b> | <b>75%</b> | <b>30 hrs</b>   | <b>0%</b> | <b>100%</b> | <b>20 HRS</b>           | <b>30 HRS</b> | <b>Diff</b> |                 |                   |
| Library Assistant     | \$ 30.1464           | 31,352.26       | 5,753.92   | 17,261.77  | 47,028.38       | 34,523.54 | 48,614.02   | 81,551.92               | 32,937.90     |             | 19              | (625,820.03)      |
| Library Aide          | \$ 24.9088           | 25,905.15       | 4,754.24   | 14,262.73  | 38,857.73       | 28,525.46 | 40,167.88   | 67,383.19               | (27,215.31)   |             | 26              | (707,597.93)      |
| Librarian I           | \$ 41.7604           | 43,430.82       | 7,970.64   | 23,911.92  | 65,146.22       | 47,823.84 | 67,342.74   | 112,970.07              | (45,627.33)   |             | 1               | (45,627.33)       |
| Library Specialist II | \$ 36.1404           | 37,586.02       | 6,897.97   | 20,693.92  | 56,379.02       | 41,387.84 | 58,279.94   | 97,766.87               | (39,486.93)   |             | 6               | (236,921.57)      |
| Library Specialist I  | \$ 33.9928           | 35,352.51       | 6,488.07   | 19,464.21  | 53,028.77       | 38,928.42 | 54,816.72   | 91,957.19               | (37,140.47)   |             | 0               | -                 |
| Librarian II          | \$ 45.5043           | 47,324.47       | 8,685.22   | 26,055.67  | 70,986.71       | 52,111.34 | 73,380.14   | 123,098.05              | (49,717.91)   |             | 1               | (49,717.91)       |
|                       |                      |                 |            |            |                 |           |             |                         |               |             |                 | \$ (1,665,684.77) |

Estimates assume that all eligible staff choose to transition, which may not occur and thus the overall estimate would be lower.



## Proposed FY 2025 and 26 Position FTE Summary by Classification

| Sum of CY FTE Percent                                            |                       |              |
|------------------------------------------------------------------|-----------------------|--------------|
| Division Name                                                    | Job Class Desc        | Total        |
| <input checked="" type="checkbox"/> <b>CENTRAL ART AND MUSIC</b> | LIBRARIAN I           | 2.00         |
|                                                                  | LIBRARIAN II          | 2.00         |
|                                                                  | LIBRARY SPECIALIST II | 1.00         |
|                                                                  | SUPERV LIBRARIAN      | 1.00         |
| <b>CENTRAL ART AND MUSIC Total</b>                               |                       | <b>6.00</b>  |
| <input checked="" type="checkbox"/> <b>CENTRAL CHILDREN</b>      | LIBRARIAN I           | 1.60         |
|                                                                  | LIBRARIAN II          | 2.75         |
|                                                                  | LIBRARY SPECIALIST II | 1.55         |
|                                                                  | SENIOR LIBRARIAN      | 1.00         |
|                                                                  | SUPERV LIBRARIAN      | 1.00         |
| <b>CENTRAL CHILDREN Total</b>                                    |                       | <b>7.90</b>  |
| <input checked="" type="checkbox"/> <b>CENTRAL REFERENCE</b>     | LIBRARIAN I           | 1.75         |
|                                                                  | LIBRARIAN II          | 3.00         |
|                                                                  | LIBRARY SPECIALIST II | 2.00         |
|                                                                  | SUPERV LIBRARIAN      | 1.00         |
| <b>CENTRAL REFERENCE Total</b>                                   |                       | <b>7.75</b>  |
| <input checked="" type="checkbox"/> <b>CENTRAL SUPPORT</b>       | LIBRARIAN I           | 1.00         |
|                                                                  | LIBRARY SPECIALIST II | 1.00         |
|                                                                  | SENIOR LIBRARIAN      | 1.00         |
|                                                                  | SOCIAL SERVICES SPEC  | 1.00         |
|                                                                  | SUPERV LIBRARIAN      | 1.00         |
| <b>CENTRAL SUPPORT Total</b>                                     |                       | <b>5.00</b>  |
| <input checked="" type="checkbox"/> <b>CIRCULATION SVCS</b>      | CIRCULATION SRVCS MGR | 1.00         |
|                                                                  | LIBRARY AIDE          | 10.50        |
|                                                                  | LIBRARY ASSISTANT     | 8.75         |
|                                                                  | LIBRARY SPECIALIST I  | 2.00         |
|                                                                  | MAIL SERVICES AIDE    | 2.00         |
|                                                                  | SUPERV LIBRARY ASSIST | 4.00         |
| <b>CIRCULATION SVCS Total</b>                                    |                       | <b>28.25</b> |
| <input checked="" type="checkbox"/> <b>CLAREMONT BRANCH</b>      | LIBRARIAN I           | 1.00         |
|                                                                  | LIBRARIAN II          | 1.00         |
|                                                                  | LIBRARY AIDE          | 1.50         |
|                                                                  | LIBRARY AIDE HOURLY   | 0.38         |
|                                                                  | LIBRARY ASSISTANT     | 2.25         |
|                                                                  | LIBRARY SPECIALIST II | 1.75         |
|                                                                  | SUPERV LIBRARIAN      | 1.00         |
|                                                                  | SUPERV LIBRARY ASSIST | 1.00         |
| <b>CLAREMONT BRANCH Total</b>                                    |                       | <b>9.88</b>  |
| <input checked="" type="checkbox"/> <b>COLLECTIONS MGMT</b>      | LIBRARIAN I           | 1.00         |
|                                                                  | LIBRARY ASSISTANT     | 2.50         |
|                                                                  | LIBRARY SPECIALIST II | 2.00         |
|                                                                  | SENIOR LIBRARIAN      | 1.00         |
|                                                                  | SUPERV LIBRARIAN      | 1.00         |
|                                                                  | SUPERV LIBRARY ASSIST | 1.00         |
| <b>COLLECTIONS MGMT Total</b>                                    |                       | <b>8.50</b>  |

