



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING**

**AGENDA**

**LOCATION**

Wednesday, December 4, 2024

6:30 PM

West Branch  
1125 University Avenue

Commission Members:

Beverly Greene, President; Tanir Ami, Vice President; Sophie Hahn; Amy Roth; Priscilla Villanueva

To submit an e-mail comment during the meeting to be read aloud during public comment, email [BOLT@berkeleyca.gov](mailto:BOLT@berkeleyca.gov) with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150-word limit. Time limits on public comments will apply. Written comments will be entered into the public record.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Jacqui Rodriguez, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.

**I. PRELIMINARY MATTERS**

**A. Call to Order**

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

**C. Public Comment – Limited to items on this agenda**

*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 the November 6, 2024 Regular Meeting**

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

**Recommendation:** Adopt the resolution to approve the minutes of the November 6, 2024, Regular Meeting of the Board of Library Trustees.

### III. ACTION CALENDAR

#### A. Berkeley Public Library Rules of Use Policy Update

**From:** Dia Penning, Equity, Diversity and Inclusion Program Manager

**Recommendation:** Adopt the resolution approving the revised *Rules of Use Policy* updating the policy previously approved on April 4, 2018.

#### B. Recommendation to Adopt Equity and Harm Acknowledgement Statement

**From:** Dia Penning, Equity Diversity and Inclusion Manager

**Recommendation:** Adopt the resolution to adopt the *Equity and Harm Acknowledgement Statement* for Berkeley Public Library, written by the History Subcommittee of RJAG (Racial Justice Advisory Group) at the Berkeley Public Library, publicly reinforcing the Library's commitment to equity and social justice.

#### C. Personnel Change Report

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

**Recommendation:** Adopt the resolution approving the creation of three new positions: two .75 FTE Library Assistants and one 1.0 FTE Library Specialist.

#### D. Collection Development Policy Update

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

**Recommendation:** Approve a resolution adopting the revised *Collection Development Policy* updating the Library policy regarding collection development and maintenance in the Library, inclusive of updated language that is required to be incorporated in all California public library collection development policies per the California Freedom to Read Act AB 1825 by January 1, 2026.

### IV. INFORMATION REPORTS

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

#### A. 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

### VI. ADJOURNMENT

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

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

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

**COMMUNICATION ACCESS INFORMATION:**



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

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I hereby certify that the agenda for this special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website, on 11/27/2024.

//s//

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







**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, November 6, 2024**  
**6:30 PM**  
**West Branch - 1125 University Avenue, Berkeley CA 94702**

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

**I. PRELIMINARY MATTERS**

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

**A. Call to order:** 6:33 PM

Present: Trustees Ami, Hahn, Greene, Roth, Villanueva

Absent: None.

Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Aimee Reeder, Associate Management Analyst; My Chan, Senior Human Resources Analyst; Jacqui Rodriguez, Administrative Secretary.

**A. Ceremonial Matters:** None.

**B. Public Comments:** 1 speaker.

**C. Comments from Library Unions:**

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

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

1. Trustee Roth – Congratulates and thanks Cathy Brown from the Friends of the Berkeley Library for her leadership and hard work on Measure X.
2. Trustee Ami – Echoes Trustee Roth’s same sentiments and thanks Cathy Brown for her leadership in addition to all who contributed in some way, shape or form.

**II. CONSENT CALENDAR**

**Action:** M/S/C (Trustee Ami/Trustee Greene) to adopt Resolution No. 24-101 to approve the consent calendar as presented.

**Vote:** All ayes.

**A. Approve Minutes of the October 10, 2024 Regular Meeting**

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

**Recommendation:** Adopt a resolution to approve the minutes of the October 10, 2024, Regular Meeting of the Board of Library Trustees.

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

**Action:** Adopted Resolution No. 24-102 to approve the minutes of October 10, 2024 as submitted.

**B. 2025 Berkeley Public Library Holiday & Early Closure Schedule**

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

**Recommendation:** Adopt the resolution approving the 2025 Berkeley Public Library Holiday & Early Closing Schedule.

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

**Action:** Adopted Resolution No. 24-103.

**C. 22<sup>nd</sup> Annual Authors Dinner Event**

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

**Recommendation:** Adopt the resolution approving the arrangements in preparation for the 22nd annual Authors Dinner to be held on Sunday, February 23, 2025 at the Central Library.

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

**Action:** Adopted Resolution No. 24-104.

**III. ACTION CALENDAR**

**A. Election of President**

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

**Recommendation:** Adopt a Resolution to elect Trustee Greene to sit as President, for the term commencing November 7, 2024, for a one-year term.

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

**Action:** Adopt Resolution No. 24-105 to elect Trustee Greene sit as President, for the term commencing November 7, 2024, for a one-year term.

**Vote:** All ayes.

**B. Election of Vice President**

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

**Recommendation:** Adopt a Resolution to elect Trustee Ami to sit as Vice President, for the term commencing November 7, 2024, for a one-year term.

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

**Action:** Adopt resolution No. 24-106 to elect Trustee Ami sit as Vice President, for the term commencing November 7, 2024, for a one-year term.

**Vote:** All ayes.

**IV. INFORMATION REPORTS**

**A. Human Resources 2024 Year-in-Review (Oral Report)**

**From:** My Chan, Senior Human Resources Analyst

**Action:** Received.

**B. Monthly Library Director's Report**

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

**Action:** Received.

**V. AGENDA BUILDING**

The next regular meeting will be held on Wednesday, December 4, 2024, at 6:00 PM. Future meeting topics identified include review of the proposed update to the Library Rules of Conduct, the proposed RJAG (Racial Justice Advisory Group) Harm Statement and the Library's next report to City Council.

**E. ADJOURNMENT**

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

**Vote:** All ayes.

Adjourned at 8:03 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Wednesday, November 6, 2024 as approved by the Board of Library Trustees.

//s// \_\_\_\_\_  
secretary to BOLT

Tess Mayer, Director of Library Services, acting as

Attachments:

1. **Human Resources 2024 Year-in-Review PowerPoint**

DRAFT



BERKELEY PUBLIC LIBRARY

# HUMAN RESOURCES 2024 YEAR-IN-REVIEW

*My Chan, Senior Human Resources Analyst*

NOVEMBER 6, 2024

BOARD OF LIBRARY TRUSTEES (BOLT)





# TONIGHT:

- FOCUS AREAS FOR LIBRARY HUMAN RESOURCES IN 2024
  - INTERNAL PROMOTIONS
  - RECRUITMENT & NEW HIRES
  - CAREER FAIRS ATTENDED
  - EXIT INTERVIEWS
  - TRAINING
  - VOLUNTEER PROGRAM
  - PARTNERSHIP WITH HEALTH, HOUSING, AND COMMUNITY SERVICE
- WHAT LIBRARY HUMAN RESOURCES IS LOOKING FORWARD TO IN 2025
- INFORMATIONAL REPORTS
  - STAFF DEMOGRAPHICS
  - ALAMEDA COUNTY AND BERKELEY DEMOGRAPHICS
  - CITY BENEFITS
- TRUSTEE COMMENTS & QUESTIONS

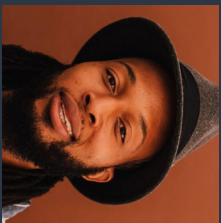




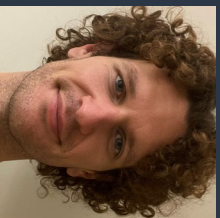
# 2024 FOCUS AREA REPORTS



# FOCUS AREA: INTERNAL PROMOTIONS



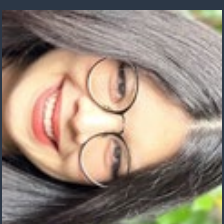
Demareon  
Gipson  
Library Assistant



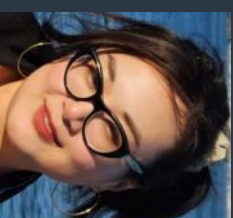
Nico Ledwith  
Librarian I



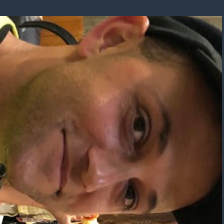
Sirkka Miller  
Library Assistant



Kristina Uchida-  
Rattler  
Library Specialist  
II



Grace Chung  
Library Specialist  
II



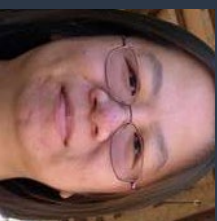
Jacob Kahn  
Librarian I



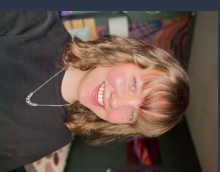
Mario Torres  
Librarian I



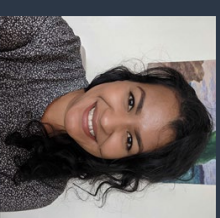
Kristin Mandalay  
Librarian II



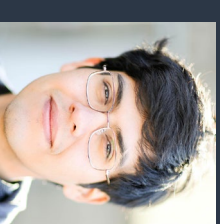
Sheila Lew  
Librarian II



Grace Lemke  
Library Assistant



Fabiola  
Hernandez - Soto  
Librarian II



Jose Guerrero  
Librarian II



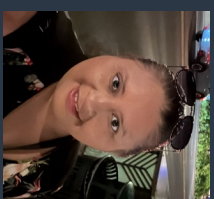
Robyn Brown  
Librarian II



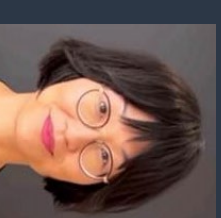
Lissette Gonzalez  
Librarian II



Joy Marston  
Librarian II



Gabby Fernandez  
Central Library  
Circulation Supervisor

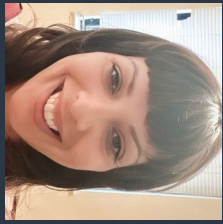


Catherine Pyun  
Librarian II

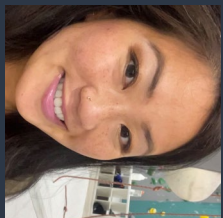
16 internal  
promotions in 2023  
15 internal  
promotions in 2024



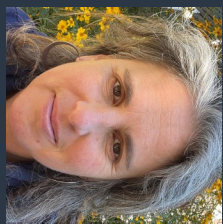
# NEW HIRES FROM NOVEMBER 2023 TO SEPTEMBER 2024



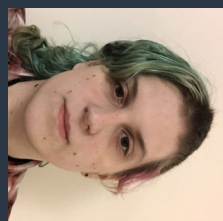
Brittany Bryant  
Library Literacy  
Instructor



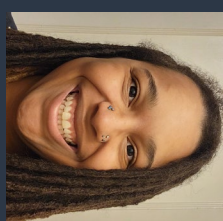
Stacy Fong  
Library Literacy  
Instructor



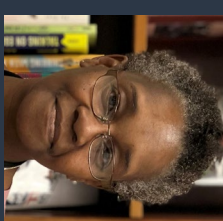
Katie Gunther  
Library Literacy  
Instructor



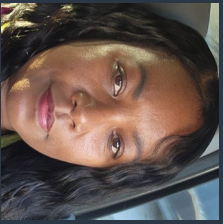
Maxine Tower  
Library Aide



Robyn Jasper  
Library Aide



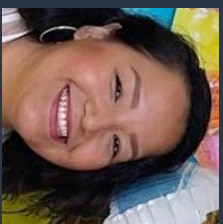
Ursell Austin  
Library Aide



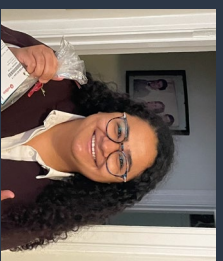
Naomi Nelson  
Accounting Office  
Specialist III



Jill Tokutomi  
Supervising  
Librarian



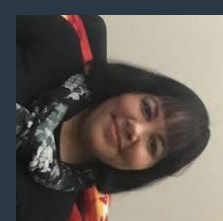
Jacqui Rodriguez  
Administrative  
Secretary



Stephanie Torres  
Librarian I



Emily Joelle  
Librarian I



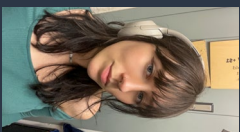
Star Padilla  
Supervising Librarian



Abigail Jaquez  
Library Aide



Noelle Cruz  
Senior Librarian



Kenzie Elias  
Library Aide



William Flamenco  
Library Aide

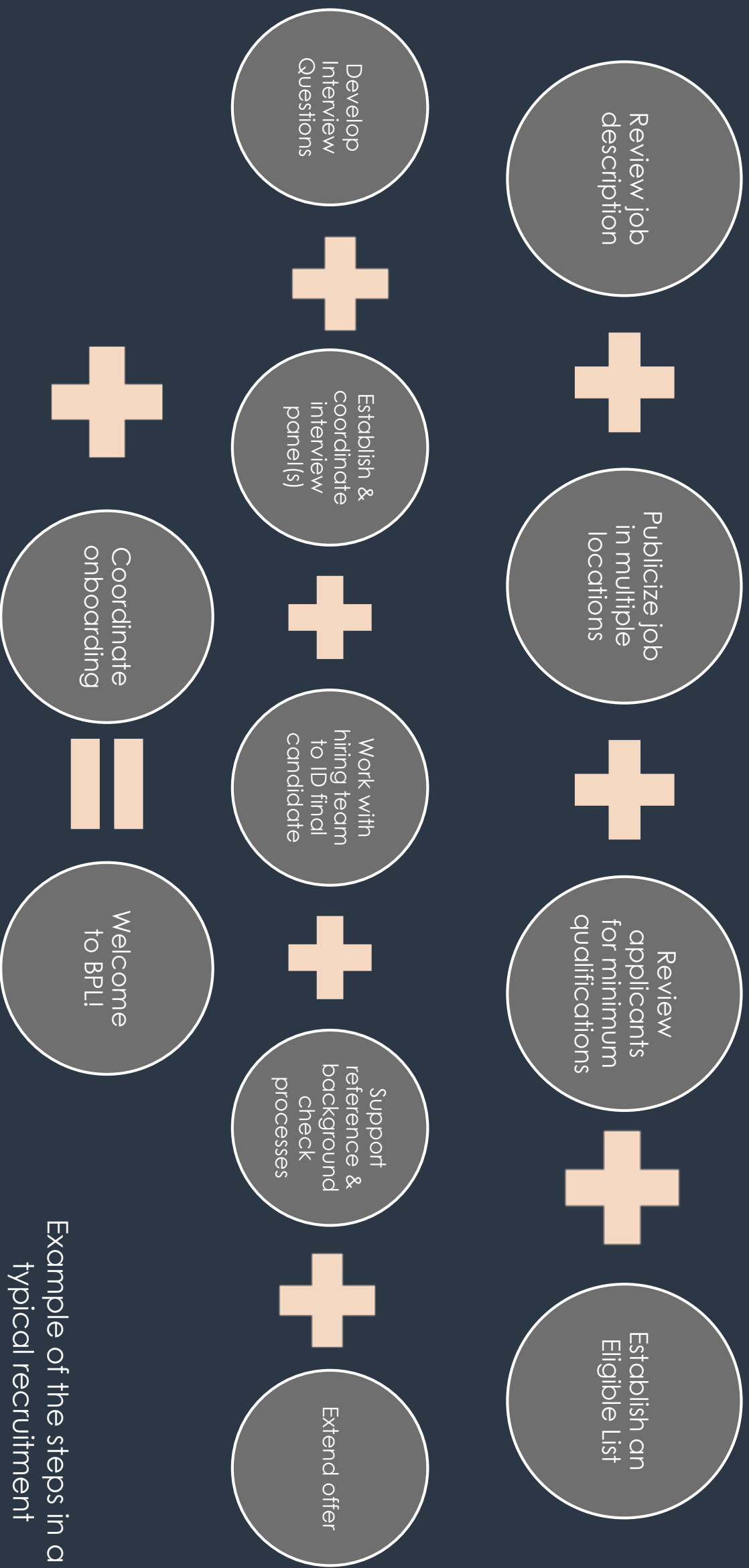


Daniel Cottrell  
Supervising Librarian

23 new hires in 2023  
11 new hires in 2024



# FOCUS AREA: NEW HIRES / RECRUITMENTS



Example of the steps in a typical recruitment





# RECRUITMENTS CONDUCTED IN 2024

1. CENTRAL LIBRARY CIRCULATION SUPERVISOR (OPEN COMPETITIVE)
2. LIBRARIAN I (OPEN COMPETITIVE CONTINUOUS)
3. LIBRARY AIDE (OPEN COMPETITIVE)
4. SENIOR LIBRARIAN (OPEN COMPETITIVE)
5. SUPERVISING LIBRARIAN (OPEN COMPETITIVE CONTINUOUS)
6. SUPERVISING LIBRARY ASSISTANT (OPEN COMPETITIVE PROMOTIONAL)



