



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday, January 8, 2025

AGENDA
6:30 PM

LOCATION
West Branch
1125 University Avenue

Commission Members:

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

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

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

I. PRELIMINARY MATTERS

A. Call to Order

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

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

D. Comments from Library Unions

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

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

E. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of December 4, 2024 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the December 4, 2024 Regular Meeting Minutes as presented.

B. Update the 2025 Berkeley Public Library Holiday & Early Closing Schedule

From: Tess Mayer, Director of Library Services

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

C. Fiscal Year 2025 Purchase Authorization in Excess of Director of Library Services' Granted Authority (Revised Vendor List)

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2025 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment

III. INFORMATION REPORTS

All items for discussion only and no final action.

A. Staff Report (oral) – Facilities and Deferred Maintenance

From: Brian Gavin, Senior Building Maintenance Supervisor and Henry Bankhead, Deputy Director

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

IV. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

V. ADJOURNMENT

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

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

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

COMMUNICATION ACCESS INFORMATION:



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

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I hereby certify that the agenda for this 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 1/2/2025

//s//

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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, December 4, 2024**  
**6:30 PM**  
**West Branch - 1125 University Avenue, Berkeley CA 94702**

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

**I. PRELIMINARY MATTERS**

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

**A. Call to order:** 6:36 PM

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

Absent: None.

Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Aimee Reeder, Communications Program Manager; Dia Penning, Equity, Diversity, and Inclusion Manager; Jacqui Rodriguez, Administrative Secretary.

**B. Ceremonial Matters:**

1. **President Greene** formally announces that Trustee Hahn's eight-year term as a member of the Board of Library Trustees concludes tonight. President Greene went on to express her gratitude and acknowledge Trustee Hahn for her leadership and support with a list of her contributions to the Board.
2. **Trustee Roth** acknowledges the length of Trustee Hahn's dedicated service to the Board, the Library and the City of Berkeley.
3. **Trustee Villanueva** thanks Trustee Hahn for being supportive, welcoming and encouraging during the trustee interview process.
4. **Trustee Ami** comments on Trustee Hahn's impressive eight-year tenure and she wishes her peace, extends her thanks for her contributions to the Berkeley Public Library organization.
5. Henry Bankhead, Deputy Director of the Berkeley Public Library, expresses his thanks and on behalf of the BPL presents Trustee Hahn with a certificate of appreciation in honor of her eight years of devotion and service to the Board of Library Trustees.
6. Trustee Hahn shares her love for libraries and thanks the Board.

**C. Public Comments:** 2 speakers

**D. Comments from Library Unions:**

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

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

No comments from the Board of Library Trustees.

**II. CONSENT CALENDAR**

**Action:** M/S/C (Roth/Ami) to adopt Resolution No. 24-107 to approve the consent calendar as presented.

**Vote:** All ayes.

**A. Approve Minutes of the November 6, 2024 Regular Meeting**

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

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

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

**Action:** Adopted Resolution No. 24-108 to approve the minutes of November 6, 2024 as submitted.

**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.

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

**Action:** M/S/C (Trustee Hahn/Trustee Roth) to adopt Resolution No. 24-109.

**Vote:** Ayes: Trustee Ami, Greene, Hahn, Roth. Noes: None. Abstentions: Trustee Villanueva.

**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.

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

**Action:** M/S/C (Trustee Hahn/Trustee Villanueva) to adopt Resolution No. 24-110 with revised language, replacing the term "ownership" with "acknowledge" in the second paragraph and adding the word "and staff" to the end of the same paragraph.

**Vote:** Ayes: Trustee Greene, Hahn, Roth, Villanueva. Noes: None. Abstentions: Trustee Ami.

**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.

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

**Action:** M/S/C (Trustee Hahn/Trustee Roth) to adopt Resolution No. 24-111.

**Vote:** All ayes.

**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, 2025.

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

**Action:** M/S/C (Trustee Roth/ Trustee Ami) to adopt Resolution No. 24-112.

**Vote:** All ayes.

### III. INFORMATION REPORTS

#### A. Monthly Library Director's Report

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

**Action:** Received.

### IV. AGENDA BUILDING

The next regular meeting will be held on Wednesday, January 8, 2025, at 6:30 PM. Future meeting topics identified include the library facilities report and technology roadmap.