|                                     |                          |               |
|-------------------------------------|--------------------------|---------------|
| ☐ <b>FACILITIES</b>                 | BUILDING MAINT MECH      | 2.00          |
|                                     | SENIOR BLDG MAINT SUP    | 1.00          |
| <b>FACILITIES Total</b>             |                          | <b>3.00</b>   |
| ☐ <b>INFORMATION SYSTEMS</b>        | INFO SYS SPECIALIST      | 2.00          |
|                                     | LIBRARIAN II             | 1.00          |
|                                     | LIBRARY INFO SYS ADMIN   | 1.00          |
|                                     | SENIOR INFO SYS SPEC     | 1.00          |
| <b>INFORMATION SYSTEMS Total</b>    |                          | <b>5.00</b>   |
| ☐ <b>LITERACY SERVICES</b>          | LIBRARY ASSISTANT        | 0.75          |
|                                     | LIBRARY LIT PRG COORD    | 1.00          |
|                                     | LIBRARY SPECIALIST I     | 1.00          |
| <b>LITERACY SERVICES Total</b>      |                          | <b>2.75</b>   |
| ☐ <b>NORTH BRANCH</b>               | LIBRARIAN I              | 2.00          |
|                                     | LIBRARY AIDE             | 3.00          |
|                                     | LIBRARY ASSISTANT        | 2.50          |
|                                     | LIBRARY SPECIALIST II    | 2.50          |
|                                     | SUPERV LIBRARIAN         | 1.00          |
|                                     | SUPERV LIBRARY ASSIST    | 1.00          |
| <b>NORTH BRANCH Total</b>           |                          | <b>12.00</b>  |
| ☐ <b>OFFICE OF THE DIRECTOR</b>     | ACCT OFF SPEC III UNREP  | 1.00          |
|                                     | ADM FIS SVS MGR UNRP     | 1.00          |
|                                     | ADMIN SECRETARY          | 1.00          |
|                                     | ASSOC MGMT ANALYST UNRP  | 2.00          |
|                                     | ASST HR ANALYST          | 1.00          |
|                                     | ASST MGMT ANALYST UNREP  | 1.00          |
|                                     | DEP DIR OF LIB SVCS      | 1.00          |
|                                     | DIR OF LIBRARY SVCS      | 1.00          |
|                                     | LIBRARY SVCS MANAGER     | 2.00          |
|                                     | PROGRAM MANAGER II UNREP | 1.00          |
|                                     | SENIOR HR ANALYST        | 1.00          |
|                                     | COMMUNICATION SPECIALIST | 1.00          |
| <b>OFFICE OF THE DIRECTOR Total</b> |                          | <b>14.00</b>  |
| ☐ <b>SOUTH BRANCH</b>               | LIBRARIAN II             | 2.00          |
|                                     | LIBRARY AIDE             | 2.25          |
|                                     | LIBRARY ASSISTANT        | 1.50          |
|                                     | LIBRARY SPECIALIST II    | 1.75          |
|                                     | SUPERV LIBRARIAN         | 1.00          |
|                                     | SUPERV LIBRARY ASSIST    | 1.00          |
| <b>SOUTH BRANCH Total</b>           |                          | <b>9.50</b>   |
| ☐ <b>WEST BRANCH</b>                | LIBRARIAN I              | 1.00          |
|                                     | LIBRARIAN II             | 1.00          |
|                                     | LIBRARY AIDE             | 2.25          |
|                                     | LIBRARY ASSISTANT        | 1.75          |
|                                     | LIBRARY SPECIALIST II    | 1.75          |
|                                     | SUPERV LIBRARIAN         | 1.00          |
|                                     | SUPERV LIBRARY ASSIST    | 1.00          |
| <b>WEST BRANCH Total</b>            |                          | <b>9.75</b>   |
| ☐ <b>TOOL LIBRARY</b>               | TOOL LENDING SPECIALIST  | 3.00          |
| <b>TOOL LIBRARY Total</b>           |                          | <b>3.00</b>   |
| <b>Grand Total</b>                  |                          | <b>132.28</b> |