# FOCUS AREA: CAREER FAIRS



- LANEY COLLEGE, OAKLAND PRIVATE INDUSTRY, AND THE ALAMEDA COUNTY EMPLOYMENT SERVICES CAREER FAIR, OAKLAND, CA (APRIL 2024)
- AMERICAN LIBRARY ASSOCIATION CARRER FAIR, SAN DIEGO, CA (JUNE 2024)
- LANEY COLLEGE, OAKLAND PRIVATE INDUSTRY AND ALAMEDA COUNTY SOCIAL SERVICES CAREER FAIR, OAKLAND, CA (OCTOBER 2024)
- UPCOMING CAREER FAIRS:
  - BERKELEY ADULT SCHOOL JOB FAIR, BERKELEY CA (NOVEMBER 2024)

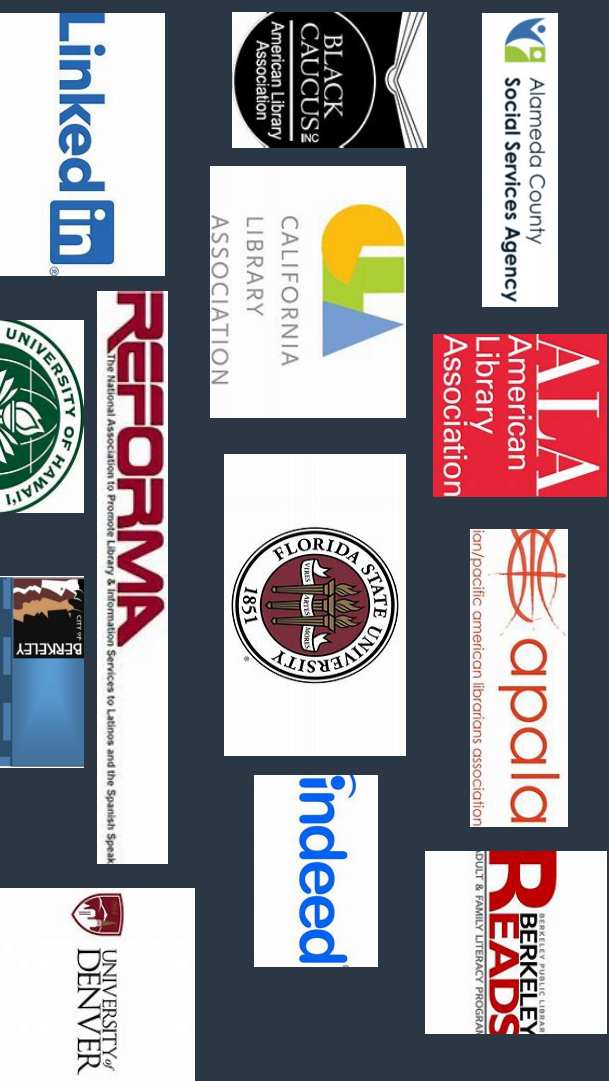




# JOB POSTING SITES

- ALAMEDA COUNTY & OAKLAND HOUSING AUTHORITY JOB BOARD
- AMERICAN LIBRARY ASSOCIATION JOB BOARD
- ASIAN/PACIFIC AMERICAN LIBRARIANS ASSOCIATION JOB BOARD
- BERKELEY READS LIST SERVER
- BLACK CAUCUS AMERICAN LIBRARY ASSOCIATION JOB BOARD
- CALIFORNIA LIBRARY ASSOCIATION JOB BOARD
- CENTRAL WASHINGTON UNIVERSITY CAREER CENTER\*
- FLORIDA STATE UNIVERSITY CAREER CENTER (MLIS PROGRAM)\*
- INDEED
- LINKEDIN
- REFORMA THE NATIONAL ASSOCIATION TO PROMOTE LIBRARY & INFORMATION SERVICES TO LATINOS AND THE SPANISH SPEAKING

- UNIVERSITY OF DENVER CAREER CENTER (MLIS PROGRAM)\*
- UNIVERSITY OF HAWAII AT MANOA CAREER CENTER (MLIS PROGRAM)\*
- CITY OF BERKELEY YOUTH WORKS JOB BOARD



*\*Please note that some of the universities listed on this slide are not apart of the Handshake platform*



# HANDSHAKE JOB POSTING WEBSITE FOR COLLEGES

- BERKELEY CITY COLLEGE
- THE CATHOLIC UNIVERSITY\*
- CONTRA COSTA COLLEGE
- CITY COLLEGE OF SAN FRANCISCO
- DOMINICAN UNIVERSITY\*
- DREXEL UNIVERSITY\*
- DIABLO VALLEY COLLEGE
- EMPORIA STATE UNIVERSITY\*
- INDIANA UNIVERSITY-BLOOMINGTON\*
- INDIANA UNIVERSITY PERDUE UNIVERSITY INDIANAPOLIS\*
- KENT STATE UNIVERSITY\*
- KUTZTOWN UNIVERSITY
- LONG ISLAND UNIVERSITY\*
- LOUISIANA STATE UNIVERSITY\*
- NORTH CAROLINA CENTRAL UNIVERSITY\*\*
- NORTHERN KENTUCKY UNIVERSITY
- PENNSYLVANIA WESTERN UNIVERSITY-CLARION\*
- PRATT UNIVERSITY\*
- RUTGERS UNIVERSITY\*

- SAN JOSE STATE UNIVERSITY\*
- SIMMONS UNIVERSITY\*
- ST. CATHERINE UNIVERSITY\*
- ST. JOHN'S UNIVERSITY\*
- SYRACUSE UNIVERSITY\*
- TEXAS WOMEN'S UNIVERSITY\*
- UNIVERSITY AT ALBANY, SUNY\*
- UNIVERSITY AT BUFFALO, SUNY\*
- UNIVERSITY OF ALABAMA\*
- UNIVERSITY OF ARIZONA\*
- UNIVERSITY OF CALIFORNIA, LOS ANGELES\*
- UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN\*
- UNIVERSITY OF IOWA\*
- UNIVERSITY OF KENTUCKY\*
- UNIVERSITY OF MAINE
- UNIVERSITY OF MARYLAND\*
- UNIVERSITY OF MISSOURI\*
- UNIVERSITY OF NEBRASKA
- UNIVERSITY OF NORTH CAROLINA
  - CHAPEL HILL CAMPUS\*
  - GREENSBORO CAMPUS\*
- UNIVERSITY OF NORTH TEXAS\*
- UNIVERSITY OF OKLAHOMA\*
- UNIVERSITY OF PITTSBURGH\*
- UNIVERSITY OF SOUTH CAROLINA\*
- UNIVERSITY OF SOUTH FLORIDA\*
- THE UNIVERSITY OF SOUTHERN MISSISSIPPI\*
- UNIVERSITY OF WASHINGTON\*
- VALDOSTA STATE UNIVERSITY\*

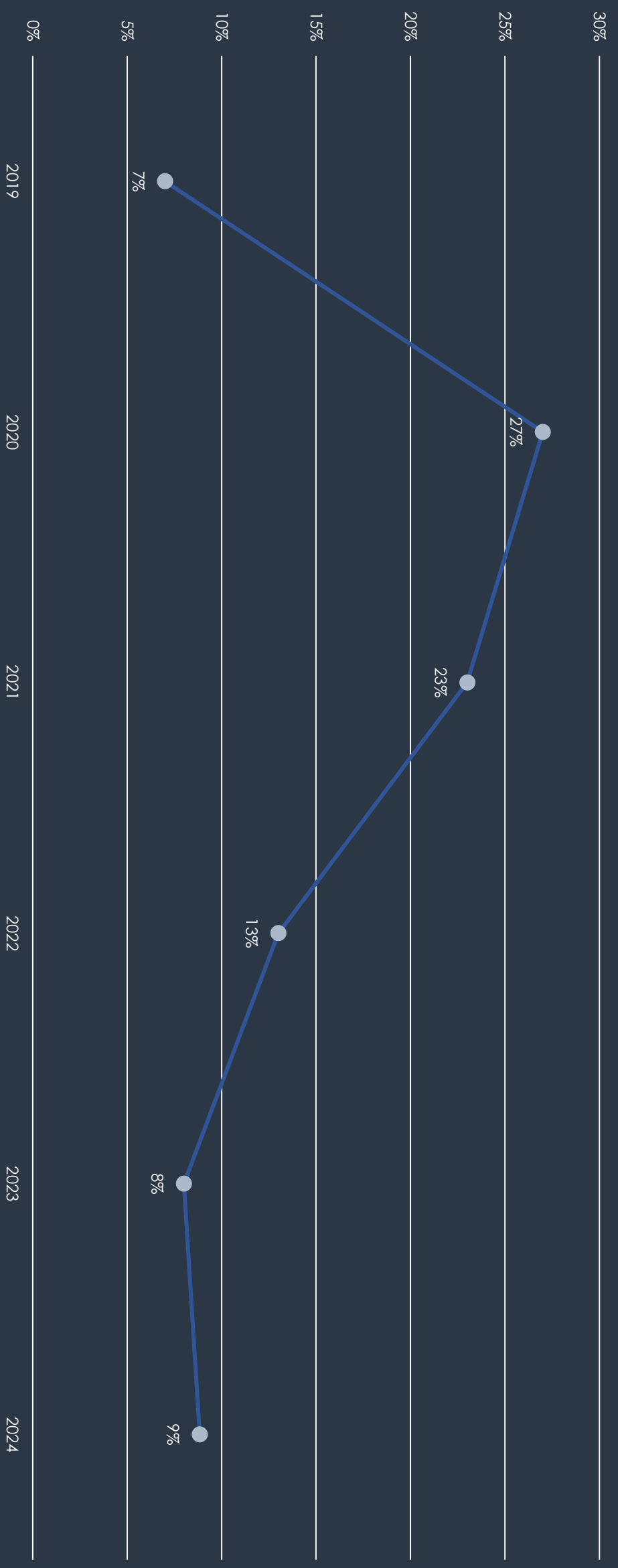
\*MLIS Program  
\*\*MLIS Program at  
an HBCU