### V. ADJOURNMENT

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

**Vote:** All ayes.

Adjourned at 8:44 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Wednesday, December 4, 2024 as approved by the Board of Library Trustees.

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secretary to BOLT

Tess Mayer, Director of Library Services, acting as

Attachments:

1. Berkeley Public Library Rules of Use PowerPoint





# BERKELEY PUBLIC LIBRARY

# RULES OF USE

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**EDI Program Manager**

Dia J. Penning

**December 2024**



# OVERVIEW

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A team of Library Staff from varying classifications and locations worked together for over one year to create a rule template that minimizes the perception of policing while maintaining the support of and connection to A.R.1.15 adopted by the City of Berkeley on March 10, 2023.

The intent is for the Berkeley Public Library Rules of Use to foster a safe and welcoming environment for patrons and staff.





# CURRENT CHALLENGES



- **A diverse population: children, teens, college students, families, adults, unhoused, ESL, etc.**
- **Inconsistent rule enforcement by staff due to fear of repercussions and differing values.**
- **Enforcement can feel punitive or arbitrary.**
- **Situations can feel unsafe for staff.**
- **Flexibility is needed depending on the patron's age, the location of the library branch, and the capacity of staff.**





# CARE COMMITTEE

- Sonam Wangmo, Adult Services
- Jasmine Dominguez, Adult Services
- Heather Cummins, Library Support Services
- Chenice Jackson, Social Work
- Pete Bailey, Circulation
- Gaby Fernandez, Circulation
- Catherine Pyun, Children's Services
- Christina Rea, Teen Services
- Raylene Ezike, West Branch
- Sierra Campagna, West Branch
- Molly Stellino, North Branch
- Dia Penning, Administration

# COMMITTEE FOCUS



**01** Create a Welcoming Environment

**02** Empower Staff

**03** Cooperative Engagement



# CHALLENGES



01 Tone

02 Recognizing Commitment to Inclusion

02 Flexibility & Less to Enforce

# FUTURE ACTIONS



## Training for Staff

PAVE prevention is a follow-up to the shift in the Rules of Use, supporting staff in practicing skills to improve workforce health, enhance staff engagement, and ultimately patron satisfaction



## Additional Guideline Review

The Rules of Use leads the CARE team to review other guidelines, including the suspension policy, that impact patrons' use of the library



## Team Agreements

In order to create consistent enforcement each branch and team will work together to have a shared understanding of what the rules mean and how they are enforced.



# COMMENTS



# BERKELEY PUBLIC LIBRARY HARM & EQUITY

# STATEMENT

**EDI Program Manager**

Dia J. Penning

**December 2024**



# OVERVIEW

The History Subcommittee of the Library Racial Justice Action Group convened to develop a Harm and Equity Statement. This statement aims to articulate a consistent message regarding the library's commitment to anti-oppression.

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.





# Attachment 1 KEY OBJECTIVES

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**01** Acknowledge Past Harm

**02** Reinforce Commitment  
to Anti - Oppression

**03** Inform Future Actions

**04** Public Visibility





# ACTIONS

## UPDATE THE LIBRARY'S WEBSITE TO INCLUDE HARM AND EQUITY STATEMENT

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.

## MEET AND SUSTAIN COMMITMENTS

1. Outreach to underserved populations
2. Meet or exceed accessibility guidelines
3. Consistent and responsive engagement
4. Reflect the diversity of Berkeley and Alameda County
5. Recruit, support, develop, and retain an anti-racist staff.



