



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

AGENDA

LOCATION

Wednesday, February 7, 2024

6:30 PM

North Branch
1170 The Alameda

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

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

D. Comments from Library Unions

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

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

E. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. 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. Revised 2024 Berkeley Public Library Holiday & Early Closing Schedule

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the revised 2024 Berkeley Public Library Holiday & Early Closing Schedule.

C. Contract: CivicMakers

From: Henry Bankhead, Deputy Director of Library Services

Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute a contract with CivicMakers for Library Technology Roadmap consulting services for an amount not to exceed \$110,000 from February 2024 through July 2024.

D. Contract: Communico, LLC for the Communico Digital Publishing Platform

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt a Resolution authorizing the Director of Library Services to enter into a sole-source contract with Communico, LLC for the Communico Digital Publishing Platform in the amount of \$88,020 for three years.

III. ACTION CALENDAR

A. Budget Priorities for the FY 2025 & FY 2026 Biennial Budget Cycle

From: Tess Mayer

Recommendation: Adopt the resolution adopting budget priorities for the Library for the FY 2025 and FY 2026 biennial budget cycle.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Staff Report – Update on North Branch – Dan Beringhele, Supervising Librarian

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

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

I. 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.

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 ##, 2023.

//s//

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

Communications:

kimberly luedeman lafuenta	1/23/2024	physical violence and segregation
Jaquelin	1/26/2024	Feedback
Jaquelin	1/26/2024	Additional



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Thursday, January 11, 2024 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:** 6:33 pm
Present: Trustees Ami, Greene, and Roth.
Trustee Hahn arrived at 6:36pm
Absent: Trustee Selawsky.
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; Eve Franklin, Administrative Secretary.
Dr. Lyn Corbett, The Pivotal Group
- A. Public Comments:** 4 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 Greene – Really pleased about the Teen Poet Laureate event.

II. CONSENT CALENDAR

Action: M/S/C Trustee Ami/ Trustee Greene to adopt resolution #R23-057 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 December 6, 2023 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the December 6, 2023 Regular Meeting of the Board of Library Trustees as presented with the correction of Tanir Ami's name.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Ami / Trustee Greene to adopt resolution #R23-058 to approve the minutes of December 6, 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: Godbe Election Research

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 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.

Financial Implications: see report.

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Ami / Trustee Greene to adopt resolution #R23-059 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.

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

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.

Financial Implications: see report

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Ami to adopt resolution #R23-060 authorizing the Director of Library Services to adopt the strategic direction, mission, vision, values and goals as presented and request that Trustees' comments be considered.

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

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.

Financial Implications: see report

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Greene / Trustee Roth to adopt resolution #R23-061 to approve the Personnel Budgets for FY 2025 and FY 2026 of \$20,513,392 and \$21,580,078 respectively.

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

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.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Ami / Trustee Hahn to adopt resolution #R23-062 to approve new dates and times for the July (07/11) and October (10/10) 2024 meeting dates of the Board of Library Trustees.

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

IV. AGENDA BUILDING

The next regular meeting will be held February 7, 2024.

- Budget Priorities
- Recommendation to Council of interest to get on a future ballot
- Clarify the roles and responsibilities between Library and City of Berkeley

V. ADJOURNMENT

M/S/C Trustee Ami Trustee Greene to adjourn the meeting.

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

Adjourned at 8:52PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of January 11, 2024 as approved by the Board of Library Trustees.

//s//_____

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

Attachments: none

DRAFT



CONSENT CALENDAR

February 7, 2024

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Revised 2024 Berkeley Public Library Holiday & Early Closing Schedule

RECOMMENDATION

Adopt the resolution approving the revised 2024 Berkeley Public Library Holiday & Early Closing Schedule.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

On October 4, 2023, the Board of Library Trustees approved the Library's holiday schedule for 2024.

CURRENT SITUATION AND ITS EFFECTS

There is a need to update two of the dates originally included in the holiday schedule for 2024.

The Board of Library Trustees sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services and Part-time Recreation Leaders Association Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday. This is documented by the following language: "Lincoln's Birthday –deferred to Christmas Eve Day for Units I-A and I-B only."

Juneteenth: The 2024 Holiday & Early Closing Schedule approved on October 4, 2024 inadvertently listed the closure for the Juneteenth holiday on the actual day of the holiday (Wednesday, June 19) rather than the closest Monday or Friday as is the City of Berkeley practice. In 2024, the City of Berkeley will observe Juneteenth on Friday, June 21, 2024.

Service Employees International Union (SEIU) Local 1021 Maintenance and Clerical Chapters Memorandum Agreement indicates that the Juneteenth holiday will be observed on the Monday or Friday nearest to June 19 (article 20.1.7).

For these reasons, it is recommended that the approved date be changed to Friday, June 21, 2024.

The Central Library and Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a shortened schedule, closing at 6 PM.

The 2024 Holiday & Early Closing Schedule approved on October 4, 2024 also omitted the early 6pm closure for **New Year's Eve**, December 31, 2024.

The revised draft 2024 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Proposed Revised 2024 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2024 Schedule of Berkeley Public Library Holidays and Early Closings approved 10/4/2023
4. 2023 Schedule of Berkeley Public Library Holidays and Early Closings
5. 2024 City of Berkeley Holiday Schedule

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: R24-___

REVISED 2024 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE

WHEREAS, union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays; and

WHEREAS, the Board of Library Trustees of the City of Berkeley approved the 2024 schedule of holiday closures for the Berkeley Public Library on October 4, 2023; and

WHEREAS, the 2024 Holiday & Early Closing Schedule approved on October 4, 2024 inadvertently listed the closure for the Juneteenth holiday on the actual day of the holiday (Wednesday, June 19) rather than the closest Monday or Friday as is the City of Berkeley normal practice; and

WHEREAS, the 2024 Holiday & Early Closing Schedule approved on October 4, 2024 omitted the early 6:00pm closure for New Year's Eve, December 31, 2024;

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached revised 2024 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 7, 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 Trustees

Berkeley Public Library
Proposed REVISED 2024 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2024 (Monday)	New Year's Day	X	
2. January 15, 2024 (Monday)	Martin Luther King Jr. Day	X	
3. February 19, 2024 (Monday)	President's Day	X	
4. May 20, 2024 (Monday)	Malcolm X Day Observed	X	
5. May 27, 2024 (Monday)	Memorial Day	X	
6. June 21, 2024 (Friday)	Juneteenth	X	
7. July 4, 2024 (Thursday)	Independence Day	X	
8. September 2, 2024 (Monday)	Labor Day	X	
9. October 14, 2024 (Monday)	Indigenous People's Day	X	
10. November 11, 2024 (Monday)	Veterans' Day	X	
11. November 27, 2024 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
12. November 28, 2024 (Thursday)	Thanksgiving Holiday	X	
13. November 29, 2024 (Friday)	Thanksgiving Holiday	X	
14. December 24, 2024 (Tuesday)	Christmas Eve	X	
15. December 25, 2024 (Wednesday)	Christmas Day	X	
16. December 31, 2024 (Tuesday)	New Year's Eve		All Library locations to close at 6:00pm

Berkeley Public Library
2024 Schedule of Holidays & Early Closings as approved 10/4/2023