**Handshake**





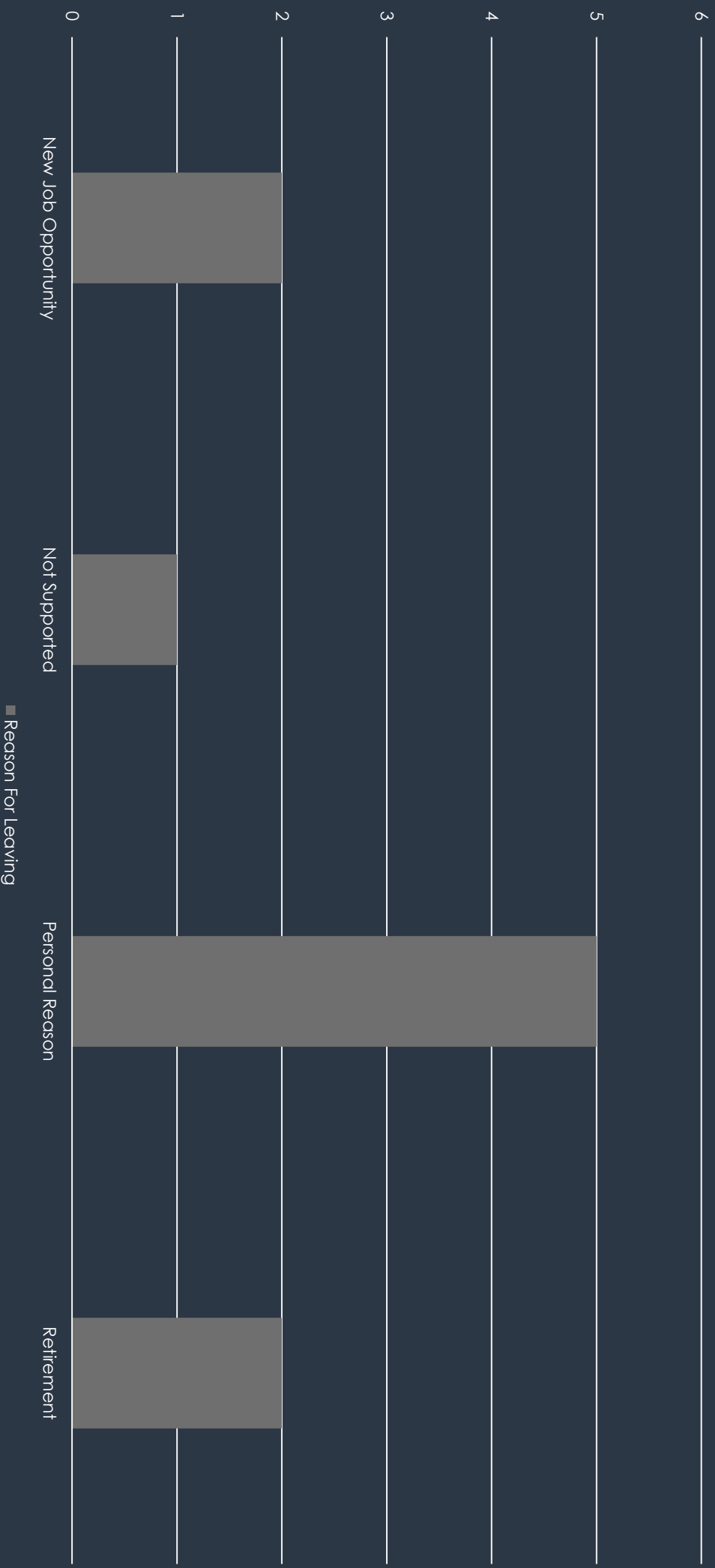
# VACANCY RATE





# FOCUS AREA: EXIT INTERVIEWS

Reason Stated for Leaving BPL in 2024





# TRAINING DEVELOPED & DELIVERED BY HR STAFF

- **EMPLOYEE RELATIONS TRAINING**
  - EMPLOYEE RELATIONS AND LABOR RELATIONS TRAINING FOR SUPERVISORS IS ESSENTIAL TO ENSURE LEGAL COMPLIANCE, ENHANCE CONFLICT RESOLUTION SKILLS, AND PROMOTE EFFECTIVE PERFORMANCE MANAGEMENT. IT HELPS SUPERVISORS BUILD POSITIVE RELATIONSHIPS WITH EMPLOYEES, ADDRESS WORKPLACE ISSUES CONSTRUCTIVELY, AND MAINTAIN FAIR TREATMENT, INCLUDING IN UNIONIZED ENVIRONMENTS. THE TRAINING ALSO SUPPORTS THE CREATION OF AN INCLUSIVE, RESPECTFUL WORKPLACE BY FOCUSING ON DIVERSITY, PREVENTING RETALIATION, AND FOSTERING OPEN COMMUNICATION. OVERALL, IT EQUIPS SUPERVISORS TO MANAGE TEAMS EFFECTIVELY WHILE MINIMIZING LEGAL RISKS AND IMPROVING EMPLOYEE ENGAGEMENT.
- **INTERVIEW PREPARATION TRAINING (AT ALL 5 LOCATIONS)**
  - TO PROVIDE INTERNAL STAFF TO PRESENT THEMSELVES EFFECTIVELY, IMPROVE THEIR CONFIDENCE, AND INCREASE THEIR CHANCES OF SUCCESS. IT EQUIPS THEM WITH STRATEGIES FOR ANSWERING QUESTIONS, SHOWCASING RELEVANT SKILLS, AND NAVIGATING CHALLENGING INTERVIEW SCENARIOS. ADDITIONALLY, THIS TRAINING ENSURES THAT CANDIDATES UNDERSTAND THE IMPORTANCE OF BODY LANGUAGE, PROFESSIONALISM, AND CLEAR COMMUNICATION, ENABLING THEM TO MAKE A STRONG IMPRESSION.



# FOCUS AREA: ADDITIONAL TRAINING OFFERED IN 2024

## EXAMPLES OF TRAININGS

- BERKELEY EMERGENCY OPERATIONS HEATWAVE TRAINING
- ZERO WASTE TRAINING
- TRAUMA-INFORMED SERVICE: TEEN AND CHILDREN'S SERVICES
- CULTURAL COMPETENCY, TEAM DEVELOPMENT FOR SUPPORTING COHESIVE AND CULTURALLY COMPETENT SERVICE: CENTRAL ADULT SERVICES
- SUPERVISING & MANAGERS VIRTUAL ACADEMY
- 2024 CORE FORUM
- NAVIGATING CLASSIFICATION AND COMPENSATION
- LIBRARY JUICE ACADEMY
- ASSORTED ALA WEBINARS

## REQUIRED FOR ALL STAFF

- ETHICS AND CODE OF CONDUCT (COB)
- WORKPLACE HARASSMENT (COB)
- DR. WATSON: EQUITY, DIVERSITY, & INCLUSION (EDI) WORKSHOPS
- JUSTICE IN THE LIBRARY (EDI)

## CONFERENCES

- AMERICAN LIBRARY ASSOCIATION IN SAN DIEGO (7)
- CALIFORNIA LIBRARY ASSOCIATION IN PASADENA (8)
- FUTURE OF LIBRARIES IN SF (12)
- PUBLIC LIBRARY ASSOCIATION IN COLUMBUS (6)
- OTHERING & BELONGING CONFERENCE
- GOVERNMENT FINANCE OFFICER LEADERSHIP ACADEMY

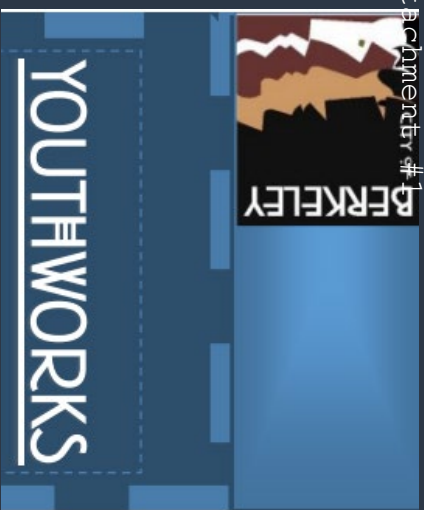




# FOCUS AREA: VOLUNTEER PROGRAM

- THIS YEAR WE REBUILT OUR VOLUNTEER PROGRAM AFTER BEING DISCONTINUED DUE TO COVID. THE FOLLOWING WAS DONE TO REVAMP THE PROGRAM:
  - CREATED TWO (2) VOLUNTEER APPLICATIONS
    - ONE FOCUSING ON ADULT PATRONS
    - ONE FOCUSING ON TEEN PATRONS
  - REVAMP THE VOLUNTEER HANDBOOK
  - PARTNERED WITH EACH DIVISION TO INVESTIGATE WHAT KIND OF VOLUNTEERS THEY SEEK.
- CURRENTLY, WE HAVE 4 VOLUNTEERS IN THE FOLLOWING DIVISIONS:
  - CIRCULATION SERVICES
  - CENTRAL CHILDREN SERVICE
  - CENTRAL – TEEN SERVICES
- HR PLANS TO COLLABORATE WITH THE OUTREACH TEAMS
  - PARTNERING TO PROMOTE VOLUNTEER OPPORTUNITIES AT UPCOMING COMMUNITY EVENTS





## PARTNERSHIP WITH HEALTH, HOUSING AND COMMUNITY SERVICE

- THIS SUMMER WE PARTNERED WITH THE HEALTH HOUSING AND COMMUNITY SERVICES DEPARTMENT (HHCS) TO HOST 9 BERKELEY TEENS FOR THE SUMMER YOUTHWORKS INTERNSHIP PROGRAM
- YOUTHWORKS IS A PAID PART-TIME INTERNSHIP THROUGH THE HHCS DEPARTMENT FOR BERKELEY YOUTH AGES 14-25 TO PROVIDE VALUABLE WORK EXPERIENCE, TRAINING, PROFESSIONAL DEVELOPMENT AND CAREER GROWTH OPPORTUNITIES
- EACH STUDENT WAS PLACED AT ONE OF OUR 5 BRANCHES TO GET A GLIMPSE OF WHAT IT IS LIKE TO WORK IN THE LIBRARY.
- WE ALSO PROVIDED TRAINING FOR THE YOUTH WORKERS ON HOW TO CREATE A RESUME AND PREPARE FOR FUTURE INTERVIEWS.



# LIBRARY HR'S STRATEGIC FOCUS: LOOKING AHEAD TO 2025

- **EXPANDING TRAINING AND DEVELOPMENT INITIATIVES**
- **INTERNAL TRAINING: APPLICATION & RESUME WRITING FOR STAFF**
- **ALL-STAFF DAYS: ORGANIZATIONAL ENGAGEMENT EVENTS**
- **STRATEGIC PLAN IMPLEMENTATION: ALIGNING HR WITH LIBRARY GOALS**
- **NEOGOV LEARN: LAUNCHING A NEW ONLINE TRAINING PLATFORM**
- **ONBOARDING OVERHAUL: ENHANCING THE LIBRARY'S ONBOARDING EXPERIENCE**
- **PROFESSIONAL DEVELOPMENT: IDENTIFYING OPPORTUNITIES FOR GROWTH**
- **STAFF APPRECIATION: RECOGNIZING AND VALUING CONTRIBUTIONS**
- **RECRUITMENT AND RETENTION: STRENGTHENING WORKFORCE STABILITY**



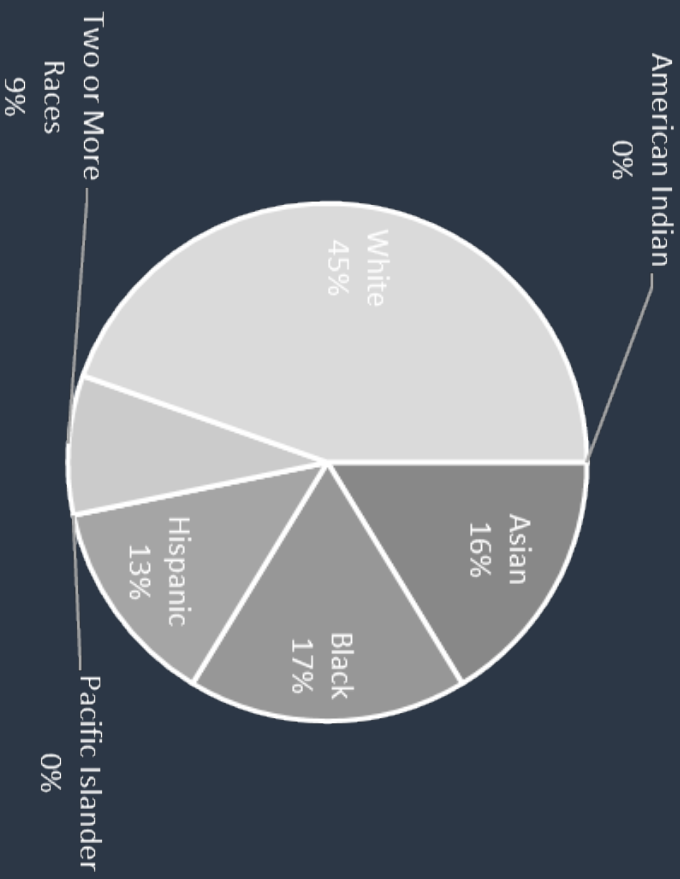
# INFORMATIONAL REPORTS





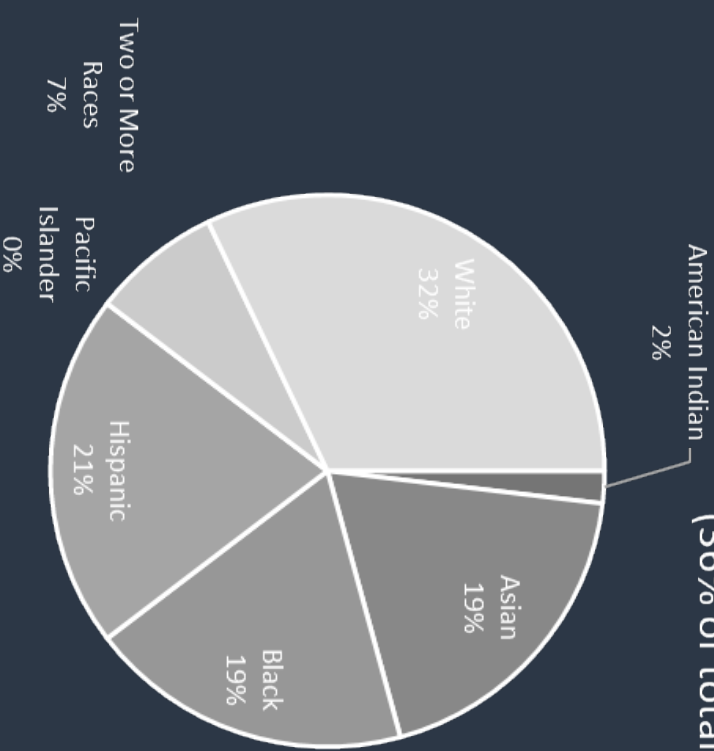
# DEMOGRAPHICS (147 STAFF TOTAL)

92 Full Time Staff  
(63% of total staff)



- American Indian
- Asian
- Black
- Hispanic
- Pacific Islander
- Two or More Races
- White

53 Part-Time Staff  
(36% of total staff)

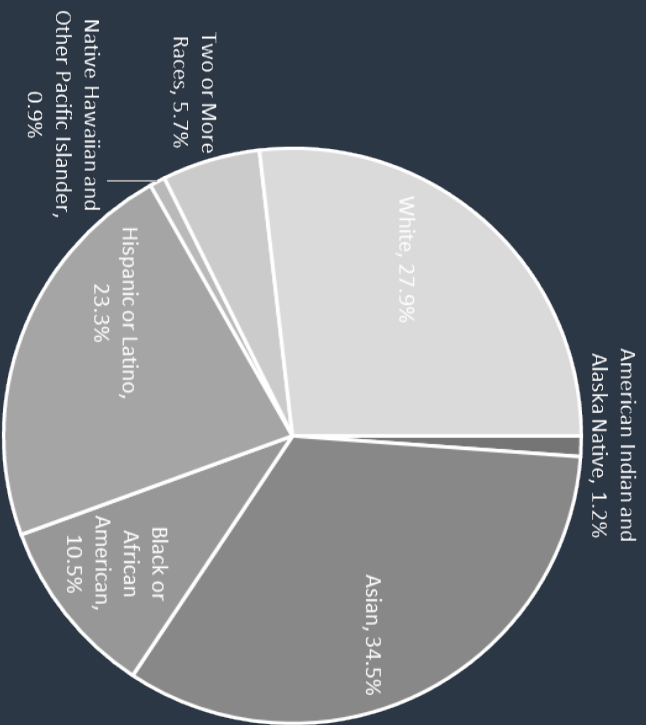


- American Indian
- Asian
- Black
- Hispanic
- Pacific Islander
- Two or More Races
- White



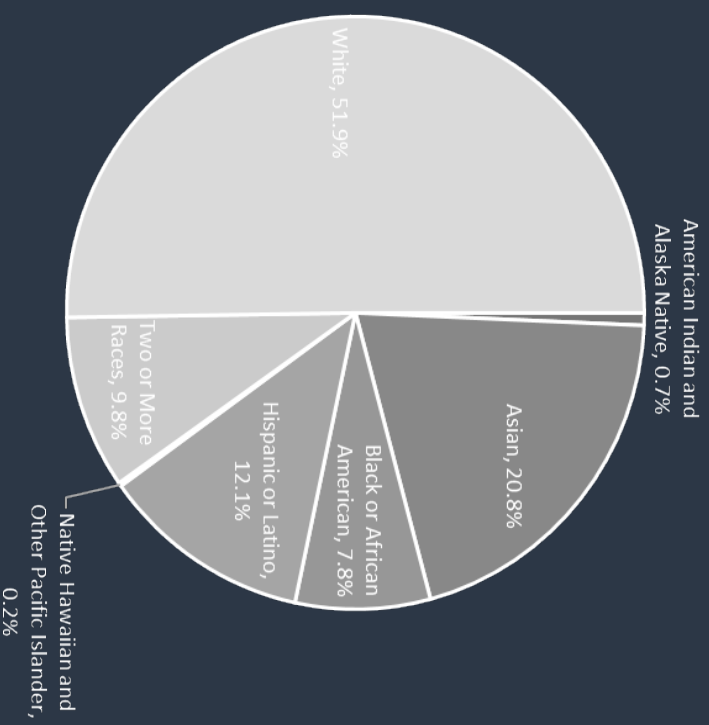
# DEMOGRAPHICS IN ALAMEDA COUNTY (POPULATION ESTIMATE 1,622,188) AND CITY OF BERKELEY (POPULATION ESTIMATE 118,962)

Alameda County Demographics



- American Indian and Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian and Other Pacific Islander
- Two or More Races
- White

City of Berkeley Demographics



- American Indian and Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian and Other Pacific Islander
- Two or More Races
- White



# CITY OF BERKELEY EMPLOYEE BENEFITS

**ELIGIBILITY:** EMPLOYEES MUST HAVE A REGULAR WORK SCHEDULE OF AT LEAST 20 HOURS PER WEEK TO BE ELIGIBLE FOR BENEFITS. CITY PAYS 75% OF BENEFITS FOR PART-TIME EMPLOYEES. CITY PAYS 100% OF BENEFITS FOR 30 HOURS PER WEEK EMPLOYEES.