# COMMENTS



# THANK YOU



**CONSENT CALENDAR**

January 8, 2025

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 2025 Berkeley Public Library Holiday & Early Closing Schedule

**RECOMMENDATION**

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

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the preceding year. This schedule will result in the closure of all libraries, including branches.

**CURRENT SITUATION AND ITS EFFECTS**

Union contracts specify recognized holidays for employees in the various represented units of the City of Berkeley. The Library includes employees represented in three different bargaining units with three different contracts. The Board of Library Trustees sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in article 18.1.3 of the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday. The prior SEIU Local 1021 Maintenance & Clerical Chapter Memorandum Agreement added the Juneteenth holiday, and it became a federal holiday in 2021. The Agreement specifies when the holiday should be observed by the City: "Juneteenth National Independence Day - observed on the Monday or Friday, nearest to June 19." The most recent contract for SEIU 1021 Maintenance & Clerical chapter in article 10.1.5 includes Cesar Chavez' Birthday which is to be observed on the last Monday in March of each year. Effective December 3, 2024, the SEIU 1021 CSU/PTRLA Memorandum Agreement also includes Juneteenth and Cesar Chavez' Birthday, so the Library will plan to be closed on those dates.

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

The draft 2025 Library Schedule of Holiday and Early Closures is attached (Attachment 3) for discussion and approval.

**FUTURE ACTION**

Post revised adopted schedule on the Library's website.

CONTACT PERSON

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

Attachments:

1. Resolution
2. 2025 Schedule of Berkeley Public Library Holidays and Early Closings
3. Proposed 2025 Schedule of Berkeley Public Library Holidays and Early Closings (revised)
4. 2025 City of Berkeley Calendar

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

**2025 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves the attached revised 2025 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 8, 2025 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**  
**2025 Schedule of Holidays & Early Closings**  
**Approved 11/06/2024; Res. No. 24-103**

| <b>Date</b>                       | <b>Holiday</b>             | <b>Closure</b> | <b>Early Closing</b>                        |
|-----------------------------------|----------------------------|----------------|---------------------------------------------|
| 1. January 1, 2025 (Wednesday)    | New Year's Day             | X              |                                             |
| 2. January 20, 2025 (Monday)      | Martin Luther King Jr. Day | X              |                                             |
| 3. February 17, 2025 (Monday)     | President's Day            | X              |                                             |
| 4. May 19, 2025 (Monday)          | Malcolm X Day              | X              |                                             |
| 5. May 26, 2025 (Monday)          | Memorial Day               | X              |                                             |
| 6. June 20, 2025 (Friday)         | Juneteenth Observed        | X              |                                             |
| 7. July 4, 2025 (Friday)          | Independence Day           | X              |                                             |
| 8. September 1, 2025 (Monday)     | Labor Day                  | X              |                                             |
| 9. October 13, 2025 (Monday)      | Indigenous People's Day    | X              |                                             |
| 10. November 11, 2025 (Tuesday)   | Veterans' Day              | X              |                                             |
| 11. November 26, 2025 (Wednesday) | Thanksgiving Eve           |                | All Library locations<br>to close at 6:00pm |
| 12. November 27, 2025 (Thursday)  | Thanksgiving Holiday       | X              |                                             |
| 13. November 28, 2025 (Friday)    | Thanksgiving Holiday       | X              |                                             |
| 14. December 24, 2025 (Wednesday) | Christmas Eve              | X              |                                             |
| 15. December 25, 2025 (Thursday)  | Christmas Day              | X              |                                             |
| 16. December 31, 2025 (Wednesday) | New Year's Eve             |                | All Library locations<br>to close at 6:00pm |

\* Per Union Agreement, the Library usually takes the Christmas Eve holiday in lieu of Lincoln's Birthday.