Date	Holiday	Closure	Early Closing
17. January 1, 2024 (Monday)	New Year's Day	X	
18. January 15, 2024 (Monday)	Martin Luther King Jr. Day	X	
19. February 19, 2024 (Monday)	President's Day	X	
20. May 20, 2024 (Monday)	Malcolm X Day Observed	X	
21. May 27, 2024 (Monday)	Memorial Day	X	
22. June 19, 2024 (Wednesday)	Juneteenth	X	
23. July 4, 2024 (Thursday)	Independence Day	X	
24. September 2, 2024 (Monday)	Labor Day	X	
25. October 14, 2024 (Monday)	Indigenous People's Day	X	
26. November 11, 2024 (Monday)	Veterans' Day	X	
27. November 27, 2024 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
28. November 28, 2024 (Thursday)	Thanksgiving Holiday	X	
29. November 29, 2024 (Friday)	Thanksgiving Holiday	X	
30. December 24, 2024 (Tuesday)	Christmas Eve	X	
31. December 25, 2024 (Wednesday)	Christmas Day	X	

Berkeley Public Library 2023 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2023 (Sunday)	New Year's Day	X	
2. January 2, 2023 (Monday)	New Year's Day	X	
3. January 16, 2023 (Monday)	Martin Luther King Jr. Day	X	
4. February 13, 2023 (Monday)*	Lincoln's Birthday	X	
5. February 20, 2023 (Monday)	President's Day	X	
6. May 19, 2023 (Friday)	Malcolm X Day	X	
7. May 29, 2023 (Monday)	Memorial Day	X	
8. June 19, 2023 (Monday)	Juneteenth Observed	X	
9. July 4, 2023 (Tuesday)	Independence Day	X	
10. September 4, 2023 (Monday)	Labor Day	X	
11. October 9, 2023 (Monday)	Indigenous People's Day	X	
12. November 10, 2023 (Friday)	Veterans' Day Observed	X	
13. November 11, 2023 (Saturday)	Veterans' Day	X	
14. November 22, 2023 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
15. November 23, 2023 (Thursday)	Thanksgiving Holiday	X	
16. November 24, 2023 (Friday)	Thanksgiving Holiday	X	
17. December 24, 2023 (Sunday) *	Christmas Eve		All Library locations to close at 5:00pm
18. December 25, 2023 (Monday)	Christmas Day	X	

** In 2023, The Library observed Lincoln's Birthday (observed 02/13/2023) instead of the Christmas Eve (12/24/2023) in order to avoid a Library closure of three consecutive days.*

City of Berkeley 2024 Holiday Schedule

1. January 1, 2024 (Monday) – New Year’s Day
2. January 15, 2024 (Monday) - Martin Luther King Jr. Day
3. February 12, 2024 (Monday) - Lincoln’s Birthday
4. February 19, 2024 (Monday) - President’s Day
5. May 20, 2024 (Monday) - Malcolm X Day Observed
6. May 27, 2024 (Monday) - Memorial Day
7. June 21, 2024 (Friday) - Juneteenth
8. July 4, 2024 (Thursday) - Independence Day
9. September 2, 2024 (Monday) - Labor Day
10. October 14, 2024 (Monday) - Indigenous People’s Day
11. November 11, 2024 (Monday) - Veterans’ Day
12. November 28, 2024 (Thursday) - Thanksgiving Holiday
13. November 29, 2024 (Friday) - Thanksgiving Holiday
14. December 25, 2024 (Wednesday) - Christmas Day



CONSENT CALENDAR
February 7, 2024

To: Board of Library Trustees
From: Henry Bankhead, Deputy Director
Subject: Contract: CivicMakers

RECOMMENDATION

Adopt a Resolution authorizing the Director of Library Services to execute a contract with CivicMakers for Library Technology Roadmap consulting services for an amount not to exceed \$110,000 from February 2024 through July 2024.

FISCAL IMPACTS OF RECOMMENDATION

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

BACKGROUND

In the Final Report of the Berkeley Public Library Organizational Assessment conducted by Moss Adams LLP (November, 2018) it was recommended that the Library, “create a culture of deliberate change management to ensure new programs and initiatives are effectively developed, communicated, implemented, and adopted.” (p.4). One of the most crucial set of elements of public library services are the technology tools and resources that we use to serve the community and interact and work with each other. Our ability to develop, communicate about, implement and adopt constantly evolving technology solutions is integral to our ability to be successful as a public library and as a community partner.

The Berkeley Public Library has long been a much-respected cornerstone of the Berkeley community based on the physical presence of four well-placed branch libraries surrounding the large central library in downtown Berkeley. These physical manifestations of library services loom large in the minds of community members and reflect a thoughtful and well-managed use of library resources. With the growth of information technology, re-ignited by the COVID crisis which increased reliance on digital and virtual services, the Berkeley Public Library’s technology presence and function is even more important. It is crucial that the library thoughtfully develop a pathway into the future that defines the way the organization will approach and implement digital technology improvements in relation to the entire landscape of the library’s physical and digital presence in the community.

CURRENT SITUATION AND ITS EFFECTS

On April 19, 2023, the Board of Library Trustees adopted **RESOLUTION NO: R23-016** to authorize the Library to issue a Request for Proposals for a consultant in support of the creation of a Library Technology Roadmap.

On December 16, 2023, the City issued a Request for Proposals (RFP) for Library Technology Roadmap consulting services for Berkeley Public Library (Specification No. **22-11632-C**); and received two (2) vendor responses. As part of the RFP process a list of Library and Technology Consulting firms that included firms that reflect the diversity of Berkeley community was included in the list of vendors that the City of Berkeley notified about the RFP opportunity.

A team of four Library staff evaluated the proposals of a total of two (2) respondents. The team discussed the evaluation criteria identified in the RFP which included:

1. Project Approach, including
how proposal addresses
racial equity concerns
2. Expertise & References
3. Costs*

*Costs, while considered, were not considered to be the primary criteria.

Other factors considered included overall quality of response.

The team identified a list of interview questions to use during interviews, paying special attention to communication, future focus, racial equity, and staff/community/City IT engagement. Two consultants were invited to participate in the interview process on January 12 and 17, 2023, respectively.

After conducting the interviews, the panel evaluated the responses and identified one finalist. The Deputy Director of Library Services checked references for consultants.

The Library staff has completed this process and recommends that the Library execute a contract with CivicMakers consulting.

RATIONALE FOR RECOMMENDATION

Based on this evaluation processes, CivicMakers is recommended by the team as the best overall fit to collaborate with Library staff, the community, City IT and the Board on the Library Technology Roadmap process.

Key factors that affected the selection of CivicMakers include the following:

- The group's deep understanding of diversity, equity and inclusion and a commitment to having an equity-based approach as a foundation for their work.
- A proposed project team that includes an equity advisor who is a Berkeley resident and has extensive experience with the Berkeley community to help ensure equitable participation and outcomes.
- A highly iterative, people-first approach of gathering regular input from key stakeholders throughout the process of co-creation, where the consultants would work closely with key staff to test assumptions and develop an approach collaboratively.
- A list of deliverables centered around desirability, feasibility and viability that will ensure a Roadmap with broad-based investment, that addresses needs, sets realistic expectations and meets budgetary constraints.

ALTERNATIVE ACTIONS CONSIDERED

Selection of CivicMakers was the product of a standard and thorough RFP process designed to enable the staff team to systematically consider alternatives and identify a recommendation.