## MEDICAL/DENTAL RETIREMENT/DEFERRED COMP ADDITIONAL BENEFITS

### MEDICAL PLANS

THE CITY OFFERS A CHOICE OF A KAISER HMO PLAN OR SUTTER HEALTH PLUS PLAN. THE CITY CONTRIBUTES UP TO THE FULL FAMILY PREMIUM FOR THE KAISER HMO PLAN. EMPLOYEES PAY ADDITIONAL PREMIUM COSTS IF THEY CHOOSE THE SUTTER HEALTH PLUS PLAN. EMPLOYEES WHO HAVE MEDICAL COVERAGE UNDER ANOTHER PLAN MAY CHOOSE TO WAIVE CITY-PROVIDED MEDICAL COVERAGE AND RECEIVE A MONTHLY STIPEND.

### DENTAL PLAN

THE CITY PROVIDES GROUP DENTAL BENEFITS THROUGH DELTA DENTAL PLAN OF CALIFORNIA. THE CITY CONTRIBUTES UP TO THE FAMILY COVERAGE FOR THE PLAN, WHICH COVERS 90% OF THE DENTAL CHARGES UP TO \$2,000 ANNUALLY PER PERSON. ORTHODONTIC BENEFITS ARE OFFERED AT A \$2,000 LIFETIME MAXIMUM PER PERSON. EMPLOYEES WHO HAVE DENTAL COVERAGE UNDER ANOTHER PLAN MAY CHOOSE TO WAIVE CITY-PROVIDED DENTAL COVERAGE AND RECEIVE A MONTHLY STIPEND.

### RETIREMENT/DEFERRED COMP

#### RETIREMENT CALPERS

CITY EMPLOYEES ARE INCLUDED IN THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS). RETIREMENT FORMULA IS EITHER 2% AT AGE 62, OR 2.7% AT AGE 55 DEPENDING ON THE INDIVIDUAL'S ELIGIBILITY. EMPLOYEES ARE VESTED IN CALPERS AFTER 5 YEARS OF FULL-TIME SERVICE. A NEW EMPLOYEE'S CONTRIBUTION TO CALPERS WILL RANGE FROM 8%-13.75% DEPENDING ON MEMBERSHIP IN CALPERS OR A RECIPROCAL RETIREMENT PLAN.

#### SRIP

THE CITY CONTRIBUTES 6.7% OF THE EMPLOYEE'S SALARY (UP TO A MAXIMUM ANNUAL SALARY OF \$32,400) INTO A 401(A) SUPPLEMENTAL RETIREMENT INCOME PLAN ACCOUNT (SRIP). THE CITY IS NOT A MEMBER OF SOCIAL SECURITY, THEREFORE ONLY THE MEDICARE PORTION IS DEDUCTED FROM EMPLOYEES' SALARIES.

#### DEFERRED COMPENSATION

THREE VOLUNTARY DEFERRED COMPENSATION 457 PLANS ARE OFFERED. EMPLOYEES MAY CONTRIBUTE UP TO \$19,000 PER YEAR ON A PRE-TAX BASIS.

- LIFE INSURANCE – COVERED EMPLOYEES 25K – EMPLOYEES CAN PURCHASE ADDITIONAL 300K
- SICK LEAVE – 12 DAYS EARNED ANNUALLY
- VACATION – ACCRUAL 2 WEEKS PER YEAR FOR THE FIRST THREE YEARS
- HOLIDAYS – 15 REGULAR AND 3 FLOATING HOLIDAYS
- LONG-TERM DISABILITY
- RETIREE MEDICAL COVERAGE
- YMCA MEMBERSHIP
- TRANSIT SUBSIDY
- EAP



# TRUSTEE COMMENTS & QUESTIONS







**CONSENT CALENDAR**

December 04, 2024

**TO:** Board of Library Trustees  
**FROM:** Tess Mayer, Director of Library Services; Dia Penning, Equity, Diversity, and Inclusion Program Manager  
**SUBJECT:** Berkeley Public Library Rules of Use Policy Update

**RECOMMENDATION**

Adopt the resolution approving the revised *Rules of Use Policy* updating the policy previously approved on April 4, 2018. Facilitate its inclusion in printed materials, on the library website, and for use by library staff when engaging with patrons or determining the necessity of asking a patron to leave the library for a specified period of time.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

The library's *Rules of Use* policy is a foundational framework for maintaining a safe and welcoming environment for all patrons. It is crucial that this policy is communicated to library users and staff to ensure a mutual understanding of acceptable behaviors.

The Library Board of Library Trustees adopted the *Library Rules of Conduct* in 1988, with revisions adopted in 1991, 2002, 2006, 2007, 2009, and 2012. In May of 2015, the Board of Library Trustees supplanted the Rules of Conduct with a Behavior Guidelines Policy which was then changed back to a *Rules of Use* document in 2018.

The Board adopted the *Patron Suspension Policy* (attached), which is linked to the Rules of Conduct in September 2002, with revisions in 2012.

Additionally, the City of Berkeley adopted its Administrative Regulation 1.15, governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in 2016. In 2007, Library staff, in striving to bring Library policies into conformance with City policies, brought before the Board an Administrative Regulation modeled after the City A.R. 1.15 addressing the need to formalize Library policy with regard to establishing limits on unacceptable behavior in its facilities.

City A.R. 1.15 "implements the building security and usage rules...for visitors to **all** City of Berkeley buildings..." The Administrative regulation goes on to say that specific building rules may be developed and that BOLT is empowered to establish rules for the City owned facilities (i.e. each of the five libraries) subject to its management. Having a *Library Rules of Use* policy allows the City to integrate the Library's policy into A.R. 1.15 and in doing so will enable improved communications between Library staff and Berkeley Police who are occasionally asked to facilitate removal of patrons who violate Library policy. The *Library Rules of Use* are intended to support A.R. 1.15.

CURRENT SITUATION AND ITS EFFECTS

The Library serves a diverse population, necessitating a careful approach to enforcing rules intended to maintain a safe environment for both patrons and staff. However, the enforcement of these rules can occasionally lead to situations perceived as unsafe for library staff and can seem punitive or arbitrary to patrons.

In response, the Equity Diversity and Inclusion Manager, Dia Penning, at the request of the Library Director, Tess Mayer, facilitated a committee comprising library workers from various classifications and branches within the system. The purpose of this committee was to evaluate current policies and recommend updates to foster a more welcoming environment. These updates are designed to empower library staff to engage with patrons in a manner that minimizes the perception of policing and enhances the overall experience for users.

Recognizing the Library's commitment to inclusion, the committee emphasizes the importance of adopting a cooperative tone that underscores the Library's role as a welcoming space for every member of the Berkeley community. The proposed shift in approach is intended to ensure that all library users feel valued, respected, and encouraged to engage with library services and that staff have a clear roadmap for service and acceptable behavior of patrons in the library.

FUTURE ACTION

**Training for Staff:** Implement training sessions focused on customer service, conflict resolution, and inclusion to equip staff with skills to navigate challenging situations effectively. We have contracted with PAVE Prevention to offer this training early in 2025.

**Policy Review:** Assess and update existing library policies, including suspension, to emphasize inclusivity and reduce the potential for misinterpretation regarding rule enforcement.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Rules of Use Policy (revised 04/04/2018)
3. Berkeley Public Library Rules of Use Policy Proposed 12/4/2024
4. Berkeley Public Library Patron Suspension Policy
5. City of Berkeley Administrative Regulation 1.15

## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: 24-####

#### BERKELEY PUBLIC LIBRARY RULES OF USE POLICY UPDATE

WHEREAS, the Library has developed procedures for employees to follow when encountering violations of rules of use in the context of the Library's mission to provide all Library patrons with a safe and welcoming experience; and

WHEREAS, the Board of Library Trustees adopted the *Library Rules of Conduct* in 1988, with revisions adopted in 1991, 2002, 2006, 2007, 2009, 2012, and 2018; and

WHEREAS, the Board of Library Trustees adopted the *Patron Suspension Policy* which is linked to the *Rules of Conduct* in September 2002, with revisions in 2012; and

WHEREAS, the City of Berkeley adopted its Administrative Regulation 1.15, *Governing Rules of Behavior for Visitors to City Buildings*, on March 10, 2003 and last revised it in 2016; and

WHEREAS, it is in the interest of the Library for the rules that govern use of the five City of Berkeley owned facilities managed by the Library to be included in A.R. 1.15; and

WHEREAS, the proposed revised language reflects a shift in approach that is intended to ensure that all library users feel valued, respected, and encouraged to engage with library services and that staff have a clear roadmap for service and acceptable behavior of patrons in the library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the *Berkeley Public Library Rules of Use Policy* effective December 6, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Meeting held on December 4, 2024:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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



**BERKELEY PUBLIC LIBRARY  
POLICIES**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 04/04/2018 |
| BOLT Resolution #: | R18-016    |
| REVISED DATE:      |            |
| PAGE:              | 1 of 2     |

**SUBJECT: Rules of Use Policy**

Berkeley Public Library seeks to create a welcoming and safe environment for Library patrons. The Rules of Use are designed to ensure the safety and comfort of all Library patrons and staff. All Berkeley Public Library facilities are City of Berkeley property regulated by City of Berkeley Administrative Regulation 1.15 (Posting and Enforcing Rules for Visitors to All City Buildings).

There are two types of violations of the Library's Rules of Use:

- *Disruptive behavior* that will result in an immediate warning by staff to change behavior.
- *Significant violations* that will result in immediate suspension of Library privileges

**Disruptive Behavior**

Any behavior that interferes with the reasonable use and operations of the Library is not permitted. Violators will be made aware of the violation and will be asked to change behavior. Failure to heed staff's warning may result in the immediate suspension of Library privileges. Continued disruptive behavior violations may result in longer suspensions. Examples of disruptive behavior include the following:

- Refusal to follow reasonable direction from Library staff or security guards.
- Unreasonable or excessive noise that disrupts other patrons or staff.
- Use of the Library computers in a way that interferes with a safe, welcoming, comfortable environment for other patrons & staff.
- Monopolization or blocking of Library space, aisles, ingress, egress, resources, equipment, or furniture. Examples include lying on floors or other surfaces, bringing in excessive personal materials (greater than 16"x18"x24"), or leaving personal items unattended.
- Sleeping. As a safety check, Library staff will attempt to wake patrons who appear to be unconscious or asleep.
- Exuding offensive, pervasive odors. This includes any odor that creates a nuisance to other patrons or staff, such as food odors or pervasive fragrances caused by perfume or other scented products.
- Riding skates, scooters, skateboards, or other similar devices on Library property; bicycles are not permitted inside the library.
- Inappropriate use of restrooms, including washing clothes or bathing.
- Smoking in the Library or within 25 feet of doors and windows.
- Failing to wear shoes, shirt/top, and skirt/pants.
- Failing to abide by posted notices regarding reserved seating or other reserved spaces.
- Leaving a child (7 and under) unattended by a parent or other responsible caregiver.
- Fraudulent use of another's Library card.
- Bringing animals into the Library unless they are service animals authorized by law.
- Petitioning or soliciting.
- Possessing, consuming, or being under the influence of alcohol, marijuana, or illegal drugs.
- Food consumption is restricted to special events and/or designated spaces. Beverages with secured lids are permitted.

**Significant Violations**

Significant violations may result in the immediate suspension of Library privileges for a week or longer. Examples include:

- Engaging in any illegal activity.
- Harassing, fighting, assaulting, or threatening people.
- Engaging in or soliciting any sexual act.
- Theft, damage, or destruction of Library property or the property of others.
- Carrying weapons of any type.
- Entering into staff areas for the purpose of burglary or intimidation, or without staff approval or knowledge.

**Suspensions**

Patrons who are suspended are not permitted to use Library services or enter onto Library property. Please see the Library's Suspension Policy for details.

|                     |                                      |                  |
|---------------------|--------------------------------------|------------------|
| <b>Reviewed by:</b> | <u>Beet Wann</u>                     | <u>4/11/18</u>   |
|                     | Acting Director of Library Services  | Date             |
| <b>Approved by:</b> | <u>Diane Lee Downey</u>              | <u>4/11/2018</u> |
|                     | President, Board of Library Trustees | Date             |

**BERKELEY PUBLIC LIBRARY  
POLICIES**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 04/04/2018 |
| BOLT Resolution #: | R18-016    |
| REVISED DATE:      | 12/04/2024 |
| PAGE:              | 1 of 2     |

**SUBJECT: Rules of Use Policy**

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**Berkeley Public Library: a welcoming space for joy and collaboration.**

**We Value Your Visit**

We're excited to have you here! Let's create a respectful and safe environment for everyone.

What you can expect:

- We will apply the library rules fairly.
- We will explain things clearly and kindly.
- We will treat everyone with respect and without judgment.
- We will know about library resources and help you find what you need.
- We will listen with the intent to understand you.
- We will walk around the library regularly and offer help.

**We're Here to Help**

If there are challenges, we appreciate your patience and teamwork. Using offensive or hurtful language is not allowed. Please follow all laws and library rules.

**Let's Keep It Safe**

Clothes and shoes are required. Don't bring or use drugs, alcohol, or tobacco in the library. Smoking and vaping are not allowed. Large items like bikes or big bags should stay outside to keep walkways clear. We will ask you to go outside if noise gets too loud.

**A Shared Space**

The library is a place for learning and connection. Restrooms are for using the toilet and washing hands. Enjoy your meals outside, covered drinks and small snacks are okay but keep them away from books and computers. If you fall asleep, we may wake you for your safety.

**The Library is For Everyone**

Listen to our staff and security. We can't guarantee complete quiet. Please clean up after yourself and keep the space sanitary. ADA assistive devices are allowed and encouraged. If someone disrupts others, they may be asked to leave.