## Berkeley Public Library *Proposed 2025 Schedule of Holidays & Early Closings*

| <b>Date</b>                       | <b>Holiday</b>             | <b>Closure</b> | <b>Early Closing</b>                     |
|-----------------------------------|----------------------------|----------------|------------------------------------------|
| 1. January 1, 2025 (Wednesday)    | New Year's Day             | X              |                                          |
| 2. January 20, 2025 (Monday)      | Martin Luther King Jr. Day | X              |                                          |
| 3. February 17, 2025 (Monday)     | Washington's Birthday      | X              |                                          |
| 4. March 31, 2025 (Monday)        | Cesar Chavez Day           | X              |                                          |
| 5. May 19, 2025 (Monday)          | Malcolm X Day              | X              |                                          |
| 6. May 26, 2025 (Monday)          | Memorial Day               | X              |                                          |
| 7. June 20, 2025 (Friday)         | Juneteenth Observed        | X              |                                          |
| 8. July 4, 2025 (Friday)          | Independence Day           | X              |                                          |
| 9. September 1, 2025 (Monday)     | Labor Day                  | X              |                                          |
| 10. October 13, 2025 (Monday)     | Indigenous People's Day    | X              |                                          |
| 11. November 11, 2025 (Tuesday)   | Veterans' Day              | X              |                                          |
| 12. November 26, 2025 (Wednesday) | Thanksgiving Eve           |                | All Library locations to close at 6:00pm |
| 13. November 27, 2025 (Thursday)  | Thanksgiving Holiday       | X              |                                          |
| 14. November 28, 2025 (Friday)    | Thanksgiving Holiday       | X              |                                          |
| 15. December 24, 2025 (Wednesday) | Christmas Eve              | X              |                                          |
| 16. December 25, 2025 (Thursday)  | Christmas Day              | X              |                                          |
| 17. December 31, 2025 (Wednesday) | New Year's Eve             |                | All Library locations to close at 6:00pm |

\* Per Union Agreement, the Library usually takes the Christmas Eve holiday in lieu of Lincoln's Birthday.

Revised 01.08.25





# 2025 CITY CALENDAR

| JANUARY |     |      |     |      |     |     |
|---------|-----|------|-----|------|-----|-----|
| Sun     | Mon | Tues | Wed | Thur | Fri | Sat |
|         |     |      | 1   | 2    | 3   | 4   |
| 5       | 6   | 7    | 8   | 9    | 10  | 11  |
| 12      | 13  | 14   | 15  | 16   | 17  | 18  |
| 19      | 20  | 21   | 22  | 23   | 24  | 25  |
| 26      | 27  | 28   | 29  | 30   | 31  |     |

| FEBRUARY |     |      |     |      |     |     |
|----------|-----|------|-----|------|-----|-----|
| Sun      | Mon | Tues | Wed | Thur | Fri | Sat |
|          |     |      |     |      |     | 1   |
| 2        | 3   | 4    | 5   | 6    | 7   | 8   |
| 9        | 10  | 11   | 12  | 13   | 14  | 15  |
| 16       | 17  | 18   | 19  | 20   | 21  | 22  |
| 23       | 24  | 25   | 26  | 27   | 28  |     |

| MARCH |     |      |     |      |     |     |
|-------|-----|------|-----|------|-----|-----|
| Sun   | Mon | Tues | Wed | Thur | Fri | Sat |
|       |     |      |     |      |     | 1   |
| 2     | 3   | 4    | 5   | 6    | 7   | 8   |
| 9     | 10  | 11   | 12  | 13   | 14  | 15  |
| 16    | 17  | 18   | 19  | 20   | 21  | 22  |
| 23    | 24  | 25   | 26  | 27   | 28  | 29  |
| 30    | 31  |      |     |      |     |     |

| APRIL |     |      |     |      |     |     |
|-------|-----|------|-----|------|-----|-----|
| Sun   | Mon | Tues | Wed | Thur | Fri | Sat |
|       |     | 1    | 2   | 3    | 4   | 5   |
| 6     | 7   | 8    | 9   | 10   | 11  | 12  |
| 13    | 14  | 15   | 16  | 17   | 18  | 19  |
| 20    | 21  | 22   | 23  | 24   | 25  | 26  |
| 27    | 28  | 29   | 30  |      |     |     |