CONTACT PERSON

Henry Bankhead, Deputy Director of Library Services, (510) 981-6109

Attachments:

- 1: Resolution
2. BPL RFP Library Technology Roadmap

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 24-__

CONTRACT: CivicMakers

WHEREAS, On April 19, 2023, the Board of Library Trustees adopted RESOLUTION NO: R23- 016 to authorize the Library to issue a Request for Proposals for a consultant in support of the creation of a Library Technology Roadmap; and

WHEREAS, On December 16, 2023, the City issued a Request for Proposals (RFP) for Library Technology Roadmap consulting services for Berkeley Public Library (Specification No. 22-11632-C); and received two (2) vendor responses; and

WHEREAS, based upon the Library staff process and evaluation of candidates, the Library has determined that CivicMakers proposal best meets the Library’s interests; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees that the Director of Library Services is authorized to execute a contract with CivicMakers for Library Technology Roadmap consulting services for an amount not to exceed \$110,000 from February 2024 through July 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, February 7, 2024:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



Finance Department
General Services Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 24-11632-C
FOR
Library Technology Roadmap
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The Berkeley Public Library is soliciting written proposals from qualified firms or individuals experienced in work with libraries and with technology planning to aid in the development and facilitation of a community-focused learning and discovery process resulting in the co-creation of a Library Technology Roadmap. The Roadmap will serve as a tool to guide the development of a suite of interconnected technology tools for the library organization to better serve the needs of both the library staff and the community.

As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 pm, on Friday, December 16, 2023.** Proposals are to be sent via email with the “**Berkeley Public Library Technology Roadmap**” and **Specification No. 24-11632-C** clearly indicated in the subject line of the email. Please submit one (1) PDF of the proposal with the filename saved as, “**Proposal Vendor Name - 24-11632-C Berkeley Public Library Technology Roadmap.**” Corresponding pricing proposal shall be submitted as a separate document with the filename saved as, “**Pricing Vendor Name - 24-11632-C Berkeley Public Library Technology Roadmap.**”

Email Proposals to:
City of Berkeley
Finance Department/General Services Division
purchasing@berkeleyca.gov

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For **questions** concerning the anticipated work, or scope of the project, please contact, **Henry Bankhead, Deputy Director of Library Services**, via email at hbankhead@berkeleyca.gov no later than **Friday, December 1**. Answers to questions will not be provided by telephone or email. Answers to all questions or any addenda will be posted on the City of Berkeley’s site at [Bid & Proposal Opportunities | City of Berkeley \(berkeleyca.gov\)](https://www.berkeleyca.gov/bid-proposal-opportunities). It is the vendor’s responsibility to check this site. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

I. BACKGROUND

LIBRARY SYSTEM BACKGROUND

Berkeley Public Library's current mission statement is: "We believe free, universal access to information is fundamental to a healthy democracy and that reading and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement."

The Berkeley Public Library (BPL) has served the people of Berkeley since 1893 and is one of the most heavily used public libraries in California. The Library is supported by a \$25,060,391 budget and 144 staff members. The Library provides access to collections of physical and electronic books, music, articles, and films; offers cultural and learning experiences for community members; provides access to spaces for studying and meeting with others; and develops opportunities for community engagement and skill sharing. The Library has five facilities: Central Library in downtown Berkeley and four neighborhood branches: Claremont, North, Tarea Hall Pittman South, and West branches. The Tarea Hall Pittman South facility includes the Tool Lending Library that provides access to a wide range of borrowable household tools. Although hours vary between the Central Library and the branches, Berkeley Public Library generally offers services seven days a week with some temporary scheduling changes in place due to the impacts of the pandemic.

In 1980, Berkeley citizens passed a special tax to exclusively fund the yearly budget of the Berkeley Public Library. This tax includes a cost-of-living adjustment. The tax continues and currently brings in over \$20 million a year.

CITY OF BERKELEY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Residents are highly educated and ethnically, economically, socially and politically diverse.

Berkeley is noted for its activism and community involvement. Berkeley is a thriving creative environment, with more than 100 cultural arts organizations, including the Berkeley Art Museum & Pacific Film Archive, Black Repertory Group Theater, Berkeley Art Center, Berkeley Repertory Theatre, and Aurora Theatre Company. Incomparable weather, over 50 public parks, miles of bike lanes and walking trails, a public marina, Lake Anza in Tilden Park, and the Botanical Garden at UC Berkeley, with 34 acres of plants from all over the world are all resident favorites.

Berkeley Unified School District educates more than 9,400 students in 11 public elementary schools, 3 middle schools, one comprehensive high school, and one alternative high school. The district has 3 preschool facilities and an Adult School serving several thousand students.

The City of Berkeley experiences disparity in socioeconomic levels. While the Bay Area's technology sector and University of California, Berkeley, represent significant economic influences among others, there is a poverty rate of 17.8% and the city (and surrounding area) is characterized by a high cost of living.

Berkeley's [Diversity Index](#), the likelihood that two people chosen at random will be from different ethnic groups, increased from 64% in 2010 to 68% in 2020. Berkeley's population, about 124,000 people, has grown by 10% since 2010. The percentage of Hispanic and Asian residents grew as white and Black/African American populations decreased, according to 2020 U.S. Census Bureau data. Berkeley saw an 11% increase as of 2020 in its density, which is a measure of the city's population divided by its land area.

<https://www.berkeleyside.org/2021/08/13/2020-census-berkeley-is-denser-and-more-diverse-than-it-was-10-years-ago>

<https://www.census.gov/quickfacts/berkeleycalifornia>

BPL libraries are community gathering places for people with many backgrounds, values, interests, and challenges. BPL serves people who are not residents of Berkeley as all California residents are eligible for free cards. Predominant social concerns in the city include access to affordable housing and homelessness, which are also reflected in libraries. Gentrification continues to be a critical issue, as does reimagining public safety and police reform. Berkeley residents and local government are highly focused on climate change and addressing environmental sustainability through local and collective action.

ADDITIONAL INFORMATION

Please find attached to this RFP the following documents:

Final Report of the Berkeley Public Library
Organizational Assessment, Moss Adams LLP (November, 2018)

The City of Berkeley’s Digital Strategic Plan (DSP), FUNDS
Replacement Program and Website Redesign Project Update (March, 2021)

Board of Library Trustees

The Berkeley Public Library is administered by a Board of Library Trustees [BOLT], the only appointed administrative Board in the City. The Board consists of five Berkeley residents; one member of the Board must also be a member of the City Council.

The Berkeley Public Library is in the midpoint of a strategic planning initiative to better serve community needs as we look to the future. We are currently working with the Pivotal Group in this strategic planning process.

More information about the Library System is available through the Library’s website at <https://www.berkeleypubliclibrary.org>.

II. SCOPE OF SERVICES

The term of the proposed contract:
February 20, 2024 through June 20, 2024:

February 20, 2024 – June 20, 2024:	Work performed
June 30, 2024:	Final deliverables submitted

Summary of Deliverables

Staff and Community Engagement:

Work with the staff and community using a racial equity lens to explore and develop the functional requirements to create a technology roadmap for the Berkeley Public Library by engaging library staff to identify problems and co-create solutions. Have a clear engagement strategy with community members.

Functional Needs for Technology Roadmap

Facilitate and organize the creation of a set of functional needs to illustrate, inform and achieve a technology roadmap for library and community technology solutions to be implemented and developed by the Berkeley Public Library.

Communication

Provide ongoing reports, updates and iterations of the planning process in the form of notes, insights, reports and images to illustrate the development of the ongoing process.