To help us create a positive environment, avoid the following:

- **Illegal Activity:** Always follow the law in everything you do.
- **Weapons:** Do not bring any weapons into the library.
- **Harassment:** Fighting, threats, or bullying is not allowed; treat others with respect.
- **Theft or Damage:** Take care of library materials; do not steal or damage anything.
- **Inappropriate Behavior:** Keep your actions appropriate; do not sell things and no sexual behavior.
- **Monopolizing:** Share spaces and do not save them for yourself.
- **Staff Areas:** Staff areas are only for employees.
- **Unaccompanied Children:** Children under eight years old must have an adult with them.
- **Animals or Pets:** Only service animals are allowed in the library.

- **Computer misuse:** Use library computers in a way that makes everyone feel welcome and safe. Be careful about what is on your screen and listen to requests if someone asks you to change it. This includes content like hate speech, violence, or sexual material.

Ignoring these requests will lead to restricted library privileges, this could include anything from one day to one year.

All Berkeley Public Library facilities are City of Berkeley property regulated by City of Berkeley Administrative Regulation 1.15 (Posting and Enforcing Rules for Visitors to All City Buildings).

|                     |                                                                              |
|---------------------|------------------------------------------------------------------------------|
| <b>Reviewed by:</b> | _____                                                                        |
|                     | Director of Library Services <span style="float: right;">Date</span>         |
| <b>Approved by:</b> | _____                                                                        |
|                     | President, Board of Library Trustees <span style="float: right;">Date</span> |

DRAFT



**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Patron Suspension Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 09/11/2002 |
| BOLT Resolution #: | R02-067    |
| REVISED DATE:      | 11/14/2018 |
| BOLT Resolution #: | R18-054    |
| PAGE:              | 1 of 3     |

In order to provide and maintain a welcoming and safe environment for all patrons and library staff and to align the Library's practices with the City of Berkeley's Administrative Regulation 1.15 (*Posting and Enforcing Rules for Visitors to All City Buildings*), the Board of Library Trustees has adopted a *Rules of Use Policy*.

Violation of the Library's *Rules of Use Policy* may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial of access to, all Berkeley Public Library services and facilities for a designated period of time.

**SUSPENSION PROCEDURES**

In order to be fair and equitable in the application of the Berkeley Public Library Rules of Use and to provide documentation of the enforcement of these guidelines, authorized Library staff members shall apply the following procedures:

**A. SIGNIFICANT VIOLATIONS: IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:**

The following are significant violations of the Library's Rules of Use that will result in *immediate* suspension of Library privileges:

- Engaging in any illegal activity.
- Harassing, fighting, assaulting, or threatening people.
- Engaging in or soliciting any sexual act.
- Theft, damage, or destruction of Library property or the property of others.
- Carrying weapons of any type.
- Entering into staff areas for the purpose of burglary or intimidation, or without staff approval or knowledge.

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately. Police may be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advance warning or prior suspension. The Director or Deputy Director of Library Services will determine and assign the appropriate suspension period. While the Director and Deputy Director are reviewing the case, a seven-day suspension shall be issued by authorized staff.

**B. DISRUPTIVE BEHAVIOR: PROGRESSIVE SUSPENSION PROCESS**

In addition to the significant violations that result in immediate suspension of library privileges, any behavior that interferes with the reasonable use and operations of the Library is not permitted. The *Rules of Use Policy* includes examples of such disruptive behavior. Violators will

be made aware of the violation and will be asked to change behavior. Failure to heed staff's warning may result in immediate suspension of Library privileges. Continued disruptive behavior violations may result in longer suspensions. Generally, the Library shall follow the following process:

- 1) *Initial Warning*: A staff-member will attempt to communicate with the patron to resolve the immediate disruption, and, if possible, will provide the patron a copy of the Library's Rules of Use Policy. The patron will be told that continued violations may result in suspension of Library privileges for a day or longer.
- 2) *Continued disruption (same or different day)*: Library privileges will be suspended for the day by an authorized staff-member and the patron will be asked to leave the Library building. Library patrons who feel the treatment is unfair will be offered the name and telephone number of the next ranking library staff member so that they may communicate their concerns.
- 3) *Third disruption*: Longer than one-day suspensions will be issued if a patron continues to display disruptive behavior after receiving a one-day suspension. If disruptive behavior continues a patron may be suspended for a minimum of seven days and a maximum of one year. Any suspension longer than seven days will be issued in a minimum of one-month increments.

#### C. SUSPENSION PROCEDURES AND APPEAL PROCESS

##### *Seven-Day Suspensions:*

When a decision is made to suspend a patron for seven days or more, authorized staff shall inform the patron being suspended. In the case of a minor (under the age of 18), the Library may also attempt to notify the parent or guardian (Please see the Library's Unattended Minors Policy). Authorized Library staff will also complete a Library Incident Report and submit the report to Library Administration.

A patron will receive only one seven-day suspension for disruptive behavior. Any further suspensions for disruptive behavior will be for one or more months. The patron will not be offered a formal hearing process for seven-day suspensions; there is no appeal process for seven-day suspensions. However, individuals given seven-day suspensions will be given the name and phone number of the appropriate Library Services Manager, Deputy Director and/or Director so that they may communicate any concerns by telephone.

##### *Suspensions One to Six Months in Length:*

For suspensions from one to six months in length, authorized staff shall complete the "Notice of 1-6 Month Library Suspension" document. A copy of the completed document and all accompanying forms will be provided to the patron. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with the completed document and all accompanying forms. Authorized library staff will complete a Library Incident Report and submit it to Library Administration

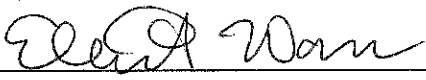
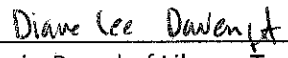
Any patron suspended for one to six months has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will be comprised of the Library Director and/or Deputy Director, and/or appropriate Library Services Managers and, when appropriate, a library security guard. Library staff or patrons that were witnesses to the event may also be

asked to appear. To receive a hearing the patron must follow the directions on the "Notice of 1-6 Month Suspension" and "Request for Suspension Hearing" documents. The patron must return the completed forms to the suspending library within seven working days from the date the suspension is issued. All hearings are held at the Central Library. A parent or guardian must accompany a minor (under the age of 18) to the hearing. The decision of the Suspension Hearing Panel for all one to six month suspensions is final.

*Suspensions Longer than Six Months:*

If a decision is made to suspend a patron for longer than six months, the Deputy Director, Library Director, or designee will complete a "Notice of 7-12 Suspension" document. A copy of the document and accompanying forms shall be provided to the patron. In the case of a minor (under the age of 18) the Library will attempt to provide the parent or guardian with a copy of the completed forms.

Any patron suspended for more than six months has the right to a hearing with the Extensive Suspension (ES) Hearing Panel. The ES Hearing Panel will be comprised of two (2) members of the Board of Library Trustees, and at least one authorized Library staff member such as the Library Director, Deputy Director or Library Services Manager. A library security guard will also be present. Library staff or patrons who were witnesses to the event may also be asked to appear. To receive a hearing the patron must follow the directions on the "Notice of Suspension for 7-12 Months" and "Request for Extensive Suspension Hearing" documents. In addition, the patron must return the Request for Hearing form to the suspending library within seven days of receiving the suspension. All hearings are held at the Central Library. The decision of the ES Hearing Panel will be final.

|                     |                                                                                            |                   |
|---------------------|--------------------------------------------------------------------------------------------|-------------------|
| <b>Reviewed by:</b> | <u></u> | <u>11/16/18</u>   |
|                     | Director of Library Services                                                               | Date              |
| <b>Approved by:</b> | <u></u> | <u>11-14-2018</u> |
|                     | Chair, Board of Library Trustees                                                           | Date              |



|                     |              |
|---------------------|--------------|
| <b>A.R. NUMBER:</b> | <b>1.15</b>  |
| ORIGINAL DATE:      | 3/10/03      |
| POSTING DATE:       | 11/2/16      |
| PAGE                | 1 OF 7 PAGES |

# CITY OF BERKELEY

## ADMINISTRATIVE REGULATIONS

### SUBJECT: POSTING AND ENFORCING RULES FOR VISITORS TO ALL CITY BUILDINGS

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#### PURPOSE

As a public entity, the City as a matter of course constantly interacts with its residents. Dealing with belligerent visitors to City buildings, however, can be an intimidating experience. Employees may naturally feel concerned for their own safety as well as that of their co-workers and other patrons. This AR is designed to protect City staff by clarifying what constitutes unacceptable conduct in City buildings.

#### POLICY

It is the policy of the City Manager to protect the safety of City staff and all persons visiting City buildings,<sup>1</sup> facilitate the City's ability to conduct government business and provide services, and prevent damage to City facilities. This AR implements the building security and usage rules listed below for visitors to **all** City of Berkeley buildings pursuant to Berkeley Municipal Code (BMC) section 13.36.065 (attached).

Before enforcing the below-listed rules, an employee must give a visitor in violation of a rule a polite verbal warning about the rule.<sup>2</sup>

More specific building rules may be established for particular buildings. In addition, the Board of Library Trustees has established rules for facilities subject to its management. These rules are listed in the appendix and are hereby approved by the City Manager. In the event of an inconsistency between such building-specific rules and the general "Interior Rules" set forth in this administrative regulation, the building-specific rules shall prevail.

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<sup>1</sup> A "City building" means any building that the City owns or leases for the purpose of conducting or providing City business or services. (BMC § 13.36.065(B).) If the City only leases a portion of a building, these rules apply only to that portion and to the entire exterior curtilage of the building, unless the building owner or occupant authorizes the prohibited conduct on the exterior curtilage. "Curtilage" means the exterior grounds of a building, including ledges, steps, grass and grounds that lie between the outer facade of the building and the property line (the public sidewalk, a formally dedicated public park, or an adjacent private property). Curtilage does not include the public sidewalk or a formally dedicated public park. (BMC § 13.36.065(B).)

<sup>2</sup> One warning is sufficient to allow for enforcement throughout the remainder of the day. However, a warning is valid only on the day it is issued. A visitor in violation of the same rule on a subsequent day must be warned again before the policy may be enforced. (BMC § 13.36.065(D).)

## PROCEDURE

City staff should take the following steps when encountering unacceptable conduct in City buildings:

- **Call the Police for Criminal Conduct.** Where the visitor engages in criminal conduct, such as hitting or shoving another patron or staff, challenging another patron or City staff to fight, making violent to threatening statements, or intentionally damaging City property (e.g., writing graffiti on an interior wall, etc.), no warning is required. The visitor should be asked to leave and the police should be called immediately.
- **Give a Polite Verbal Warning.** Where the conduct violates the rules set forth in this A.R. (or violates the rules established for a specific person), staff should give a polite verbal warning. Such a warning might be, for example, “Sir/Madam, your conduct is in violation of city building security rules. If you continue, you will be asked to leave and the police may be called.”
- **Enlist the Help of Your Supervisor.** If you are uncomfortable admonishing the visitor, call your supervisor or a co-worker and warn the visitor together. There is strength in numbers and unruly visitors may back down if confronted by more than one person.
- **If the Visitor Refuses to Leave, Call the Police.** If, despite all of your best efforts, the visitor continues to engage in the disruptive conduct and refuses to leave despite being warned to stop, call the police. Be prepared to explain the situation when the police arrive and, if possible, have a copy of this administrative regulation.
- **Posting Signs.** Department heads may, but are not required to, post signs regarding these rules on the premises of their departments. It is not necessary that a sign be posted in order to enforce these rules because a verbal warning is both required and sufficient. However, for problem areas, a sign may be posted to better inform the public of the applicable rule. Requests for signs should be directed to the Deputy Director of the Public Works Department.
- **Orders Regarding Specific Individuals.** In some instances, the City Manager may establish safety rules directed at a specific person, based on that person’s previous violent, threatening, or disruptive conduct towards City employees or the public. This may include barring that person from entering some or all City buildings. If the person violates such an order the warning provisions described above are not required. Consult with the City Attorney’s office in the event such an order is necessary.

### Interior Rules/Signage

1. No member of the public may enter an interior area of a City building once a City employee advises that the area is closed to the public.



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2. No member of the public may enter an interior area of a City building that is signed in any manner that suggests that the public should not enter, unless given permission to enter by a City employee.

Such signs include, but are not limited to:

“Reception Area – Please Check In,” “Private,” and “Employees Only”

3. A member of the public may remain in the lobby, hallways, waiting areas, or similar public areas inside a City building only as long as necessary to conduct City-related business or contact an employee. Members of the public may not wait in a City building for a City employee indefinitely, and may be asked to return at another time when the employee is expected to be in the office.

In the event signage is not practical, employees should use verbal warnings.

4. Bathrooms in City buildings shall not be used for shaving, bathing or washing clothes, except as specifically authorized by City staff.

Acceptable Signage (but only if the problem is a recurring one):

“No Bathing or Shaving Allowed” or “No Bathing or Washing Laundry Allowed”

5. In City buildings, no member of the public may:
  - a. Threaten violence against or intimidate any City staff member or member of the public;
  - b. Cause an unreasonably loud noise that is so disturbing or annoying that it interferes with the ability of City staff to perform their jobs or of members of the public to conduct their business;;
  - c. Insist that City staff provide a service, explanation or document that City staff has made clear cannot be provided at that time;
  - d. Insist on meeting with a City staff member or supervisor after being told that the person is either not available or will not meet with the person;
  - e. Obstruct City staff or other members of the public from performing their duties or completing the business for which they came to the building;
  - f. Block building entrances, ramps, or exits;
  - g. Enter a City building with animals, other than service animals authorized by law;
  - h. Ride bikes, skates, scooters, skateboards, or other similar devices designed to enhance mobility but not intended for indoor use, except as mobility aids required due to disability;

- i. Lie or sleep on the floor ;
- j. Exude odors that are so strong and pervasive as to interfere with the ability of City staff to perform their jobs or the ability of other members of the public to conduct their business; or
- k. Refuse to leave a City building after having been lawfully directed to do so by a City employee.

### **Exterior Rules/Signage**

1. No member of the public may remain on the curtilage (i.e. the area between the outer building façade and the property line, including exterior steps, ledges and grounds<sup>3</sup> of City buildings, unless the person is there to conduct City-related business or contact an employee.
2. No person shall set up, place, maintain or install any structure or large object in or on the exterior grounds of a City building without a City-issued permit. A structure or large object as used herein is any object with a footprint or coverage area of 10 square feet (i.e., 3.3 feet by 3.3 feet) or more, including but not limited to a tent or table exceeding that size.
3. No person shall leave or store any unattended personal property in or on the exterior grounds of a City building regardless of the size.

Acceptable Signage Pertaining to Remaining on City Property:

“No Sitting on Steps – BMC 13.36.065” and/or “Building Steps and Grounds for City Business Only – BMC 13.36.065.”<sup>4</sup>

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<sup>3</sup> Exterior grounds can include an off-street parking lot. However, a public sidewalk is not part of the exterior grounds. (BMC § 13.36.065(B).) Also, even if the City only leases a portion of a building, this rule still applies to the entire “exterior curtilage” of the building. (BMC § 13.36.065(B).)

<sup>4</sup> Due to legal technicalities, do **not** use the words “no loitering” in any sign. Rather, use the recommended language.



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**Chapter 13.36 DISORDERLY CONDUCT\***

Section 13.36.065 Violating building security rules for City buildings.