| MAY |     |      |     |      |     |     |
|-----|-----|------|-----|------|-----|-----|
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
|     |     |      |     | 1    | 2   | 3   |
| 4   | 5   | 6    | 7   | 8    | 9   | 10  |
| 11  | 12  | 13   | 14  | 15   | 16  | 17  |
| 18  | 19  | 20   | 21  | 22   | 23  | 24  |
| 25  | 26  | 27   | 28  | 29   | 30  | 31  |

| JUNE |     |      |     |      |     |     |
|------|-----|------|-----|------|-----|-----|
| Sun  | Mon | Tues | Wed | Thur | Fri | Sat |
| 1    | 2   | 3    | 4   | 5    | 6   | 7   |
| 8    | 9   | 10   | 11  | 12   | 13  | 14  |
| 15   | 16  | 17   | 18  | 19   | 20  | 21  |
| 22   | 23  | 24   | 25  | 26   | 27  | 28  |
| 29   | 30  |      |     |      |     |     |

| JULY |     |      |     |       |     |     |
|------|-----|------|-----|-------|-----|-----|
| Sun  | Mon | Tues | Wed | Thurs | Fri | Sat |
|      |     | 1    | 2   | 3     | 4   | 5   |
| 6    | 7   | 8    | 9   | 10    | 11  | 12  |
| 13   | 14  | 15   | 16  | 17    | 18  | 19  |
| 20   | 21  | 22   | 23  | 24    | 25  | 26  |
| 27   | 28  | 29   | 30  | 31    |     |     |

| AUGUST |     |      |     |       |     |     |
|--------|-----|------|-----|-------|-----|-----|
| Sun    | Mon | Tues | Wed | Thurs | Fri | Sat |
|        |     |      |     |       | 1   | 2   |
| 3      | 4   | 5    | 6   | 7     | 8   | 9   |
| 10     | 11  | 12   | 13  | 14    | 15  | 16  |
| 17     | 18  | 19   | 20  | 21    | 22  | 23  |
| 24     | 25  | 26   | 27  | 28    | 29  | 30  |
| 31     |     |      |     |       |     |     |

| SEPTEMBER |     |      |     |       |     |     |
|-----------|-----|------|-----|-------|-----|-----|
| Sun       | Mon | Tues | Wed | Thurs | Fri | Sat |
|           | 1   | 2    | 3   | 4     | 5   | 6   |
| 7         | 8   | 9    | 10  | 11    | 12  | 13  |
| 14        | 15  | 16   | 17  | 18    | 19  | 20  |
| 21        | 22  | 23   | 24  | 25    | 26  | 27  |
| 28        | 29  | 30   |     |       |     |     |

| OCTOBER |     |      |     |      |     |     |
|---------|-----|------|-----|------|-----|-----|
| Sun     | Mon | Tues | Wed | Thur | Fri | Sat |
|         |     |      | 1   | 2    | 3   | 4   |
| 5       | 6   | 7    | 8   | 9    | 10  | 11  |
| 12      | 13  | 14   | 15  | 16   | 17  | 18  |
| 19      | 20  | 21   | 22  | 23   | 24  | 25  |
| 26      | 27  | 28   | 29  | 30   | 31  |     |

| NOVEMBER |     |      |     |      |     |     |
|----------|-----|------|-----|------|-----|-----|
| Sun      | Mon | Tues | Wed | Thur | Fri | Sat |
|          |     |      |     |      |     | 1   |
| 2        | 3   | 4    | 5   | 6    | 7   | 8   |
| 9        | 10  | 11   | 12  | 13   | 14  | 15  |
| 16       | 17  | 18   | 19  | 20   | 21  | 22  |
| 23       | 24  | 25   | 26  | 27   | 28  | 29  |
| 30       |     |      |     |      |     |     |

| DECEMBER |     |      |     |      |     |     |
|----------|-----|------|-----|------|-----|-----|
| Sun      | Mon | Tues | Wed | Thur | Fri | Sat |
|          | 1   | 2    | 3   | 4    | 5   | 6   |
| 7        | 8   | 9    | 10  | 11   | 12  | 13  |
| 14       | 15  | 16   | 17  | 18   | 19  | 20  |
| 21       | 22  | 23   | 24  | 25   | 26  | 27  |
| 28       | 29  | 30   | 31  |      |     |     |

CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

- 1/1 New Year's Day
- 1/20 Martin Luther King Jr.'s Birthday
- 2/12 Lincoln's Birthday
- 2/17 Washington's Birthday
- 3/31 Cesar Chavez Day\*
- 5/19 Malcolm X's Birthday

- 5/26 Memorial Day
- 6/19 Juneteenth - Obs 6/20
- 7/4 Independence Day
- 9/1 Labor Day
- 10/13 Indigenous Peoples' Day
- 11/11 Veterans Day

- 11/27-28 Thanksgiving Day/Day After
- 12/25 Christmas Day

- Pay Day
- Observed Holidays
- Voluntary Time Off (VTO) Days
- New Employee Orientation





**CONSENT CALENDAR**

January 8, 2025

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Fiscal Year 2025 Purchase Authorization in Excess of Director of Library Services' Granted Authority Revised

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2025 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**FISCAL IMPACT**

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget for fiscal year 2025 and 2026 adopted by the Board of Library Trustees on May 1, 2024 by BOLT Resolution No.: R24-077.

**BACKGROUND**

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On May 1, 2024, the board approved BOLT Resolution No.: R24-077 adopting the FY 2025 and 2026 Budget, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

The Library began processing fiscal year 2025 purchase requisitions for services, goods, materials, and equipment to support Library operations July 1, 2024. Since the time that this was first submitted, a significant change has occurred with a key vendor of Library materials that is impacting its ability to provide the needed materials. For this reason, there is a need to increase the purchase authority associated with two alternative vendors, Ingram and Midwest Library Services, to supplement the materials provided by the other vendor.

See Attachment 2 to this report for revised purchasing expenses planned to be in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items not associated with a contract number are presented in attached for authorization as a group as per the Resolution presented herein for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized

spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2– during FY 2025. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Tess Mayer, Director of Library Services, 981-6195

Attachments

1. Resolution
2. FY 2025: Vendor Purchased Values > \$10k to for FY 2025 Eligible Vendors Revised



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 25-####**

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF  
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2025 PER ATTACHMENT 2**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on May 1, 2024 passed Resolution No.: R24-077 adopting the Budget for all Library Funds' revenues and expenditures for fiscal year 2025; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2025 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies that may exceed the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 8, 2025 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 of the Board of Library Trustees