Final Report and Presentation

Final report and presentations to the Board of Library Trustees and other stakeholders of the results of the Technology Roadmap Development including specific details, elements, designs, outcomes, branding, timelines and software and hardware solutions.

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

Facilities the City will provide to proposer

Access to Berkeley Public Library staff, locations, virtual meeting space and physical meeting space.

Performance of Services

Services will be performed remotely and in-person, at Berkeley Public Library locations, based on mutual agreement between the contractor and Berkeley Public Library.

Payment

The contractor will complete all services listed for an agreed upon amount of payment, with any amendments or additional work to be mutually agreed upon in writing between the contractor and the Berkeley Public Library's Director of Library Services.

Work should be completed by June 1, 2024**III. SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:

Provide the name of the firm, the firm's principal place of business (see section VII, F. – Local Vendor Preference), the name and telephone number of the contact person and company tax identification number.

2. Client References:

Provide a minimum of 3 client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction. Please include examples of projects/deliverables completed under client's direction.

3. Price Proposal:

The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise. Pricing proposals shall be a separate document. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work shall be itemized. Evaluation of price proposals are subject to the local vendor business preference (see section VII.F.)

4. Contract Terminations:

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party’s name, address, and phone number. Present the vendor’s position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

- | | |
|--|-----|
| 1. Project Approach, including
how proposal addresses
racial equity concerns | 50% |
| 2. Expertise | 20% |
| 3. References | 20% |
| 4. Costs* | 10% |

** Effective 1/1/2022. Local Vendor Preference. For the purposes of comparing pricing as part of this competitive RFP for goods up to \$100,000 or non-professional services up to \$250,000, 5% shall be deducted from the bid price proposal from any local Berkeley vendor.*

A selection panel will be convened of staff to evaluate and score submittals.

V. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. **Email invoices to Accounts Payable and cc' hbankhead@berkeleyca.gov**; (List on invoice, Attn: Henry Bankhead/Library Administration) and reference the contract number.

Berkeley Public Library
Accounts Payable
2031 Bancroft Way
Berkeley, CA 94704
Email: LibraryAccountsPayable@berkeleyca.gov
Phone: 510-981-6118

Payments: The City will make payment to the vendor within 30 days of receipt of a correct, approved and complete invoice.

VI. CITY REQUIREMENTS

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than \$3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants.

Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.

B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution Nos. 59,853-N.S., 60,382-N.S., and 70,606-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work.

Bidders must submit the attached Oppressive States Disclosure Form with their proposal.

D. Sanctuary City Contracting Ordinance:

Chapter 13.105 of the Berkeley Municipal Code prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security (“ICE”).

Bidders must submit the attached Sanctuary City Compliance Statement with their proposal.

E. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

F. Berkeley Living Wage Ordinance:

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The current Living Wage rate can be found here: [Information for Vendors | City of Berkeley \(berkeleyca.gov\)](https://www.berkeleyca.gov/information-for-vendors). The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

G. Berkeley Equal Benefits Ordinance:

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

H. Statement of Economic Interest:

The City's Conflict of Interest Code designates "consultants" as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

VII. OTHER REQUIREMENTS**A. Insurance**

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insured.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

C. Business License

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. Warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305). Persons who, by reason of physical infirmity, unavoidable misfortune, or unavoidable poverty, may be granted an exemption of one annual free license at the discretion of the Director of Finance. (See B.M.C. sections 9.04.290).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. Recycled Paper

Any printed reports for the City required during the performance of the work shall be on 100% recycled paper, and shall be *printed on both sides of the page* whenever practical.

E. State Prevailing Wage:

Certain labor categories under this project may be subject to prevailing wages as identified in the State of California Labor Code commencing in Section 1770 et seq. These labor categories, when employed for any “work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work,” constitute a “Public Work” within the definition of Section 1720(a)(1) of the California Labor Code requiring payment of prevailing wages.

Wage information is available through the California Division of Industrial Relations web site at:
http://www.dir.ca.gov/OPRL/statistics_and_databases.html

F. Local Vendor Preference

City of Berkeley applies a local vendor preference for comparing pricing submittals in RFP responses (City Council Resolution No. 69,890-N.S.)

A **local business** is defined as “a business firm with fixed offices or distribution points located within the City of Berkeley boundaries and listed in the Permits and License Tax paid file, with a Berkeley business street address.”

VIII. SCHEDULE (Dates are subject to change)

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Issue RFP to Potential Bidders: | November 16, 2023 |
| <input type="checkbox"/> Questions Due | December 1, 2023 |
| <input type="checkbox"/> Proposals Due from Potential Bidders | December 16, 2023 |
| <input type="checkbox"/> Complete Selection Process | January 22, 2024 |
| <input type="checkbox"/> Board of Library Trustees Approval of Contract (over \$50k) | February 7, 2024 BOLT Date |
| <input type="checkbox"/> Award of Contract | February 9, 2024 |
| <input type="checkbox"/> Sign and Process Contract | February 19, 2024 |
| <input type="checkbox"/> Notice to Proceed | February 20, 2024 |

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

Attachments:

- | | |
|---|--------------|
| • Check List of Required items for Submittal | Attachment A |
| • Non-Discrimination/Workforce Composition Form | Attachment B |
| • Nuclear Free Disclosure Form | Attachment C |
| • Oppressive States Form | Attachment D |
| • Sanctuary City Compliance Statement | Attachment E |
| • Living Wage Form | Attachment F |
| • Equal Benefits Certification of Compliance | Attachment G |
| • Right to Audit Form | Attachment H |
| • Insurance Endorsement | Attachment I |

ATTACHMENT A**CHECKLIST**

- Proposal describing service (one (1) PDF of proposal)
- Contractor Identification and Company Information
- Client References
- Costs proposal by task, type of service & personnel (as a separate document from the proposal)
- The following forms, completed and **signed in blue ink** (attached):
 - Non-Discrimination/Workforce Composition Form Attachment B
 - Nuclear Free Disclosure Form Attachment C
 - Oppressive States Form Attachment D
 - Sanctuary City Compliance Statement Attachment E
 - Living Wage Form Attachment F
 - Equal Benefits Certification (EBO-1) Attachment G

ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT.

- Provide **original-signed in blue ink** Evidence of Insurance
 - Auto
 - Liability
 - Worker's Compensation
- Right to Audit Form Attachment H
- Commercial General & Automobile Liability Endorsement Form Attachment I
- Berkeley Business License (Current Year Certificate)

For informational purposes only: Sample of Personal Services Contract can be found on the City's website on the current bid and proposal page at the top of the page.

NON-DISCRIMINATION/WORKFORCE COMPOSITION FORM FOR NON-CONSTRUCTION CONTRACTS

To assist the City of Berkeley in implementing its Non-Discrimination policy, it is requested that you furnish information regarding your personnel as requested below and return it to the City Department handling your contract:

Organization: _____
Address: _____
Business Lic. #: _____

Occupational Category: (See reverse side for explanation of terms)	Total Employees		White Employees		Black Employees		Asian Employees		Hispanic Employees		Other Employees	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Official/Administrators												
Professionals												
Technicians												
Protective Service Workers												
Para-Professionals												
Office/Clerical												
Skilled Craft Workers												
Service/Maintenance												
Other (specify)												
Totals:												

Is your business MBE/WBE/DBE certified? Yes: _____ No: _____ If yes, by what agency? _____

If yes, please specify: Male: _____ Female: _____ Indicate ethnic identifications: _____

Do you have a Non-Discrimination policy? Yes: _____ No: _____

Signed: _____ Date: _____

Verified by: _____ Date: _____

City of Berkeley Contract Compliance Officer

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

Attachment B (page 1)

Occupational Categories

Officials and Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy superintendents, unit supervisors and kindred workers.