- A. Purpose. The purpose of this section is to enable the City Manager to establish building security rules for buildings that the City of Berkeley owns or leases for City government business or services. The City Manager's building security rules will be designed to maintain the safety of City employees and patrons, facilitate the City's ability to do government business and provide services, and prevent damage to City facilities. The City Manager's building security rules may apply to all City buildings, as defined in this section, or only to specific City buildings, depending on the security needs at each site.
- B. Definitions. "City building" as used in this section means any building that the City of Berkeley owns or leases for the purpose of conducting City government business or providing City services. If only a part of the interior of a building is leased by the City for City government business or services, then "City building" shall apply to only that part of the interior of the building. In addition, if only a part of the interior of a building is leased by the City for City government business or services, then "City building" shall also include the entire exterior curtilage of the building, unless the building owner or occupant authorizes the conduct prohibited by this section on the exterior curtilage.



"Curtilage" as used in this section means the exterior grounds of a building. "Curtilage" shall include the steps and grounds that lie between the outer facade of the building and either (1) the public sidewalk, (2) a formally dedicated public park, or (3) the adjacent private property. Curtilage does not include the public sidewalk or a formally dedicated public park, but rather, ends there.

- C. Prohibited Conduct. No person shall violate the City Manager's building security rules governing any City building. The City Manager's building security rules shall promote safety for City employees and patrons, facilitate the City's ability to provide services, and/or help prevent damage to City facilities. The City Manager's building security rules shall include, but need not be limited to, prohibiting persons from:
- (1) Entering designated areas that are not open to the general public inside of City buildings without permission from a City employee or agent, and
  - (2) Remaining inside of or on the curtilage of a City building without a purpose related to conducting business, accessing services, or contacting an occupant on the premises.
- D. Citation. No person shall be arrested or cited under this section unless the person engages in conduct prohibited by this section after having been notified by a City official that he or she is in violation of the prohibition in this section.

- E. Penalty. Notwithstanding the provisions of Section 13.36.100, violation of this section shall be either an infraction or a misdemeanor, in the discretion of the prosecutor, and upon conviction shall be punishable as set forth in Chapter 1.20 of this code. (Ord. 6486-NS § 1, 1999)

**Appendix of Specific Building Rules**

1. Berkeley Public Library (all facilities):  
<http://www.berkeleypubliclibrary.org/about/berkeley-public-library-policies>
  
2. Senior Centers' Participant Rules and Guidelines (all facilities):  
[http://www.cityofberkeley.info/Health\\_Human\\_Services/Division\\_on\\_Aging/Participant\\_Rules\\_and\\_Guidelines.aspx](http://www.cityofberkeley.info/Health_Human_Services/Division_on_Aging/Participant_Rules_and_Guidelines.aspx)
  
3. Mental Health (2640 Martin Luther King Jr Way):
  
4. Recreation Facility Rules (Exhibit 1);
  
5. Picnic Facility Rules (Exhibit 2);
  
6. Swim Center Rules (Exhibit 3);
  
7. Skate Park Rules (Exhibit 4);
  
8. Tennis Court Rules (Exhibit 5);
  
9. Wedding and Amphitheatre Rules for Cragmont Park and the Rose Garden; (Exhibit 6);
  
10. Rules for Berkeley Barracudas swim team (Exhibit 7);
  
11. Playing Fields Rules (Exhibit 8);
  
12. Recreation Division Code of Conduct (Exhibit 9); and
  
13. General Parks Rules (Exhibit 10).

|                                                                  |                                                                                                              |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <p><b>RESPONSIBLE DEPARTMENT:</b><br/>City Attorney's Office</p> | <p>Approved by: </p>     |
| <p><b>TO BE REVIEWED/REVISED:</b><br/>Annually</p>               | <p>Department Director</p>                                                                                   |
|                                                                  | <p><br/>City Manager</p> |





**ACTION CALENDAR**

December 4, 2024

To: Board of Library Trustees  
From: Dia Penning, Equity, Diversity and Inclusion Manager  
Subject: Recommendation to Adopt Equity and Harm Acknowledgement Statement

**RECOMMENDATION**

Adopt the resolution to adopt the *Equity and Harm Acknowledgement* for Berkeley Public Library, written by the History Subcommittee of RJAG (Racial Justice Advisory Group) at the Berkeley Public Library, publicly reinforcing the Library's commitment to equity and social justice.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

On December 12, 2023, the History Subcommittee of the Library's Racial Justice Advisory Group convened to develop an *Equity and Harm Acknowledgement Statement*. This statement aims to articulate a consistent message regarding the Library's commitment to anti-oppression. The Director of Library Services has previously received requests for written statements reflecting the Library's stance on various local and world events, such as police violence and armed conflict.

Additionally, the Library seeks to affirm its commitment to serving the citizens of Berkeley, Alameda County, and the state of California by recognizing the historical and intentional harm done to communities of color, individuals with disabilities, women, LGBTQIA+, and other marginalized communities.

**CURRENT SITUATION AND ITS EFFECTS**

In light of ongoing global violence and oppression, the History Subcommittee identified the necessity of creating a formal statement to showcase the Library's commitment to anti-oppression in its services, programs, and collections. Research conducted by the subcommittee has highlighted historical practices within the Library that involved exclusionary services and omissions in collection development. Consequently, the subcommittee has crafted a statement that aims to address these critical issues.

1. **Acknowledge Past Harms:** Recognize and address historical inequities and harms associated with library practices, ensuring an honest reflection on the Library's legacy.
2. **Reinforce Commitment to Anti-Oppression:** Clearly affirm the Library's ongoing commitment to anti-oppression and equity across all operations, promoting an inclusive environment for all patrons.
3. **Inform Future Actions:** Serve as a foundational document for future policies, actions, and communications that pertain to social justice and inclusivity within the Library.
4. **Public Visibility:** Ensure that this statement is prominently displayed on the Library's website as a constant reminder of the Library's dedication to interrupting complicity in systems of oppression.

Library staff recommends the adoption of this statement by the Board of Library Trustees, a governing board that approves policy on behalf of the Library.

FUTURE ACTIONS CONSIDERED

Upon approval, the Library will update its website to include the *Equity and Harm Acknowledgement Statement*, ensuring it is readily accessible to the public.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Equity and Harm Acknowledgement Statement

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

Adopt the resolution to adopt the *Equity and Harm Acknowledgement Statement* for Berkeley Public Library, written by the History Subcommittee of RJAG (Racial Justice Advisory Group) at the Berkeley Public Library, publicly reinforcing the Library’s commitment to equity and social justice.

WHEREAS, in 2016, the Board of Library Trustees adopted resolution R16-052 affirming Berkeley Public Library’s commitment to diversity, equity, inclusion, and social justice, affirming the belief that everyone benefits when individuals are treated with respect, and ideas and information are freely shared; and,

WHEREAS, the Berkeley Public Library adopted its new Strategic Plan in early 2024, which highlights the centrality of diversity, equity, and inclusion in all aspects of the Library’s work and public service; and,

WHEREAS, Berkeley Public Library is committed to eliminating racial and social equity barriers in library hiring and employment practices, programs, services, policies and practices; and

WHEREAS, Berkeley Public Library is committed to creating and maintaining an environment of diversity, inclusion and respect both in our library hiring and employment practices, systems and in all aspects of our community role; and

WHEREAS, the Berkeley Public Library Racial Justice Advisory Group wrote a statement to showcase the Library's commitment to anti-oppression in its services, programs, and collections; and,

WHEREAS, the Berkeley Public Library seeks to acknowledge past harms, recognizing and addressing historical inequities and harms associated with library practices, ensuring an honest reflection on the Library's legacy; and,

WHEREAS, by adopting the Equity and Harm Acknowledgement Statement, we reaffirm our commitment to equity and social justice.

NOW, THEREFORE, BE IT RESOLVED that Berkeley Public Library adopts the attached Equity and Harm Acknowledgement Statement.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 4, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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





## Berkeley Public Library Equity and Harm Acknowledgement Statement

At Berkeley Public Library, our primary goal is to foster a culture, space, and workplace that is accessible and inviting to all community members and prospective employees. We actively strive to establish an environment where everyone feels equally valued and included regardless of background, identity, or ability.

A Carnegie grant funded the expansion of our library in the early 20<sup>th</sup> century. Carnegie's beliefs, "*middle-class morality, a spirituality of Anglo-Saxonism, and evolution*," were manifest in the libraries he funded (Mickelson, 1974, p.136). The public library was, to Carnegie, a site of assimilation (Lorenzen, 1999), a place to develop a single story as the cultural expression of a nation. The Berkeley Public Library acknowledges that the formation of the library with the assistance of Carnegie was a process of exclusion. Under this methodology, the use of the library was determined by a select few, rather than a broad community input. While our library was established this way, it has evolved over the years. During the 1960's and 70's Berkeley Public Library followed many national trends in diversity and inclusion. Some examples include Jim Jacobs, the first African American librarian, hired in 1960, who worked diligently to desegregate the Berkeley Public Library collection; in 1974 the library hired its first Asian American librarian, Amy Kuo; library director Regina Minudri instituted a policy to build our gay/lesbian collection in 1977; and in 1979, we opened the tool lending Library at Terea Hall Pitman South to serve South Berkeley residents (a historically a segregated neighborhood of Asian and African American residents carved out by redlining). As we take ownership of the origins of libraries in the United States, we understand that our role at the Berkeley Public Library is to represent all community members through our catalog, resources, and programming.

Berkeley Public Library also acknowledges that each community member engages with the library in different and unique ways. **Enforcing the assumption that all individuals access information and library resources in the same way creates more exclusion than it does to incorporate the diverse community of Berkeley. The Berkeley Public Library strives to amplify and celebrate the variety of voices that use the library, not mute them. We have shifted to incorporate the histories and stories of the many people residing in the City and County, moving away from a single narrative.** However, Berkeley Public Library acknowledges that we have been an agent of cultural oppression in both passive and active ways. Our programs and collections have not always kept up with the changing needs of our community. Until recently, we did not prioritize hiring staff from diverse backgrounds or making the community, as a whole, welcome in our spaces. We acknowledge the harm our inaction caused and will continue to consult with and reflect our community.

As we look to the future, the Berkeley Public Library is committed to actively combating racism and oppression. We pledge to identify and eliminate policies and practices that unfairly affect Black, Indigenous, Latine, Asian, Pacific Islander Communities, individuals with disabilities, women, LGBTQIA+, and any additional marginalized communities. We are committed to recognizing and addressing individual and systemic biases and learning and practicing strategies to overcome them.

The Berkeley Public Library Equity Commitments:

- 1. Strategic outreach to underserved populations and a breakdown of socioeconomic barriers through providing resources and opportunities**

- 2. Meet or exceed accessibility guidelines for our programs, collections and facilities**
- 3. Consistent and responsive engagement with the community**
- 4. Reflect the diversity of Berkeley and Alameda County in library collections and staff**
- 5. Recruit, support, develop and retain an anti-racist staff**

Bobinski, G. (1968). Carnegie libraries: Their history and impact on American public library development. *ALA Bulletin*, 62(11) 1361–67. <https://www.jstor.org/stable/25698025>.

Lorenzen, M. (1999). Deconstructing the Carnegie libraries: The sociological reasons behind Carnegie's millions to public libraries. *Illinois libraries*, 81(75-78). <https://www.lib.niu.edu/1999/il990275.html>

Swetnam, S. H. (2012). *Books, bluster, and bounty: Local politics and Carnegie library building grants in the intermountain west, 1890-1920*. Utah State University Press. <https://doi.org/10.2307/j.ctt4cgk1c>



**ACTION CALENDAR**

December 4, 2024

To: Board of Library Trustees  
 From: Tess Mayer, Director of Library Services  
 Subject: Proposed Addition of Personnel

**RECOMMENDATION**

Adopt the resolution approving the creation of three new positions: two .75 FTE (full-time equivalent) Library Assistants and one 1.0 FTE Library Specialist.

**INTRODUCTION**

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

Adopted Budget

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

The proposed changes are budget neutral.

**CURRENT SITUATION**

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

The Library recommends adding the following positions:

- 1. 40-hr Library Specialist position based at the Central Library, able to work both at Central or as needed at any branch location.**

An additional Library Specialist that can fill gaps in the public desk schedules at the Central Library and at the four branches would provide a much-needed addition to the public services team. This new position would allow us to pilot a new approach to public services, used in other area libraries, by having a full-time benefited position dedicated to responding to service needs across the system. This change would also better serve the customer service needs of the public by adding a regular staff member who would fill in as-needed, with their ongoing knowledge of all the operations of all locations.

**2. Two 30-hour Library Assistants at the Central Library, Circulation**

The addition of two .75 FTE Library Assistants will benefit the Central Library operations as these positions will contribute to staffing the public service desks throughout the Central Library. Additionally, two more Library Assistants are helpful in filling out the weekend schedules, both for Saturday at the Central Library and for the system-wide Sunday schedule.

FISCAL IMPACT OF RECOMMENDATION

Personnel Budget (Library Tax Fund)

In the proposed scenario presented above, two new .75 FTE Library Assistant Positions at Central and one new 1.0 FTE Library Specialist position able to work at all locations will have a neutral impact on the Personnel Budget. The value of the positions is as follows:

| Position           | FTE | Amount | FTE         | Amount               | FTE | Amount               |
|--------------------|-----|--------|-------------|----------------------|-----|----------------------|
| Library Assistant  |     |        | 0.75        | 95,024.56            |     | 95,024.56            |
| Library Assistant  |     |        | 0.75        | 95,024.56            |     | 95,024.56            |
| Library Specialist |     |        | 1.00        | 143,598.72           |     | 143,598.72           |
|                    |     | \$ -   | <b>2.50</b> | <b>\$ 333,647.84</b> |     | <b>\$ 333,647.84</b> |

The Library will be reallocating funding to create these positions to better meet operational needs. The proposed changes will result in an estimated increase of \$1,204.16 to the Library’s personnel budget.

ALTERNATIVE ACTIONS

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

FUTURE ACTION

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

CONTACT PERSON

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

Attachments:

1. Resolution
2. Library Assistant Classification
3. Library Specialist Classification

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

Adopt the resolution approving the creation of three new positions: two .75 FTE Library Assistants and one 1.0 FTE Library Specialist.

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

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

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

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

WHEREAS, the proposed changes will result in an estimated increase of \$1,204.16 to the Library's personnel budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the positions as described in the attached report be added to the Library's position control and the FY 2025 and FY 2026 Expenditure Budgets are amended based upon a recommended reduction of \$ 1,204.16 from appropriated expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 4, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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





City of Berkeley  
**Library Assistant**

|                         |                  |                      |                                                                                                                                       |
|-------------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 4039             | <b>SALARY</b>        | \$27.96 - \$33.23 Hourly<br>\$2,236.70 - \$2,658.37 Biweekly<br>\$4,846.17 - \$5,759.80 Monthly<br>\$58,154.10 - \$69,117.57 Annually |
| <b>ESTABLISHED DATE</b> | October 13, 2008 | <b>REVISION DATE</b> | February 07, 2012                                                                                                                     |

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**Description**

DEFINITION

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

CLASS CHARACTERISTICS

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

**Example of Duties**

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

1. Performs public service involving a variety of routine circulation activities, patron registration and updating, cash collection in payment of fines, fees and charges;
2. Performs a variety of clerical tasks in connection with the daily operation of the library, including answering telephones, typing and/or data entry; assisting in the instruction of Library Aides and Library Pages; filing and maintaining records; preparing and posting public information displays; assisting in the opening and closing procedures for the library; and taking inventory of and placing orders for supplies;
3. Answers a variety of basic public service questions regarding library services; providing information to library users, including use of library catalogs, general circulation and operational policies, and referring to appropriate

library divisions, dealing with difficult patrons in the absence of supervisors.