Library Tax Fund (101) 5-Year Fund Analysis with proposed personnel changes incorporated

| <b>Tax Fund - 101</b>                |                |                |                |                          |                   |                   |                   |                   |                   |                   |
|--------------------------------------|----------------|----------------|----------------|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                      | FY 2020 Actual | FY 2021 Actual | FY 2022 Actual | FY 2023 Actual (2nd CIs) | FY 2024 PROJECTED | FY 2025 PROJECTED | FY 2026 PROJECTED | FY 2027 PROJECTED | FY 2028 PROJECTED | FY 2029 PROJECTED |
| <b>Beginning Fund Balance</b>        | \$ 10,266,639  | \$ 10,527,796  | \$ 10,187,635  | \$ 13,242,296            | \$ 15,837,407     | \$ 14,015,031     | \$ 11,269,904     | \$ 8,185,705      | \$ 4,603,795      | \$ 613,304        |
| <b>Revenues</b>                      |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| Library Services Tax                 | \$ 20,431,021  | \$ 20,596,293  | \$ 22,429,364  | \$ 24,069,854            | \$ 25,050,748     | \$ 25,802,270     | \$ 26,576,339     | \$ 27,373,629     | \$ 28,194,838     | \$ 29,040,683     |
| Fines/Fees                           | 26,477         | 17,688         | 16,147         | 17,689                   | 17,689            | 17,689            | 17,689            | 17,689            | 17,689            | 17,689            |
| Donations/Private Contributions      |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| Misc. Revenue / Interest / Refunds   | 29,617         | 101,396        | 136,791        | 8,096                    | 8,096             | 8,096             | 8,096             | 8,096             | 8,096             | 8,096             |
| <b>TOTAL REVENUE</b>                 | \$ 20,487,115  | \$ 20,715,377  | \$ 22,582,302  | \$ 24,095,640            | \$ 25,076,534     | \$ 25,828,056     | \$ 26,602,124     | \$ 27,399,415     | \$ 28,220,623     | \$ 29,066,469     |
| <b>Expenditures</b>                  |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| <b>Operations</b>                    |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| Salaries, Wages, Benefits            | \$ 13,377,244  | \$ 12,972,590  | \$ 12,770,581  | \$ 15,347,723            | \$ 18,100,578     | \$ 20,513,382     | \$ 21,580,078     | \$ 22,702,242     | \$ 23,882,759     | \$ 25,124,662     |
| <b>Salaries, Wages, Benefits</b>     |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| less: Labor Vacancy Savings          |                |                |                |                          | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| Personnel                            | \$ 13,377,244  | \$ 12,972,590  | \$ 12,770,581  | \$ 15,347,723            | \$ 18,100,578     | \$ 20,513,382     | \$ 21,580,078     | \$ 22,702,242     | \$ 23,882,759     | \$ 25,124,662     |
| Non-Personnel                        | 1,247,772      | 823,605        | 907,785        | 53,622                   | 1,334,170         | 1,700,000         | 1,700,000         | 1,700,000         | 1,700,000         | 1,700,000         |
| Library Materials (incl Tool Lndng)  | 1,690,248      | 1,826,324      | 1,985,551      | 2,441,308                | 2,230,000         | 2,500,000         | 2,500,000         | 2,500,000         | 2,500,000         | 2,500,000         |
| Misc. Professional Services          | 765,382        | 497,462        | 772,555        | 728,284                  | 1,463,650         | 973,700           | 973,700           | 973,700           | 973,700           | 973,700           |
| Utilities+Telephone                  | 367,116        | 459,787        | 516,401        | 572,693                  | 529,502           | 600,000           | 600,000           | 650,000           | 650,000           | 650,000           |