Professionals - Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, and kindred workers.

Technicians - Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) and kindred workers.

Protective Service Workers - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, guards, sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

Para-Professionals - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of a staff development and promotion under a "New Transporters" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Office and Clerical - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearings reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairpersons, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

Service/Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

Attachment B (page 2)

CITY OF BERKELEY
Nuclear Free Zone Disclosure Form

I (we) certify that:

1. I am (we are) fully cognizant of any and all contracts held, products made or otherwise handled by this business entity, and of any such that are anticipated to be entered into, produced or handled for the duration of its contract(s) with the City of Berkeley. (To this end, more than one individual may sign this disclosure form, if a description of which type of contracts each individual is cognizant is attached.)
2. I (we) understand that Section 12.90.070 of the Nuclear Free Berkeley Act (Berkeley Municipal Code Ch. 12.90; Ordinance No. 5784-N.S.) prohibits the City of Berkeley from contracting with any person or business that knowingly engages in work for nuclear weapons.
3. I (we) understand the meaning of the following terms as set forth in Berkeley Municipal Code Section 12.90.130:

"Work for nuclear weapons" is any work the purpose of which is the development, testing, production, maintenance or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management or administration of such work.

"Nuclear weapon" is any device, the intended explosion of which results from the energy released by reactions involving atomic nuclei, either fission or fusion or both. This definition of nuclear weapons includes the means of transporting, guiding, propelling or triggering the weapon if and only if such means is destroyed or rendered useless in the normal propelling, triggering, or detonation of the weapon.

"Component of a nuclear weapon" is any device, radioactive or non-radioactive, the primary intended function of which is to contribute to the operation of a nuclear weapon (or be a part of a nuclear weapon).

4. Neither this business entity nor its parent nor any of its subsidiaries engages in work for nuclear weapons or anticipates entering into such work for the duration of its contract(s) with the City of Berkeley.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

CITY OF BERKELEY
Oppressive States Compliance Statement

The undersigned, an authorized agent of _____ (hereafter "Vendor"), has had an opportunity to review the requirements of Berkeley City Council Resolution Nos. 59,853-N.S., 60,382-N.S., and 70,606-N.S., (hereafter "Resolutions"). Vendor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with those Business Entities which maintain business relationships with morally repugnant regimes. Vendor understands the meaning of the following terms used in the Resolution:

"Business Entity" means "any individual, firm, partnership, corporation, association or any other commercial organization, including parent-entities and wholly-owned subsidiaries" (to the extent that their operations are related to the purpose of the contract with the City).

"Oppressive State" means: **Tibet Autonomous Region and the Provinces of Abo, Kham and U-Tsang; and Burma (Myanmar)**

"Personal Services" means "the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship."

Contractor understands that it is not eligible to receive or retain a City contract if at the time the contract is executed, or at any time during the term of the contract it provides Personal Services to:

- a. The governing regime in any Oppressive State.
- b. Any business or corporation organized under the authority of the governing regime of any Oppressive State.
- c. Any person for the express purpose of assisting in business operations or trading with any public or private entity located in any Oppressive State.

Vendor further understands and agrees that Vendor's failure to comply with the Resolution shall constitute a default of the contract and the City Manager may terminate the contract and bar Vendor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

The undersigned is familiar with, or has made a reasonable effort to become familiar with, Vendor's business structure and the geographic extent of its operations. By executing the Statement, Vendor certifies that it complies with the requirements of the Resolution and that if any time during the term of the contract it ceases to comply, Vendor will promptly notify the City Manager in writing.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

I am unable to execute this Statement; however, Vendor is exempt under Section VII of the Resolution. I have attached a separate statement explaining the reason(s) Vendor cannot comply and the basis for any requested exemption.

Signature: _____ Date: _____

CITY OF BERKELEY
Sanctuary City Compliance Statement

The undersigned, an authorized agent of _____ (hereafter "Contractor"), has had an opportunity to review the requirements of Berkeley Code Chapter 13.105 (hereafter "Sanctuary City Contracting Ordinance" or "SCCO"). Contractor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE"). Contractor understands the meaning of the following terms used in the SCCO:

- a. "Data Broker" means either of the following:
 - i. The collection of information, including personal information about consumers, from a wide variety of sources for the purposes of reselling such information to their customers, which include both private-sector business and government agencies;
 - ii. The aggregation of data that was collected for another purpose from that for which it is ultimately used.
- b. "Extreme Vetting" means data mining, threat modeling, predictive risk analysis, or other similar services." Extreme Vetting does not include:
 - i. The City's computer-network health and performance tools;
 - ii. Cybersecurity capabilities, technologies and systems used by the City of Berkeley Department of Information Technology to predict, monitor for, prevent, and protect technology infrastructure and systems owned and operated by the City of Berkeley from potential cybersecurity events and cyber-forensic based investigations and prosecutions of illegal computer-based activity.

Contractor understands that it is not eligible to receive or retain a City contract if at the time the Contract is executed, or at any time during the term of the Contract, it provides Data Broker or Extreme Vetting services to ICE.

Contractor further understands and agrees that Contractor's failure to comply with the SCCO shall constitute a material default of the Contract and the City Manager may terminate the Contract and bar Contractor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

By executing this Statement, Contractor certifies that it complies with the requirements of the SCCO and that if any time during the term of the Contract it ceases to comply, Contractor will promptly notify the City Manager in writing. Any person or entity who knowingly or willingly supplies false information in violation of the SCCO shall be guilty of a misdemeanor and up to a \$1,000 fine.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this _____ day of _____, 20__, at _____, California.

Printed Name: _____ Title: _____

Signed: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

SCCO CompStmt (10/2019)

Attachment E

CITY OF BERKELEY
Living Wage Certification for Providers of Services

TO BE COMPLETED BY ALL PERSONS OR ENTITIES ENGAGING IN A CONTRACT FOR PERSONAL SERVICES WITH THE CITY OF BERKELEY.

The Berkeley Municipal Code Chapter 13.27, Berkeley's Living Wage Ordinance (LWO), provides that contractors who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City in any twelve (12) month period of time shall comply with all provisions of this Ordinance. The LWO requires a City contractor to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, please respond to the questions below. Please note that the LWO applies to those contracts where the contractor has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, subsequent contracts may be subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Contractor's employees' changes (i.e. additional employees are hired) so that Contractor falls within the scope of the Ordinance.

Section I.

1. IF YOU ARE A FOR-PROFIT BUSINESS, PLEASE ANSWER THE FOLLOWING QUESTIONS

a. During the previous twelve (12) months, have you entered into contracts, **including the present contract**, bid, or proposal, with the City of Berkeley for a **cumulative amount of \$25,000.00 or more?**

YES ____ NO ____

If **no**, this contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If **yes**, please continue to question 1(b).

b. Do you have six (6) or more employees, including part-time and stipend workers?

YES ____ NO ____

If you have answered, "YES" to questions 1(a) and 1(b) this contract **IS** subject to the LWO. If you responded "NO" to 1(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

2. IF YOU ARE A NON-PROFIT BUSINESS, AS DEFINED BY SECTION 501(C) OF THE INTERNAL REVENUE CODE OF 1954, PLEASE ANSWER THE FOLLOWING QUESTIONS.

a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid or proposal, with the City of Berkeley for a cumulative amount of \$100,000.00 or more?