**FY 2025: Vendor Purchased Values > \$10k to for FY 2025 Eligible Vendors**

**FY25 List of BOLT-Approved Vendors (RVSD)**

| Vendor | Vendor Name                 | Funding Source |          |           |     | FY25 Request |
|--------|-----------------------------|----------------|----------|-----------|-----|--------------|
|        |                             | 101            | 103      | 104       | 105 |              |
| 27170  | OVERDRIVE, INC              | 750,000.00     |          |           |     | 750,000.00   |
| 2224   | BAKER & TAYLOR, INC.        | 700,000.00     |          |           |     | 700,000.00   |
| 17128  | MIDWEST TAPE                | 500,000.00     |          |           |     | 500,000.00   |
| 7887   | PACIFIC GAS & ELECTRIC      | 460,000.00     |          |           |     | 460,000.00   |
| 30004  | KANOPY LLC                  | 300,000.00     |          |           |     | 300,000.00   |
| TBD    | PAVE PREVENTION             | 150,000.00     |          |           |     | 150,000.00   |
| 8859   | DELL MARKETING LP           | 90,000.00      |          |           |     | 90,000.00    |
| 13151  | EBSCO INFORMATION SERVICES  | 85,000.00      |          |           |     | 90,000.00    |
| 22588  | CALIFA GROUP                | 70,000.00      |          |           |     | 70,000.00    |
| TBD    | Sensource                   | 50,000.00      |          |           |     | 50,000.00    |
| 54702  | GODBE RESEARCH              | 50,000.00      |          |           |     | 50,000.00    |
| 7501   | EBMUD                       | 40,000.00      |          |           |     | 40,000.00    |
| 54273  | MIDWEST LIBRARY SERVICES    | 160,000.00     |          |           |     | 160,000.00   |
| 26277  | PACIFIC LIBRARY PARTNERSHIP | 34,000.00      |          |           |     | 34,000.00    |
| 21636  | T-MOBILE USA                | 27,000.00      | 3,500.00 |           |     | 30,500.00    |
| 4886   | OCLC                        | 30,000.00      |          |           |     | 30,000.00    |
| 22038  | AT&T                        | 30,000.00      |          |           |     | 30,000.00    |
| 25947  | AMAZON.COM-LIBRARY          | 22,000.00      |          | 5,300.00  |     | 27,300.00    |
| 15841  | LECTORUM PUBLICATIONS, INC. | 25,000.00      |          | 1,500.00  |     | 26,500.00    |
| 53437  | RACE-WORK LLC               | 26,000.00      |          |           |     | 26,000.00    |
| 54091  | CIRCLEUP                    | 25,000.00      |          |           |     | 25,000.00    |
| 2020   | INGRAM LIBRARY SERVICES LLC | 75,000.00      |          |           |     | 75,000.00    |
| 24099  | PEGASUS BOOKS               | 1,500.00       |          | 23,000.00 |     | 24,500.00    |
| 54526  | Freedom Lifted LLC          | 23,000.00      |          |           |     | 23,000.00    |
| 27918  | CENGAGE LEARNING INC        | 17,200.00      |          |           |     | 17,200.00    |
| 30583  | UNITY COURIER SERVICE INC   | 16,000.00      |          |           |     | 16,000.00    |
| 26329  | GOVCONNECTION               | 15,000.00      |          |           |     | 15,000.00    |
| 945    | SAN LEANDRO ELECTRIC        | 15,000.00      |          |           |     | 15,000.00    |
| 289    | GRAINGER INDUSTRIAL SUPPLY  | 15,000.00      |          |           |     | 15,000.00    |
| 21648  | YSERCO, INC.                | 14,000.00      |          |           |     | 14,000.00    |
| 22930  | NEWSBANK, INC.              | 13,300.00      |          |           |     | 13,300.00    |
| 26825  | STUART'S CLEAR CHOICE       | 13,000.00      |          |           |     | 13,000.00    |
| 19905  | ULINE                       | 12,000.00      |          |           |     | 12,000.00    |
| 18618  | VERIZON WIRELESS            | 11,000.00      |          |           |     | 11,000.00    |
| 21288  | SCHOLASTIC INC.             | 1,200.00       |          | 9,000.00  |     | 10,200.00    |
| 53982  | NPTS, INC                   | 10,000.00      |          |           |     | 10,000.00    |

Revised 01.08.2025





**INFORMATION REPORTS**

January 8, 2025

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          | Pending recruitment |
| Library Aide                   | Circulation     | 3.75       | Pending recruitment |
| Library Assistant              | Circulation     | 1.5        | Pending recruitment |
| Library Assistant (new)        | Circulation     | 1.5        | Pending processing  |
| Library Specialist II (new)    | Circulation     | 1.0        | Pending processing  |
| Librarian I                    | Adult Services  | 0.75       | Pending recruitment |
| Supervising Librarian (new)    | Tool Library    | 1          | On hold             |
| Library Assistant (new)        | West            | 1          | Pending recruitment |
| Tool Lending Specialist (new)  | Tool Library    | 1          | On hold             |

Including the new positions that have been added through November 2024, the Library has a vacancy rate of 8%. With the three new positions added in December, the rate is 10%.