| Janitorial                           | 362,798        | 360,565        | 379,273        | 359,059                  | 425,000           | 425,000           | 425,000           | 500,000           | 500,000           | 500,000           |
| Software Maintenance                 | 114,873        | 147,178        | 238,664        | 325,478                  | 275,000           | 275,000           | 275,000           | 275,000           | 275,000           | 275,000           |
| RFID Loan Repayment                  |                | 0              | 0              |                          |                   |                   |                   |                   |                   |                   |
| Computer & Software Purchase (CAP)   | 120,933        | 121,859        | 686,457        | 129,979                  | 100,000           | 0                 | 0                 | 0                 | 0                 | 0                 |
| Building/Infrastructure              | 652,098        | 2,315,233      |                | 72,310                   | 900,000           | 0                 | 0                 | 0                 | 0                 | 0                 |
| <b>Subtotal:</b>                     | \$ 18,698,464  | \$ 19,524,603  | \$ 18,257,267  | \$ 20,030,457            | \$ 25,357,900     | \$ 26,987,082     | \$ 28,053,778     | \$ 29,300,942     | \$ 30,481,459     | \$ 31,723,362     |
| <b>Charges From Other Depts</b>      |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| Finance - Billing (341)              | \$ 18,977      | \$ 19,503      | 20,240         | \$ 20,636                | \$ 21,443         | \$ 21,443         | \$ 21,443         | \$ 21,443         | \$ 21,443         | \$ 21,443         |
| Facilities - Enviro Compliance (693) | 8,517          | 11,432         | 134            | 5,245                    | 16,522            | 16,522            | 16,522            | 16,522            | 16,522            | 16,522            |
| Interfund Transfers                  |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| <b>Subtotal:</b>                     | \$ 27,494      | \$ 30,935      | \$ 20,374      | \$ 25,880                | \$ 37,965         | \$ 37,965         | \$ 37,965         | \$ 37,965         | \$ 37,965         | \$ 37,965         |
| <b>TOTAL EXPENDITURES</b>            | \$ 18,725,958  | \$ 19,555,538  | \$ 18,277,641  | \$ 20,056,337            | \$ 25,395,865     | \$ 27,025,047     | \$ 28,091,743     | \$ 29,338,907     | \$ 30,519,424     | \$ 31,761,327     |
| <b>Projected Surplus/(Shortfall)</b> | \$ 1,761,157   | \$ 1,159,839   | \$ 4,304,661   | \$ 4,039,303             | \$ (319,331)      | \$ (1,196,991)    | \$ (1,489,619)    | \$ (1,939,493)    | \$ (2,298,800)    | \$ (2,694,859)    |
| <b>GROSS FUND BALANCE</b>            | \$ 12,027,796  | \$ 11,687,635  | \$ 14,492,296  | \$ 17,281,599            | \$ 15,518,076     | \$ 12,818,040     | \$ 9,780,286      | \$ 6,246,213      | \$ 2,304,995      | \$ (2,081,554)    |
| <b>{Bal + Rev - Exp}</b>             | 1,500,000      | 1,500,000      | 1,250,000      | 1,444,191                | 1,503,045         | 1,548,136         | 1,594,580         | 1,642,418         | 1,691,690         | 1,742,441         |
| Annual Committed Reserve             |                |                |                |                          |                   |                   |                   |                   |                   |                   |
| Capital Funding                      |                |                |                |                          |                   | 2,258,023         | 265,763           | 273,736           | 281,948           | 281,948           |
| <b>Uncommitted Fund Balance</b>      | \$ 10,527,796  | \$ 10,187,635  | \$ 13,242,296  | \$ 15,837,407            | \$ 14,015,031     | \$ 11,269,904     | \$ 8,185,705      | \$ 4,603,795      | \$ 613,304        | \$ (3,823,995)    |