YES ____ NO ____

If no, this Contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If yes, please continue to question 2(b).

b. Do you have six (6) or more employees, including part-time and stipend workers?

YES ____ NO ____

If you have answered, "YES" to questions 2(a) and 2(b) this contract **IS** subject to the LWO. If you responded "NO" to 2(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

Section II

Please read, complete, and sign the following:

THIS CONTRACT **IS** SUBJECT TO THE LIVING WAGE ORDINANCE.

THIS CONTRACT **IS NOT** SUBJECT TO THE LIVING WAGE ORDINANCE.

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Berkeley's Living Wage Ordinance, and the applicability of the Living Wage Ordinance, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the Living Wage Ordinance, as mandated in the Berkeley Municipal Code, Chapter 13.27. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the City Manager in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract and the City Manager may terminate the contract and bar Contractor from future contracts with the City for five (5) years from the effective date of the Contract termination. If the contractor is a for-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 25% or more of their compensated time engaged in work directly related to the contract with the City. If the contractor is a non-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 50% or more of their compensated time engaged in work directly related to the contract with the City.

These statements are made under penalty of perjury under the laws of the state of California.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Section III

-
- **** FOR ADMINISTRATIVE USE ONLY -- PLEASE PRINT CLEARLY ****

I have reviewed this Living Wage Certification form, in addition to verifying Contractor's total dollar amount contract commitments with the City in the past twelve (12) months, and determined that this Contract IS / IS NOT (circle one) subject to Berkeley's Living Wage Ordinance.

Department Name

Department Representative

To be completed by
Contractor/Vendor



**Form EBO-1
CITY OF BERKELEY**

CERTIFICATION OF COMPLIANCE WITH EQUAL BENEFITS ORDINANCE

If you are a **contractor**, return this form to the originating department/project manager. If you are a **vendor** (supplier of goods), return this form to the Purchasing Division of the Finance Dept.

SECTION 1. CONTRACTOR/VENDOR INFORMATION

Name:		Vendor No.:	
Address:	City:	State:	ZIP:
Contact Person:		Telephone:	
E-mail Address:		Fax No.:	

SECTION 2. COMPLIANCE QUESTIONS

- A. The EBO is inapplicable to this contract because the contractor/vendor has no employees.
 Yes No (If "Yes," proceed to Section 5; if "No," continue to the next question.)
- B. Does your company provide (or make available at the employees' expense) any employee benefits?
 Yes No
If "Yes," continue to Question C.
If "No," proceed to Section 5. (The EBO is not applicable to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee? Yes No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee? Yes No

If you answered "No" to both Questions C and D, proceed to Section 5. (The EBO is not applicable to this contract.) If you answered "Yes" to both Questions C and D, please continue to Question E. If you answered "Yes" to Question C and "No" to Question D, please continue to Section 3.

- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of the employee? Yes No

**If you answered "Yes," proceed to Section 4. (You are in compliance with the EBO.)
If you answered "No," continue to Section 3.**

SECTION 3. PROVISIONAL COMPLIANCE

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
 - By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor submits evidence of taking reasonable measures to comply with the EBO; or
 - At such time that administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor's infrastructure, not to exceed three months; or
 - Upon expiration of the contractor's current collective bargaining agreement(s).

B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? * Yes No

* The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.

SECTION 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statements, etc.) to verify that you do not discriminate in the provision of benefits.

SECTION 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Berkeley Municipal Code and in the terms of the contract or purchase order with the City.

Executed this _____ day of _____, in the year _____, at _____, _____
(City) (State)

Name (please print)

Signature

Title

Federal ID or Social Security Number

FOR CITY OF BERKELEY USE ONLY

- Non-Compliant (The City may not do business with this contractor/vendor)
- One-Person Contractor/Vendor Full Compliance Reasonable Measures
- Provisional Compliance Category, Full Compliance by Date: _____
- Staff Name (*Sign and Print*): _____ Date: _____

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

Attachment G (page 2)

CITY OF BERKELEY
Right to Audit Form

The contractor agrees that pursuant to Section 61 of the Berkeley City Charter, the City Auditor’s office may conduct an audit of Contractor’s financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the Auditor with reasonable access to Contractor’s employees and make all such financial, performance and compliance records available to the Auditor’s office. City agrees to provide Contractor an opportunity to discuss and respond to/any findings before a final audit report is filed.

Signed: _____ Date: _____

Print Name & Title: _____

Company: _____

Contract Description/Specification No: Library Technology Roadmap / 24-11632-C

Please direct questions regarding this form to the Auditor's Office, at (510) 981-6750.

CITY OF BERKELEY
Commercial General and Automobile Liability Endorsement

The attached Certificates of Insurance are hereby certified to be a part of the following policies having the following expiration dates:

Policy No.	Company Providing Policy	Expir. Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The scope of the insurance afforded by the policies designated in the attached certificates is not less than that which is afforded by the Insurance Service Organization's or other "Standard Provisions" forms in use by the insurance company in the territory in which coverage is afforded.

Such Policies provide for or are hereby amended to provide for the following:

1. The named insured is _____.
2. CITY OF BERKELEY ("City") is hereby included as an additional insured with respect to liability arising out of the hazards or operations under or in connection with the following agreement:
_____.

The insurance provided applies as though separate policies are in effect for both the named insured and City, but does not increase the limits of liability set forth in said policies.

3. The limits of liability under the policies are not less than those shown on the certificate to which this endorsement is attached.
4. Cancellation or material reduction of this coverage will not be effective until thirty (30) days following written notice to _____, Department of _____, Berkeley, CA.
5. This insurance is primary and insurer is not entitled to any contribution from insurance in effect for City.

The term "City" includes successors and assigns of City and the officers, employees, agents and volunteers.

Insurance Company

Date: _____

By: _____

Signature of Underwriter's
Authorized Representative



CONSENT CALENDAR
February 7, 2024

To: Board of Library Trustees
 From: Alicia Abramson, Manager, Library Information Technology
 Subject: Contract: Communico, LLC for the Communico Digital Publishing Platform

RECOMMENDATION

Adopt a Resolution authorizing the Director of Library Services to enter into a sole-source contract with Communico, LLC for the Communico Digital Publishing Platform in the amount of \$88,020 for three years.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this contract is available in FY 2024 Budget lines 101-22-242-271-0000-000-463-613130 and 101-22-242-271-0000-000-463-612990. Funding for future years will be allocated during the FY25-26 Budget cycle with approval from the Board of Library Trustees.