**Librarians Awarded New Digital Literacy Grant**

Congratulations to Librarians Kasey B. and Kelsey O. for applying for and being awarded a \$10,000 grant through the Public Library Association for Digital Literacy Workshops. Thanks also to EDI Program Manager Dia Penning for her collaboration on the concept. The program provides access to curriculum/modules on a variety of digital literacy topics, including things like Internet Basics, Email, Cybersecurity, and Mobile Devices, and the Library commits to reaching 75 learners. The use of the funds is very flexible, allowing for things like supporting childcare needs, snacks, or advertising budget that the staff would not normally have.

[PLA Digital Literacy Workshop Incentives, supported by AT&T | Public Library Association](#)

**Central Library Story Room Project Update**

Deputy Director Henry Bankhead has coordinated site visits and interviews with the two firms that expressed interest in working on the next phase of the Central Library’s Story Room Project. The Library contracted with Anderson Brulé Architects (ABA) in the redesign of the Level 4 Children’s Story Room. The design work was completed, and the Library released an RFP for the construction phase of the project. The

bids have come in initially between \$500-650,000, not including the furniture, some of which is custom, that was specified in the design phase.

The Library concluded the first phase of the Central Library Improvement Project in 2021. The overall Central Improvements plan has included potential refreshes to floors 3, 4, and 5 after the first two floors were completed. The Story Room in the Children's Area on the 4<sup>th</sup> Floor was identified as the next project in what is anticipated to be a series.

In June 2021, the Berkeley Public Library Foundation Director, Kathy Huff, met with Central Children's Services staff to share ideas and images from other libraries and children's spaces to explore shared visions. Staff expressed an interest in support with organizing and cleaning various aspects of the space. The goal was to better discern what storage space would be needed and provided for in the final design. The team agreed that the current and future use of the media room, which is adjacent to the Story Room, would be included in design considerations. Staff considered possibilities around additional storage space, signage, and art. The Foundation provided options for professional organizers, and staff selected DMA Organizing and Moves. In preparation for the start of the project, staff began working with this vendor to sort, organize, and remove items no longer used by staff, such as damaged or otherwise unusable programming supplies. This work, and the design work, paid for by the Foundation, has been completed.

**Year-end Appreciation**

Leadership Team members visited Library divisional teams on December 19 to distribute the year-end staff appreciation gift, new BPL sweatshirts, along with pizza. The design features artwork submitted for the library card design contest by Marissa Wu:





The Library's Fun Committee distributed a supply of hot beverage options, snacks, and a Gratitude-themed poster designed by West staff member Jenny W. to each Library location the last week of November. The poster creates a place for staff to share gratitude notes with each other and express their appreciation.

### **Technology Roadmap Project**

[CivicMakers](#), the team that has partnered with the Library on its Technology Roadmap process, delivered a draft plan to the Library's Technology Roadmap core team in December. The team reviewed the content and provided feedback, and the plan was also shared with the Library's leadership team. CivicMakers is incorporating the feedback in preparation for delivering the final version of this deliverable to the Library. The plan is designed to be flexible and responsive to necessary changes, and addresses the project management trajectories including specific steps needed for the multiple technology projects identified in the roadmap. The next step is to orient additional Library staff to the Technology Roadmap and upcoming projects. Deputy Director Henry Bankhead will report on the Roadmap in more depth at an upcoming Board meeting.

### **2025 Winter Reading Bingo Game**

BPL staff came up with a fun new way to engage in reading for children and teens! Participants are invited to pick up a bingo card at their library, and finish as many BINGO squares as they can between December 20, 2024 and January 20, 2025. To get BINGO and earn a prize, participants must complete 5 activities in a row (across, vertically, or diagonally) on the game cards. Activities include things like read your favorite book, write a poem, or attend a library program.

### **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

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