4. Operates a variety of standard office equipment, including computer workstations, operating copy reproduction equipment; and performing basic checks to ensure proper operation of computer workstations;
5. Performs a variety of clerical tasks in support of technical support services, including checking invoices against materials received; creating computerized order records; monitoring the condition of library materials and performing basic repairs that may include more specialized repairs; and preparing materials for display or placing in collection; and
6. Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing, moving and carrying library materials.

### **Knowledge and Abilities**

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

Knowledge of:

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

Ability to:

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



8. Operate standard office equipment including computer workstations.

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

**Minimum Qualifications**

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

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

**OTHER REQUIREMENTS**

Must be able to work evenings and weekends.

**Classification History**

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





City of Berkeley  
**Library Specialist I**

|                         |                  |                      |                                                                                                                                       |
|-------------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 4041             | <b>SALARY</b>        | \$31.56 - \$37.66 Hourly<br>\$2,524.86 - \$3,012.94 Biweekly<br>\$5,470.52 - \$6,528.05 Monthly<br>\$65,646.26 - \$78,336.54 Annually |
| <b>ESTABLISHED DATE</b> | October 13, 2008 | <b>REVISION DATE</b> | October 13, 2008                                                                                                                      |

**Description**

**DEFINITION**

Under general supervision, performs advanced specialized library work in support of a variety of Library services.

**CLASS CHARACTERISTICS**

Library Specialist I is a specialty level of the library support series. Incumbents provide advanced library support work requiring subject matter specialty to library patrons, and/or library support staff in various areas of the library system. In all assignments, incumbents exercise considerable independence of judgment and discretion within established guidelines. It is distinguished from Library Specialist II in that the latter performs more complex advanced library support work.

**Example of Duties**

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

1. At various assigned public service locations, handles a variety of public assistance tasks, including answering questions regarding library services and directional and basic reference questions while referring more difficult questions to a professional librarian; providing information to library users, general circulation and operational policies, and referral to appropriate library divisions; assisting as needed in the processing of library materials in circulation; ordering and receiving special request materials from other libraries;
2. Provides readers' advisory services, and performs library electronic catalog searches, selects and delivers materials based on patron requests and preferences, deals with difficult patrons in the absence of supervisors; assists patrons and staff in resolving problems encountered in their work;
3. Performs general office support and clerical tasks, including typing correspondence and/or reports; and/or data entry, using computer software and specialized office machines; answering telephones, filing and maintaining records and logs;
4. Performs library support tasks including accessing information from existing records; conducting adult learner interviews for literacy program, assembling training manuals; assisting in organizing and displaying a variety of library information and material; reviewing office support procedures and recommending improvements; also assisting in opening and closing procedures for the library, and performing related work as assigned;
5. Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing,

moving and carrying library materials; and

6. Performs related work as assigned;

### **Knowledge and Abilities**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics. Individual positions may require specialized knowledge of the subject area to which assigned Knowledge of:

1. Library terminology and basic practices related to technical and other library support work in a public library;
2. Equipment and systems used in the library and general office work;
3. Computer user applications and software programs used in library support work; and
4. Techniques and methods for dealing with difficult situations involving hostile and/or disorderly individuals.

Skill in:

1. Using sound independent judgment within established guidelines;
2. Performing technical support work involving the use of computer workstations and software programs, library cataloging or interlibrary loan;
3. Performing office support work, including typing and filing;
4. Operating standard office equipment including computer workstations;
5. Dealing tactfully and effectively with a variety of individuals including patrons and library staff; and
6. Performing basic reference work..

### **Minimum Qualifications**

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

Equivalent to graduation from high school and two years of library support experience equivalent to the level of Library Assistant in the Berkeley Public Library System. College level library or related coursework may be substituted up to one year of the required library related experience.

### **OTHER REQUIREMENTS**

Specified positions may require a valid California driver's license and have a satisfactory driving record. Must be willing to work evenings and weekends.

### **Classification History**

Estab 11/1988

Rev 09/1991

Rev 03/2002



**ACTION CALENDAR**

December 4, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Collection Development Policy Update

**RECOMMENDATION**

Approve a resolution adopting the revised ***Collection Development Policy*** updating the Library policy regarding collection development and maintenance in the Library, inclusive of updated language that is required to be incorporated in all California public library collection development policies per the California Freedom to Read Act AB 1825 by January 1, 2026.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

The ***Collection Development Policy*** is an important statement in orienting staff and the public around the management of a fundamental public resource, the Library's collection. In May 2010, BOLT adopted a ***Collection Management Policy***; the policy was revised in May 2015, and again in 2017. The 2017 revision incorporated the following changes: reemphasized the Library's commitment to intellectual freedom, restored some language from the 2010 version of the policy, and called for the creation of a Collection Management Plan, which continues to be in place. In 2022, the policy was revised again in order to better reflect the Library's commitment to enabling access to collections that reflect the age, cultural, ethnic, racial, religious, political, gender identity, sexual orientation, and economic diversity of Berkeley residents. There was a need to further clarify the request for reconsideration of materials procedure in addition to incorporating more language around inclusion as a guiding principle in selection.

**CURRENT SITUATION AND ITS EFFECTS**

On September 29, 2024, the Governor of California approved the Freedom to Read Act AB 1825 (full text attached). AB 1825 requires public library jurisdictions to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. There is specific language that is required to appear in the collection development policy. Because the Library already has a collection management policy, the need is to update the existing policy with the required language by January 1, 2026, in order to comply with state law. Director Mayer submitted the current policy for review upon learning of the new requirement and received the attached "Checklist" (attached) from the California State Library. California State Library staff indicated that the highlighted content needed to be incorporated in the policy.

**FUTURE ACTION**

When adopted by the Board, the revised policy will be posted on the Internet and will be made available to all Library staff. Director Mayer is required to submit proof of compliance with AB 1825 prior to January 1, 2026 to the California State Library.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Current Collection Development Policy (2022)
3. Proposed Collection Development Policy with tracked changes shown
4. Proposed Collection Development Policy with changes incorporated
5. American Library Association Freedom to Read Statement
6. Assembly Bill No. 1825 – California Freedom to Read Act
7. Berkeley Public Library Checklist as Issued by the CA State Library 11.24

## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: R24-####

WHEREAS, the collection of Berkeley Public Library supports and helps to fulfill the Library's mission; and

WHEREAS, the purpose of a **Collection Development Policy** is to define the criteria and principles by which library selectors make decisions about the selection and retention of resources and materials for the collection; and

WHEREAS, a collection development policy is a vital document for both staff and the public to illustrate and inform our collection goals; and

WHEREAS, the policy covers topics such as gifts and donations, requests for reconsideration of material, selection criteria and selection responsibilities; and

WHEREAS, the current policy was adopted in 2010, revised in 2015, 2017, and updated most recently in 2022; and

WHEREAS, the Governor of California approved the Freedom to Read Act AB 1825 on September 29, 2024, requiring public library jurisdictions to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026; and

WHEREAS, the Berkeley Public Library was informed of the need to revise its existing policy in order to comply with AB 1825.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt the revised Berkeley Public Library **Collection Development Policy** as presented effective December 4, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 4, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Beverly Greene, President

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Tess Mayer, Director of Library Services

Serving as Secretary to the Board of Library Trustees





**BERKELEY PUBLIC LIBRARY  
POLICIES**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/12/2010 |
| BOLT Resolution #: | R15-105    |
| REVISED DATE:      | 07/06/2022 |
| BOLT Resolution #: | R22-038    |
| PAGE:              | 1 of 2     |

**SUBJECT: Collection Management Policy**

**Berkeley Public Library Collection Management Policy**

The Berkeley Public Library is committed to developing a collection that meets the informational, cultural, and recreational needs of the City of Berkeley's diverse community. The Library is committed to enabling access to collections that reflect the age, cultural, ethnic, racial, religious, political, gender identity, sexual orientation, and economic diversity of Berkeley residents. The Library is committed to equitable services and inviting patrons of all backgrounds to use its collections. To accomplish this, the Library allocates a significant portion of its annual operating budget to purchase new materials. The Library strives to provide access to a collection that is relevant, engaging, and appealing.

Berkeley Public Library endorses the principles in Library Bill of Rights and the Freedom to Read statement of the American Library Association. Berkeley Public Library's varied collection is available to all. The Library selects resources based upon the principle of open access to materials for all, and is committed to providing a collection with a wide range of points of view. Materials are not excluded due to frank or controversial content.

**Planning**

The Library Director and Deputy Director are responsible for implementing the Collection Management Policy. The Library Director shall ensure that the Library develops and maintains a publicly accessible Collection Management Plan that details the role of staff, strategies for collaborative decision-making, selection guidelines, deselection criteria, and other operational elements, procedures, and practices related to collections and implementation of this policy.

**Selection**

Library staff, using available collection tools and knowledge of community trends, and through ongoing examination of quantitative and qualitative data, evaluate and select materials and resources for the collection. Numerous criteria are used in the selection process, including, but not limited to popular demand and interest; currency of content; usefulness of an item's format; advisement of professional review sources; relationship to existing materials in collection; accuracy and depth of content; cost and availability; reputation and authority of author, artist, producer, or publisher; and the material's contribution to a diversity of viewpoints and cultural perspectives. Gifts, purchases, and e-resources are selected for the collection using the same criteria.

The Library encourages community input to support selection decisions through suggestions for purchase. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Budget and space restrictions, as well as local needs, preclude the Library from duplicating specialized collections that exist elsewhere in the greater Bay Area. Scholarly materials, including textbooks, are generally not collected; a balanced collection is sought to satisfy the rich and diverse needs of patrons.

The Library’s community-driven collection is augmented by participation in an interlibrary resource-sharing consortium comprised of public, academic, and special libraries throughout California and Nevada. This partnership expands access to a wide range of materials, providing quick and easy access to materials not currently available in the Library’s collection. This may include such things as highly technical materials, books in languages not collected by the Library, and out of print titles.

The Library accepts donations of materials and welcomes monetary contributions to support purchase of new materials. Although gifts are not accepted with stipulations, Library staff will consider the interests of donors in determining how to use monetary gifts. Materials donated must meet the same selection criteria as used for the purchase of new materials. Donated materials are the property of the Library and, if not added to collections, may be given to Library support groups for resale, with proceeds going to support the Library.


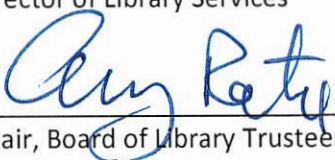
**Deselection**

The Library’s collections are ever-changing. New materials are purchased and older materials may be removed through attrition and deselection by trained staff. Maintenance of the collection through continuous staff review and evaluation is critical to ensuring the quality, usefulness, and relevancy of the collection. The Collection Management Plan will establish criteria to assist staff in identifying materials in poor condition, that have been superseded by new editions, that include out-of-date information or cultural representations, or that do not reflect current community interests; discovering subject areas needing to be refreshed with newer, more attractive titles; and identifying classic titles for which newer copies should be purchased to replace any copies in poor condition.

Although staff are provided tools to help identify items that are likely to meet established standards for deselection, individual librarians must use their professional judgment when determining which items to deselect. Staff who participate in the deselection process are trained in professional principles and best practices.

**Requests for Reconsideration of Materials**

The Library welcomes expressions of opinion about its collections. Persons raising concerns over a book or other materials in the library will be asked to provide a written explanation, citing specifics from the material in question. The supervisor of the unit receiving the comment will refer the Request for Reconsideration of Library Materials form to the manager of Collection Services who will appoint a committee. The committee will evaluate the material and compose a report with recommendations for action for the Library Deputy Director. If requested, the Deputy Director will respond to the individual or group making the request.

|                     |                                                                                     |                 |
|---------------------|-------------------------------------------------------------------------------------|-----------------|
| <b>Reviewed by:</b> |  | <u>11/21/22</u> |
|                     | Director of Library Services                                                        | Date            |
| <b>Approved by:</b> |  | <u>7/6/22</u>   |
|                     | Chair, Board of Library Trustees                                                    | Date            |

**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Collection ~~Management-Development~~  
Policy**

ORIGINAL DATE: ~~05/12/2010~~ 07/06/2022  
BOLT Resolution #: R15-105  
REVISED DATE: ~~07/06/2022~~ 12/04/2024  
BOLT Resolution #: ~~R24-XXX2-038~~  
PAGE: 1 of 3

**Berkeley Public Library Collection ~~Management-Development~~ Policy**

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Revised ~~07/06/2022~~ 12/04/2024 via BOLT resolution ~~R24-XXX2-038~~

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Revised 12/04/2024 via BOLT resolution R24-XXX  
Revised 07/06/2022 via BOLT resolution R22-038

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|---------------------------------------------------------------|-------|
| <b>Reviewed by:</b> _____<br>Director of Library Services     | _____ |
|                                                               | Date  |
| <b>Approved by:</b> _____<br>Chair, Board of Library Trustees | _____ |
|                                                               | Date  |

[Revised 12/04/2024 via BOLT resolution R24-XXX](#)  
[Revised 07/06/2022 via BOLT resolution R22-038](#)





**BERKELEY PUBLIC LIBRARY  
POLICIES**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 07/06/2022 |
| BOLT Resolution #: | R15-105    |
| REVISED DATE:      | 12/04/2024 |
| BOLT Resolution #: | R24-XXX    |
| PAGE:              | 1 of 3     |

**SUBJECT: Collection Development Policy**

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|----------------------------------|-------|
| <b>Reviewed by:</b> _____        | _____ |
| Director of Library Services     | Date  |
| <b>Approved by:</b> _____        | _____ |
| Chair, Board of Library Trustees | Date  |





## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.***

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.***

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.***

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.***

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.***

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.***

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.***

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)

[The Association of American University Presses](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

**Assembly Bill No. 1825**

CHAPTER 941

An act to add Chapter 10 (commencing with Section 19800) to Part 11 of Division 1 of Title 1 of the Education Code, relating to libraries.

[Approved by Governor September 29, 2024. Filed with Secretary of State September 29, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1825, Muratsuchi. California Freedom to Read Act.

Existing law establishes a public library system, including school libraries, unified school district and union high school district public libraries, municipal libraries, county free libraries, the California State Library, and library districts. Under existing law, the Legislature declares that the public library is, among other things, a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses.

This bill would require every public library jurisdiction, as defined, that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026, as specified. The bill would require the collection development policy to, among other things, (1) guide the selection and deselection of library materials, as defined, and (2) establish a process for community members to share their concerns regarding library materials and request materials be reconsidered for inclusion in the library's collection.