FY 2024	Description	Funding Source
\$23,920.00	Communico Core, Attend, Reserve, Schedule, Broadcast	101-22-242-271-0000-000-463-613130
\$11,960.00	Implementation services	101-22-242-271-0000-000-463-612990
\$35,880.00	FY 2024 Costs	

FY 2025-27	Description	Funding Source
\$47,840.00	Communico Core, Attend, Reserve, Schedule, Broadcast	101-22-242-271-0000-000-463-613130
\$4,300.00	Additional professional services as needed, up to 10 hours @\$430.00 per hour	101-22-242-271-0000-000-463-612990
\$52,140.00	FY 2025-2027 Costs	

FY 2024-2027	Description	Funding Source
\$71,760.00	Communico Core, Attend, Reserve, Schedule, Broadcast	101-22-242-271-0000-000-463-613130
\$11,960.00	Implementation services	101-22-242-271-0000-000-463-612990
\$4,300.00	Additional professional services	101-22-242-271-0000-000-463-612990
\$88,020.00	Total Contract Not to Exceed Amount	

CURRENT SITUATION AND ITS EFFECTS

The Communico Digital Publishing Platform is a comprehensive, web-based, integrated suite of tools that combines Library meeting room booking (*Reserve*), calendar, and event management (*Core*), event registration for patrons (*Attend*), a tool for booking one-on-one meetings like tutoring or tech help (*Schedule*), and, a unified, interactive digital signage management system (*Broadcast*).

The Library currently uses several disparate tools to manage these related functions, leading to inefficiencies and redundancies. Significantly, the Library's current products, Room Booking and event Signup, provided by Demco will be discontinued in August, 2024, requiring the Library to find a replacement system for those functions.

Meeting room booking is an essential part of the Library's systemwide programming process allowing staff to reserve rooms in advance for upcoming programs as well as allowing members of the public to book meeting rooms for public events; often, because of anticipated high demand events, the Signup system is used to allow members of the public to register for certain events in advance, thereby allowing staff to limit attendance to conform with room capacity.

Acquisition and implementation of the Communico Digital Publishing Platform will result in a more integrated and efficient approach to much of the labor that goes into Library programming (web event calendar, room booking, event signup and promotion of events through the Library's digital signage system), and it will reduce redundancy involved in these task since the Communico system allows a more streamlined and distributed workflow and leverages the data stored in the system to be reusable between modules.

BACKGROUND

The current workflow for program and event management includes the creation of a web calendar entry for each event using the Library website's calendar, including descriptive text and images and designating a meeting room location into the event entry interface; because the Library's built-in web calendar cannot communicate to 3rd party systems, it is then necessary to move the Demco system to reserve the meeting room which was designated in the web calendar listing. Then, if required, staff must move to the Demco Signup module to create an advanced registration form (the link to which must then be added to the web calendar) and finally, a separate staff member creates digital slides for select programs at each location (often downloading images from the web calendar as illustrations, then loading these slides into a folder for each location and manually manipulating the slide deck to remove expired event slides). All of these individual tasks can be now completed using a single system resulting in an improved workflow for staff and a more efficient and effective way of managing all aspects of the event management process.

RATIONALE FOR RECOMMENDATION

The Library recommends a sole-source contract with Communico, LLC because the unique feature set that the company offers is not available from other competitors in the market, in particular the digital signage management module, *Broadcast*, which is an essential component for promoting Library events.

ALTERNATIVE ACTIONS CONSIDERED

After thorough evaluation, it was determined that pursuing competitive quotes for alternative products was not deemed viable. The unique capability offered by the selected vendor, which is absent in other products, justifies a sole-source contract, making alternative options non-applicable to our specific requirements.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, 510-981-6195.

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 24-___

Contract: Communico, LLC for the Communico Digital Publishing Platform

WHEREAS, the product the Library currently uses to manage meeting room booking and event registration, Demco, will be discontinued in August, 2024, requiring the Library to find a replacement system for those functions; and

WHEREAS, the Library currently uses several disparate tools to manage the functions related to planning events including meeting room booking, event calendaring, event registration and digital signage management, leading to inefficiencies and redundancies; and

WHEREAS, all of these individual tasks can be now completed using a single system, resulting in an improved workflow for staff and a more efficient and effective way of managing all aspects of the event management process; and

WHEREAS, the Library recommends a sole-source contract with Communico because the unique feature set and module integration that the company offers is not available from other competitors in the market, in particular the digital signage management module, which is an essential component of planning and promotion of Library events and programs.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it authorizes the Director of Library Services to enter into a sole-source contract with Communico, LLC for the Communico Digital Publishing Platform in the amount of \$88,020.00 for three years.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, February 7, 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



ACTION CALENDAR

February 7, 2024

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Budget Priorities for the FY 2025 & FY 2026 Biennial Budget Cycle

RECOMMENDATION

Adopt the resolution adopting budget priorities for the Library for the FY 2025 and FY 2026 biennial budget cycle.

INTRODUCTION

The purpose of this report is to provide background relevant to setting the Library's budget priorities for the upcoming 2-year biennial budget cycle – fiscal years 2025 and 2026 – that begins on July 1, 2024. An updated schedule for the budgetary process is also included that reflects more recent activities.

FISCAL IMPACT

There is no direct fiscal impact from this report; however, adopted priorities will have budget implications.

BACKGROUND

Prior to the development of the budget for a two-year fiscal cycle, the Board establishes budget priorities to serve as the framework that guides the use and allocation of public and library resources over that biennial budget period. This is consistent with the City-wide biennial budget process.

At the December 3, 2021 regular meeting, the board by passage of BOLT Resolution No.: R21-125 adopted the following budget priorities for fiscal years 2023 and 2024:

1. Provide state-of the-art, well maintained infrastructure, amenities, facilities, and library collections
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services, programs, and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

These budget priorities were used by the Director of Library Services and Fiscal Manager to guide the development of the departmental budget recommended by BOLT and approved by City Council.

CURRENT SITUATION AND ITS EFFECTS

More recently, the Library has not had an updated strategic plan to establish goals and priorities for the system, including budgetary ones, though staff drew from the City's 2018 strategic plan as well as some work that staff and BOLT had done in 2019 around mission, vision, values, and strategy. Having mission and vision statements and a strategic plan are important tools in guiding an institution to meet and fulfill its public duties while also ensuring accountability for public funds. As the Library has just adopted a new

strategic direction and mission, vision, and values, this now establishes the basis for the budget priorities **(R24-060)**.

The Library proposes the following budget priorities that will mirror the strategies identified in the new strategic plan:

1. Ensure equitable access to high quality collections, programs, facilities, technology, and helpful staff.
2. Foster community connections and increase public awareness.
3. Enhance the quality of experience for all Library employees and take steps to continually improve our ability to meet our mission and vision.

The Library proposes to add a fourth priority that captures an important guiding principle for the future that is not explicitly captured above:

4. Plan for the sustainability of the Library's funding base, physical infrastructure, and services.

RATIONALE FOR RECOMMENDATION

The strategic planning process has resulted in a very detailed, internally-facing operational plan that will inform Library activities for the next 3-5 years. All of this activity is organized under the overarching strategies outlined in the plan. The budget supporting this activity should then align with the same overarching strategies and goals.