**ACTION CALENDAR**

January 11, 2024

zTo: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Update to the 2024 Regular Meeting Schedule for the Board of Library Trustees

**RECOMMENDATION**

Adopt a resolution approving new dates and times for the July and October 2024 meeting dates of the Board of Library Trustees.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

**CURRENT SITUATION AND ITS EFFECTS**

The regular meetings of the Board of Library Trustees have generally been held on the first Wednesday of each month at 6:30 p.m. at the West Branch Library, 1125 University Ave.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:  
Winter Recess (Dec. 13, 2023 – Jan. 15, 2024)  
January 16 & 30  
February 13 & 27  
March 5 & 19  
Spring Recess (March 20 – April 15, 2024)  
April 16  
May 7, 14 & 21  
June 4 & 25  
July 9, 23 & 30  
Summer Recess (July 31 – Sept. 9, 2024)  
September 10 & 24  
October 1, 15 & 29  
November 12 & 19  
December 3 & 10  
Winter Recess (Dec. 11, 2024 – Jan. 14, 2025)

The proposed *2024 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

The Board of Library Trustees approved the 2024 regular meeting schedule on October 4, 2023 and adopted corresponding resolution R23-045.

Since that time, some concerns were raised about the January, July, and October dates. Given the confirmation of a lack of quorum on January 10, the Board scheduled a special meeting on January 11, so that issue has been resolved.

The July date was originally scheduled on July 10 as opposed to July 3 to address a concern that had been raised that the July 4 holiday falls on the Thursday of that week. Alternative dates could include Tuesday, July 2, or Thursday, July 11.

The October date was originally scheduled on October 9 as opposed to October 2 pursuant to Resolution No. 70,066-N.S., as it is the policy of the City to avoid scheduling meetings of City Legislative Bodies (City Council, Policy Committees, Commissions, Task Forces) on religious holidays that incorporate significant work restrictions. City legislative bodies must avoid scheduling meetings on the religious holidays listed in the attached policy. From the report: Rosh Hashanah begins sunset of Wednesday, October 2 and ends nightfall of Friday, October 4, 2024.

Alternative dates for October may include Tuesday, October 8, or Thursday, October 10.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

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

Attachments:

1. Resolution
2. City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays
3. Adopted 2024 Board of Library Trustee Meeting Schedule (October 4, 2023)

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R24-\_\_\_**

**APPROVAL OF THE 2024 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Board of Library Trustees approves the next year’s regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the Board of Library Trustees approved the 2024 meeting schedule at the October 4, 2023 meeting and some concerns were raised regarding dates in July and October; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the West Branch Library, 1125 University Avenue; and

WHEREAS, the Independence Day Holiday is designated as July 4, 2024 (Thursday); and

WHEREAS, it has been recognized that it would be preferable to change what would be the regular Board date for July to account for this; and

WHEREAS, it has been recognized that the October date cannot fall on October 2 and an alternative needs to be identified; and

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the updated meeting schedule for July and October 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on January 11, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Amy Roth, President

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



## City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays

Pursuant to Resolution No. 70,066-N.S., it is the policy of the City to avoid scheduling meetings of City Legislative Bodies (City Council, Policy Committees, Commissions, Task Forces) on religious holidays that incorporate significant work restrictions. City legislative bodies must avoid scheduling meetings on the religious holidays listed below.