The bill would require the adopted policy to be sent to the State Librarian, and would authorize the State Librarian or their designee to provide technical assistance to public libraries in developing their collection development policy.

The bill would prohibit the governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, from (1) proscribing the circulation or procurement of, or access to, library materials in a public library because of the topic addressed by the library materials or because of the views, ideas, or opinions contained in materials or (2) creating policies or procedures that limit or restrict access to library materials offered by the public library, except as provided. The bill would also prohibit library materials in a public library from being excluded, and access to library materials from being limited, solely on the bases of (1) specified protected characteristics of a subject of the library materials, an author of the materials, the sources of the library materials, or the perceived or intended audience for the library materials, (2) that the materials contain inclusive and diverse perspectives, or (3) that the materials may include sexual content, except as provided. The bill would provide that a person's right to use a public

library and its resources shall not be denied or abridged solely because of personal characteristics, age, background, or views.

The bill would prohibit a librarian, library media specialist, other employee, or contractor at a public library from being subject to termination, demotion, discipline, or retaliation for (1) refusing to remove a library material before it has been reviewed in accordance with the public library's process for reconsideration of library materials or (2) making displays, acquisitions, or programming decisions that the employee believes, in good faith, are in accordance with the bill's provisions.

The bill would provide that these provisions apply to a public library, as defined, including any public library operated on a contractual basis, or operated by a city, including a general law or charter city, county, special district, or joint powers authority, except that these provisions do not apply to any school library, as defined, or any library operated by the governing board of a school district, a county board of education, or the governing body of a charter school. To the extent these provisions impose additional duties on public libraries, the bill would create a state-mandated local program.

The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

*The people of the State of California do enact as follows:*

SECTION 1. Chapter 10 (commencing with Section 19800) is added to Part 11 of Division 1 of Title 1 of the Education Code, to read:

CHAPTER 10. CALIFORNIA FREEDOM TO READ ACT

19800. This chapter shall be known, and may be cited, as the California Freedom to Read Act.

19801. The Legislature finds and declares all of the following:

(a) Libraries are essential for information, education, and enlightenment of all people of the community the library serves.

(b) Libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs.

(c) A person's right to use a library should not be denied or abridged solely because of personal characteristics, age, background, or views.



(d) Removing and banning books from public libraries are dangerous acts of government censorship and erode our country's commitment to freedom of expression and the right to receive information.

(e) Librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read.

(f) Librarians and library staff receive extensive professional training to develop and curate collections to meet the broad and diverse interests of their communities, which include, but are not limited to, literary value and developmental appropriateness of material.

19802. (a) (1) Every public library jurisdiction that directly receives any state funding, including, but not limited to, state funding pursuant to this part, shall establish, adopt, and maintain a written and publicly accessible collection development policy for its public libraries by January 1, 2026, and shall submit that collection development policy to the State Librarian. The State Librarian or their designee may provide technical assistance to public libraries in developing their collection development policy. The collection development policy, at a minimum, shall do all of the following:

(A) Establish a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.

(B) Guide the selection and deselection of library materials.

(C) Acknowledge that the public library's collection meets the broad and diverse interests of the community and respect both the library's autonomy and their specific community needs.

(D) Establish that the public library serves as a center for voluntary inquiry and the dissemination of information and ideas.

(E) Acknowledge that library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.

(F) Acknowledge the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

(2) A librarian, library media specialist, other employee, or contractor at a public library shall not be subject to termination, demotion, discipline, or retaliation for either of the following:

(A) Refusing to remove a library material before it has been reviewed in accordance with the public library's process for the reconsideration of library materials established pursuant to subparagraph (A) of paragraph (1).

(B) Making displays, acquisitions, or programming decisions that the employee or contractor believes, in good faith, are in accordance with the requirements of this section.

(b) (1) The governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, shall not proscribe or prohibit the circulation or procurement of, or access to, any library materials in a public library because of the topic addressed by the materials or because of the views, ideas, or opinions contained in those materials.

(2) (A) Library materials in public libraries shall not be excluded, and access to library materials shall not be limited, solely on the bases of any of the following:

(i) The race, nationality, gender identity, sexual orientation, religion, disability, political affiliation, or any other characteristic listed in subdivision (a) of Section 12940 of the Government Code, or the socioeconomic status of a subject of the library materials, an author of the library materials, the source of the library materials, or the perceived or intended audience for the library materials.

(ii) The library materials contain inclusive and diverse perspectives.

(iii) The library materials may include sexual content, unless that content qualifies as obscene under United States Supreme Court precedent.

(B) This paragraph does not apply to library materials excluded, or for which access is limited, pursuant to a library maintenance and deaccession policy.

(3) The governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, shall not create policies or procedures that limit or restrict access to library materials offered by the public library unless the policies or procedures are adopted to preserve the safety or security of the library materials, are time, place, and manner restrictions not based on the content of materials, or are programs that provide for the effective management of the library and its resources to preserve access for all library users.

(c) A person's right to use a public library and its resources shall not be denied or abridged solely because of personal characteristics, age, background, or views.

(d) All people, regardless of personal characteristics, age, background, or views, possess a right to privacy and confidentiality in the materials they borrow from libraries.

(e) This section applies to a public library, as defined in Section 18015, including any public library operated on a contractual basis, or by a city, including a general law or charter city, county, special district, or joint powers authority, except that it does not apply to any school library, as defined in Section 18710, or any library operated by the governing board of a school district, a county board of education, or the governing body of a charter school.

(f) For purposes of this section, the following definitions apply:

(1) "Library materials" includes, but is not limited to, books, periodicals and serials, audio materials, audiovisual materials, instructional materials, maps, databases, government documents, records, photographs, and all other similar materials, whether in tangible or electronic form. "Library materials" does not include hardware, tools, instruments, computers, appliances, or other items that are not for the primary purpose of conveying ideas or information.

(2) "Public library jurisdiction" means a county, city and county, city, or any district that is authorized by law to provide public library services and that operates a public library described in subdivision (e).

SEC. 2. The Legislature finds and declares that ensuring public libraries are free of censorship is a matter of statewide concern and is not a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, Section 1 of this act adding Chapter 10 (commencing with Section 19800) to Part 11 of Division 1 of Title 1 of the Education Code applies to all cities, including charter cities.

SEC. 3. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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## California Freedom to Read Act Process and Checklist

To help libraries be compliant with the California Freedom to Read Act, the State Library will review collection development policies following this process and checklist:

1. Review the collection development policy from a library in accordance with the checklist and verify the following statements are true:
  - The library posted their collection development policy on their public website.
  - The policy establishes a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
  - The policy guides the selection and deselection of materials.
  - The policy contains the following statements:
    - The "collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs."
    - The "public library serves as a center for voluntary inquiry and the dissemination of information and ideas."
    - "Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole."
    - The "right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences" is acknowledged.
2. If the policy meets all the requirements on the checklist:
  - a. Update the tracking spreadsheet to show that the library is fully compliant.
  - b. Notify the library that their policy is compliant.
3. If the policy does not meet the requirements on the checklist:
  - a. Return the policy to the library,
  - b. Indicate to the library what is missing,
  - c. Provide additional technical assistance as needed.

**Commented [CD1]:** These statements do not appear in the policy





**INFORMATION REPORTS**

December 4, 2024

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

**Vacancies:**

| <u>Position Title</u>          | <u>Location</u> | <u>FTE</u> | <u>Status</u>               |
|--------------------------------|-----------------|------------|-----------------------------|
| Communication Specialist (new) | Administration  | 1          | On hold                     |
| Library Aide                   | Circulation     | 3.75       | On hold                     |
| Library Assistant              | Circulation     | 0.75       | On hold                     |
| Librarian I                    | Adult Services  | 0.75       | On hold, pending processing |
| Supervising Librarian (new)    | Tool Library    | 1          | On hold                     |
| Library Assistant (new)        | West            | 1          | On hold                     |
| Tool Lending Specialist (new)  | Tool Library    | 1          | On hold                     |
| Supervising Library Assistant  | THPS            | 1          | Interviews scheduled        |

Including the new positions that have been added over the past seven months, the Library has a vacancy rate of 8%.

**Westward Bound: African-American Country Music History & Cowboy Lore @Central**

The Westward Bound: African-American Country Music History & Cowboy Lore exhibit is on display at the Central Library from early October to mid-December. Westward Bound explores the history of Black cowboys in the United States and celebrates African-American musicians in country music. The Library thanks curator Vania Kinard and Freight & Salvage for this creative partnership. Freight & Salvage will be hosting a 3-day music festival honoring the great harmonica virtuoso and Grand Ole Opry performer, [DeFord Bailey](#), in mid-December. Supervising Librarian Heather Cummins and EDI Program Manager Dia Penning coordinated this exhibit and partnership, with special thanks to staff member cole y m. for installing the exhibit in the Fifth Floor Exhibit Space.

Over the course of October and November, the Library hosted a variety of wonderful programs for different age groups exploring and celebrating African Americans in country music as well cultural traditions. Children enjoyed opportunities to make their own harmonica in honor of DeFord Bailey. Curator Vania Kinard discussed the Westward Bound exhibit. The North Branch hosted a Black Country Short Film Fest, while West Branch featured a music history talk with Mark Montgomery French, "a humorous, highly immersive, and historically accurate talk that uncovers the African-American roots of Country, Folk, and Americana music." Two different locations hosted the fantastic banjo musician and composer Hannah Mayree of the

Black Banjo Reclamation Project for live performances and discussions of the folk traditions of the banjo in relation to Black and African Diasporic communities.

**2<sup>nd</sup> Annual BPL Comicon**

Congratulations to Supervising Librarian Elaine Tai, along with staff members Emma C., Kelsey O., and Janine B, for their amazing work coordinating BPL's 2<sup>nd</sup> Annual Comicon. Staff from across the system pitched in to participate and make an event of this scale possible. This all-day festival took place on Saturday, November 9, and hundreds of people filled the Central Library throughout the day to enjoy meeting authors, artists and vendors.

**Berkeley Public Library**  
**Comic Con 2024**  
**Schedule of Events**

**FREE!**  
 10:30am-4:30pm  
 Artists & Vendors Open  
 1st Floor Commons,  
 2nd Floor Fiction Room & 3rd Floor

|               |                                                                                                                              |                |                        |
|---------------|------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|
| 10:30-11:30am | Read along and drawing w/ Minnie Phan & Nidhi Chanani                                                                        | Kids 5-9       | 4th Floor              |
| 11am-12pm     | Crafting Fantasy Worlds w/ Maggie Tokuda-Hall, Derek Kirk Kim, & Jordan Morris, moderated by Thien Pham                      | Adults & Teens | 2nd Floor Mystery Room |
| 12:00-1:30pm  | Lightsaber Demo w/ Ludospport                                                                                                | All Ages       | 1st Floor Teen Room    |
| 12:30-1:30pm  | The Art of Toy Design w/ Mark Nagata, Max Nagata, Martin Hsu, & Jerome Lu                                                    | All Ages       | 5th Floor              |
| 1:00-2pm      | Depicting Life in Comics w/ Eddie Ahn, Briana Loewinsohn, Fred Noland, Breena Nuñez, & Julia Wertz, moderated by Justin Hall | Adults & Teens | 2nd Floor Mystery Room |
| 1:00-1:50pm   | Fun and Factual w/ Andy Warner & Bethanie Murguia                                                                            | Kids 7-11      | 4th Floor              |
| 2:00-3:00pm   | Eric Drooker's NAKED CITY—A Slide Lecture & Musical Cartoon Concert                                                          | Adults & Teens | 5th Floor              |
| 2:00-2:50pm   | The Between Years w/ Mel Gillman, Lawrence Lindell, Thien Pham, & Jason Shiga                                                | Tweens & Teens | 1st Floor Teen Room    |
| 2:30-3:30pm   | HILO w/ Judd Winick                                                                                                          | Kids 7-11      | 4th Floor              |
| 3:00-4:00pm   | Celebrating Giant Robot w/ Eric Nakamura, Carin Adams, & Mari Naomi                                                          | All Ages       | 2nd Floor Mystery Room |



*Schedule subject to changes*  
 Many thanks to the Berkeley community and the Friends of the Berkeley Public Library for making this event possible.





For a complete listing of events:

<https://www.berkeleypubliclibrary.org/events/bpl-comic-con-2024-central>

The outpouring of thanks and appreciation for this event has been overwhelming!





From @eugenery:

“Thank you @berkeleypubliclibrary for hosting a spectacular and inclusive comic arts event! Your staff were warm, welcoming, helpful and supportive.

Some of first how-to-draw books were from the Berkeley Public Library main branch and it continues to be an invaluable resource for me. It has been a place to study through a high school diploma, three degrees, an occasional studio space when I couldn't work at home, and an office space through over a decade of life as an adjunct. I also had the privilege of giving workshops there on creature design, character design, and more.

Saturday's BPL Comic Con felt like coming home to visit with old friends. Thank you so much for letting me participate.”

### **2025-26 Conference Opportunities**

There are a variety of conference opportunities associated with libraries and public libraries specifically that occur on an annual or biennial basis. Upcoming dates and locations for some of the largest conferences, as well as a description of each event, are listed below. Details about the themes and content of the conferences are still pending.

#### 2025 Urban Libraries Council Annual Leadership Forum

October 22-24, 2025  
Cincinnati, Ohio

Each year, the Urban Libraries Council proudly gathers public library leaders from across North America to explore emerging challenges and opportunities facing libraries. This past October, more than 240 library leaders gathered in Philadelphia, PA for the 2024 ULC Annual Leadership Forum, themed Trust, Transformation, and Tomorrow.

#### American Library Association 2025 Annual Conference and Exhibition

June 26 – 30, 2025  
Philadelphia, PA

The American Library Association 2025 Annual Conference & Exhibition will bring together thousands of librarians and library staff, educators, authors, publishers, friends of libraries, trustees, special guests, and exhibitors to the world's largest library event! Featuring discussions on timely and enduring issues, reflections on the ever-evolving role of libraries, and updates on relevant legislation and policies; the Annual Conference includes a depth and breadth of programming such as:

- Educational programming, created and curated by library professionals
- The Library Marketplace with innovative and informed exhibitors, LIVE Stages, ARCs, and more
- President and Chair Programs featuring timely updates and professional recognition events that highlight important work happening across our diverse organization
- Memorable and inspiring featured speakers
- Top-tier authors
- Fun and entertaining networking opportunities to share and connect with peers
- and more!

#### Public Library Association 2026 Conference

April 1–3, 2026  
Minneapolis, MN

Offered biennially, the Public Library Association Conference is the premier event for public libraries, drawing thousands of librarians, library support staff, trustees, friends, and library vendors from across the country and around the world. This multi-day event offers more than 100 thoughtfully curated education sessions, inspiring speakers and authors, engaging networking opportunities, career services, micro-learning moments, and a bustling exhibits hall featuring the latest in products, services, and innovations.

#### California Library Association Conference 2025

Riverside, CA  
Dates TBD, likely October 2025

United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations  
Upcoming conferences TBD

CONTACT PERSON

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