CONTACT PERSON

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

Attachments

1. Resolution
2. Timetable
3. BPL Mission, Vision, Values, Goals, and Strategies

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 24-___

ACTION ON BUDGET PRIORITIES FOR THE FY 2025 & FY 2026 BIENNIAL BUDGET CYCLE

WHEREAS, on a biennial basis the Board of Library Trustees reviews and establishes budget priorities for the upcoming biennial budget cycle; and

WHEREAS, at the November 3, 2021 regular meeting, the Board of Library Trustees adopted priorities for FY 2023 and FY 2024 with passage of BOLT Resolution No. R21-125; and

WHEREAS, with the commencement of the FY2025 and FY 2026 biennial budget process, a review of priorities is recommended to achieve the optimum utilization of public and library resources throughout the biennial budget period and to ensure proposed budget changes are aligned with the board’s priorities; and

WHEREAS, the Library adopted a new strategic direction on January 11 with the passage of BOLT Resolution No. R24-060; and

WHEREAS, the budget priorities should align with the strategic direction of the organization;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley approves the Budget Priorities as follows:

Budget Priorities for FY 2025 and FY 2026:

1. Ensure equitable access to high quality collections, programs, facilities, technology, and helpful staff.
2. Foster community connections and increase public awareness.
3. Enhance the quality of experience for all Library employees and take steps to continually improve our ability to meet our mission and vision.
4. Plan for the sustainability of the Library’s funding base, physical infrastructure, and services.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on February 7 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

Timetable: FY 2025 and FY 2026 Biennial Budget

Date	Topic
OCT 2023	Existing Position Control review
OCT 2023	Budget meetings w/ division leaders
NOV 2023	Budget Process Overview in Preparation for the FY 2025 & FY 2026 Biennial Budget Cycle
JAN 2024	BOLT Review and Adoption of Personnel Budget
FEB 2024	Discussion and Action on Budget Priorities for FY 2025 & FY 2026
MAR 2024	Internal Staff Workshops
MAR 2024	BOLT Budget Review and Discussion
APR 2024	BOLT Recommendations on Draft Budget + Workshop
TBD MAY 2024	BOLT Recommendations on Draft Budget, Tentative Adoption
TBD MAY 2024	BOLT Adoption of Tax Rate
JUN 2024	BOLT Recommendation to City Council, Final Adoption

The proposed schedule reflects past practices and may be modified depending upon instructions from the City.

 **OUR MISSION**

Empower, inspire and eliminate barriers with resources and experiences.

 **OUR VISION**

Evolve and respond to the changing needs of the community.



 **OUR VALUES**

WELCOME

We wholeheartedly embrace the diversity within our community and strive to cultivate an environment where all are heard, valued, and feel safe and represented. We are dedicated to eliminating systemic barriers in access to resources and services.

JOY

We foster a culture of learning, curiosity, and innovation. Our commitment is evident in our diverse collection of books, digital materials and interactive programs for all ages to explore, imagine and enjoy.

COLLABORATE

We value collaboration and partnerships as catalysts for positive change. We actively seek opportunities to come together with community members to address evolving community needs, support collective action, foster innovation, and create impactful programs and initiatives.

Berkeley Public Library Strategic Focus Areas (January 11, 2024)

Focus Area 1: Patron Experience & Access

Strategy: Ensure equitable access to high quality collections, programs, facilities, technology, and helpful staff.

Goal 1: Serving Patrons –

Ensure staff have a consistent and even approach towards providing empathetic and non-biased service to all members of Berkeley Public Library’s patron community and staff.

Goal 2: Building & Maintaining our Collection –

Steward collections that reflect the diversity and interests of our community.

Goal 3: Programs That Inspire –

Create innovative and engaging programs that ignite love for learning, reading, and facilitating community connections among our patrons.

Goal 4: Engaging Spaces & Facilities –

Enhance our physical and digital spaces so patrons can experience dynamic and accessible resources.

Focus Area 2: Community-Centered Solutions

Strategy: Foster community connections and increase public awareness.

Goal 1: Stronger Relationships –

Develop relationships with community members and community-based organizations to ensure that all public programs and collections reflect the diversity and variety of interests and needs within our community, focusing on community assets.

Goal 2: Increase Awareness –

Increase public awareness of the Library’s variety of programs and services, especially for non-library users and BIPOC communities.

Goal 3: Meet Needs –

Continually assess community needs and maintain communication channels tailored to the preferences of unique individual communities.

Focus Area 3: A Dynamic Service Organization

Strategy: Enhance the quality of experience for all Library employees and take steps to continually improve our ability to meet our mission and vision.

Goal 1: Culture–

Promote a workplace climate that values the safety and health of employees and reinforces respect of all co-workers.

Goal 2: Onboarding–

Review and enhance current onboarding processes to better reflect the comprehensive needs of new employees.

Goal 3: Training–

Ensure employee professional development and enrichment opportunities.

Goal 4: Recruitment, Retention & Promotional Pathways–

Ensure equity in recruitment, hiring, and retention processes and clarify and communicate promotional pathways for all staff more effectively.

Goal 5: Organizational Capacity–

Support internal efforts to ensure BPL can deliver on our mission and vision now and in the future.



INFORMATION REPORTS

February 7, 2024

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

Vacancies:

Library Assistant	Circulation Services	0.75
Library Assistant	Circulation Services	0.75
Library Aide	Circulation Services	0.75
Library Aide	Circulation Services	0.75
Library Aide	Circulation Services	0.75
Supervising Librarian	Reference	1
Supervising Librarian (new position)	Art & Music	1
Library Aide	West	0.75
Library Aide	West	0.75
Supervising Librarian	THPS	1
Library Specialist II	North	0.75
Library Specialist II	Central Children's	0.75
Supervising Library Assistant	Circulation Services	1
Librarian I	Central Support	1
Librarian I	Reference	1
Senior Librarian	Central Support	1
Communications Specialist (new)	Administration	1

The Library currently has 17 vacant positions out of 147, with three positions being added over the course of this fiscal year or for the next (Equity, Diversity, Inclusion Program Manager, Supervising Librarian, Communications Specialist). Several of these vacancies result from staff being promoted both internally and externally.

Youth Poet Laureate

Teen Services Librarian Robyn Brown led a team of staff in implementing Berkeley's Youth Poet Laureate program, in partnership with the National Youth Poet Laureate Program as well as Urban Word. The team created a comfortable environment in the Central Library Teen Room and served refreshments to the large group of attendees. It was wonderful to see peers showing up for their friends as well as a large number of supportive adults in attendance. All of the finalists shared a poem, and then staff announced the winners: Poet Laureate Julia Segrè, a 16-year-old poet at Berkeley High, and Vice Youth Poet Laureate Serena Griffin, a St. Mary's College High School Junior. It was an exciting moment for the Library to celebrate youth in sharing their words and perspectives, and we look forward to more to come! Congratulations to Robyn for her tremendous leadership on this project and everyone who worked together to make this a success.



Programming Update

The Library is offering a fantastic array of programming this month in February, honoring African American History Month. Librarian Jef Findley in Adult Services coordinated a weekly film screening, featuring *Till*, *Mississippi Burning*, *John Lewis: Good Trouble*, and *Claudine*. Another program taking place at Central includes the very popular “All Your Favorite Music is (Probably) Black” presentation by composer, podcaster, and historian Mark Montgomery French. Young adults and adults are invited to a presentation on African American Culinary Traditions at North Branch, a writing workshop with poet Jamey Williams at West Branch, as well as a book talk and performance with Lewis Watts and Leon Williams highlighting Harlem of the West: the San Francisco Jazz Era at Tarea Hall Pittman South Branch. Children and families will have opportunities to participate in an Afropop Kids Dance Party with DJ Bisi Obateru at West Branch, African drumming with

Village Rhythms at North Branch, and Soul Soup with Amber Hines at Tarea Hall Pittman South. Please check our [events site](#) for days and times!

The Library is thrilled to host its now annual and very popular Lunar New Year event on February 17 from 2-5pm at the Central Library. The celebration promises to be a fun-filled event featuring bilingual Mandarin storytime, Cal Fei Tian and VSA Lion Dancers, crafts, and a vendor fair. Thank you to Supervising Librarian Elaine Tai for coordinating this event.

CONTACT PERSON

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