| Religion     | Holiday                                       | 2024 Dates                 |
|--------------|-----------------------------------------------|----------------------------|
| Shinto       | New Year                                      | 1/1/2024 thru 1/3/2024     |
| Hindu        | Makar Sankranti                               | 1/14/2024                  |
| Cultural     | Chinese New Year (Eve, Day, Lantern Festival) | 2/9, 2/10, 2/24            |
| Islam        | Ramadan (Eve & First Night)                   | 3/10/2024 thru 3/11/2024   |
| Jewish*      | Purim                                         | 3/23/2024 thru 3/24/2024   |
| Hindu        | Holi                                          | 3/25/2024                  |
| Christian    | Good Friday                                   | 3/29/2024                  |
| Christian    | Easter Sunday                                 | 3/31/2024                  |
| Islam        | Eid al-Fitr                                   | 4/9/2024 thru 4/12/2024    |
| Jewish       | Passover (Nights 1, 2, 7, 8)                  | 4/22 - 4/24 & 4/29 - 4/30  |
| Jewish*      | Yom HaShoah                                   | 5/5/2024 thru 5/6/2024     |
| Buddhist     | Vesak                                         | 5/23/2024                  |
| Jewish       | Shavuot                                       | 6/11/2024 thru 6/13/2024   |
| Islam        | Eid al-Adha                                   | 6/15/2024 thru 6/19/2024   |
| Jewish*      | Tish'a B'Av                                   | 8/12/2024 thru 8/13/2024   |
| Shinto       | Obon Ceremony                                 | 8/13/2024 thru 8/15/2024   |
| Jewish       | Rosh Hashanah                                 | 10/2/2024 thru 10/4/2024   |
| Jewish       | Yom Kippur                                    | 10/11/2024 thru 10/12/2024 |
| Hindu        | Dussehra                                      | 10/12/2024                 |
| Jewish       | Sukkot (1st Day)                              | 10/16 - 10/18 & 10/23      |
| Jewish       | Shmini Atzeret/ Simchat Torah                 | 10/23/2024 thru 10/25/2024 |
| Hindu        | Diwali                                        | 10/31/2024                 |
| Baha'i Faith | Birth of Bab                                  | 11/1/2024 thru 11/2/2024   |
| Baha'i Faith | Birth of Baja'u'llah                          | 11/2/2024 thru 11/3/2024   |
| Christian    | Christmas                                     | 12/25/2024                 |
| Jewish       | Chanukah (1st night)                          | 12/25/2024                 |
| Cultural     | Kwanzaa                                       | 12/26/2024 thru 1/1/2025   |
| Jewish       | Shabbat (Friday sunset to Saturday sunset)    | Weekly                     |

\* No work restriction, but avoid scheduling meetings if possible





**Berkeley Public Library**  
**Board of Library Trustees**  
**2024 Regular Meeting Schedule**  
**1<sup>st</sup> Wednesday Dates** (unless marked\*)

| Regular Meeting Dates                                                                                                        | Location                                     |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| January 10, 2024*<br><i>Shinto New Year January 1-3, 2024</i>                                                                | West Branch Library (1125 University Avenue) |
| February 7, 2024                                                                                                             | West Branch Library (1125 University Avenue) |
| March 6, 2024                                                                                                                | West Branch Library (1125 University Avenue) |
| April 3, 2024                                                                                                                | West Branch Library (1125 University Avenue) |
| May 1, 2024                                                                                                                  | West Branch Library (1125 University Avenue) |
| June 5, 2024                                                                                                                 | West Branch Library (1125 University Avenue) |
| July 10, 2024*<br><i>July 3 would be right before the July 4<sup>th</sup> Holiday</i>                                        | West Branch Library (1125 University Avenue) |
| {No meeting in August}                                                                                                       |                                              |
| September 4, 2024                                                                                                            | West Branch Library (1125 University Avenue) |
| October 9, 2024*<br><i>Rosh Hashanah begins sunset of Wednesday, October 2 and ends nightfall of Friday, October 4, 2024</i> | West Branch Library (1125 University Avenue) |
| November 6, 2024                                                                                                             | West Branch Library (1125 University Avenue) |
| December 4, 2024                                                                                                             | West Branch Library (1125 University Avenue) |