



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 6/3/2020

AGENDA
6:30 PM

This Meeting Will Be
Conducted Exclusively
Through Videoconference And
Teleconference

Commission Members:

John Selawsky, President; Amy Roth, Vice President; Diane Davenport, Sophie Hahn, Judy Hunt

PUBLIC ADVISORY:

This Meeting Will Be Conducted Exclusively Through Videoconference And Teleconference

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the June 3, 2020 meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/86042306505>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

*To join by phone: Dial **1-669-900-9128** and enter Meeting ID: **860-4230-6505**. If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair. NOTE: Your phone number will appear on the screen.*

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@cityofberkeley.info 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.

Please be mindful that the teleconference will be recorded as any Board of Library Trustees meeting is recorded, and all other rules of procedure and decorum will apply for Board of Library Trustees meetings conducted by teleconference or videoconference.

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

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-Agenda Matters

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.

C. 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

D. Comments from Board of Library Trustees**II. CONSENT CALENDAR**

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

A. Minutes of May 6, 2020

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the May 6, 2020 Regular Meeting of the Board of Library Trustees.

B. Contract Amendment: No. 8500E Bibliotheca, LLC

From: Alicia Abramson, Manager Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500E with Bibliotheca, LLC to increase the contracted not-to-exceed amount from \$1,322,919 to \$1,419,963 for the maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security hardware and software, the purchase of materials inventory equipment and additional security gates for the Central Library, and, to extend the term of the Contract to June 30, 2023.

III. ACTION CALENDAR**A. Recommendation to City Council on FY 2021 Library Tax Rate**

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to recommend that the Berkeley City Council set the FY 2021 tax rates at the existing FY 2020 tax rates for the Library Services Tax at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings; that is, the library services tax rates for FY 2021 shall remain unchanged from the tax rates of FY 2020.

B. Biennial Budget Update FY 2021 – Library Tax Fund (101)

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution to update the adopted fiscal year 2021 Library Tax Fund (101) budget for revenues of \$20,414,539 and expenditures of \$22,226,508 pursuant to BOLT Resolution No. R20-018 setting the FY 2021 library tax rates, and projecting FY 2021 library tax revenue at the FY 2020 Accepted Assessments for Alameda County in the amount of \$20,342,539 (net of Alameda County billing and collection fees). All other Library Funds' revenue and expenditure budgets remain unchanged.

IV. INFORMATION REPORTS:

All items for discussion only and no final action.

A. Monthly Library Directors Report – Elliot Warren, Acting Library Director

B. Recruitment of Director of Library Services Oral Report – Danielle McMillian, Associate Human Resources Analyst

C. Phased Reopening of Library Services Presentation — Elliot Warren, Acting Library Director

D. Mission Statement Clarification Report from Building Blox — Elliot Warren, Acting Library Director

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.

- Discussion of items to be added to future agendas

VI. ADJOURNMENT

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 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 Elliot Warren, 510-981-6195, ewarren@cityofberkeley.info.

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

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



### COMMUNICATION ACCESS INFORMATION:

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

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 I hereby certify that the agenda for this regular/special meeting of the Berkeley City Commission on Commissions 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 May 28, 2020.

//s//

Elliot Warren, Acting Director of Library Services
 Serving as Secretary to the Board of Library Trustees

Communications

- | | | | |
|---|-----------|------------------|---------------------------|
| 1 | 5/1/2020 | Bernadette Lopes | Is the Tool Library open? |
| 2 | 5/24/2020 | Frances Solomon | Gratitude |



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, May 6, 2020 6:30 PM

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

John Selawsky, President	Diane Davenport
Amy Roth, Vice President	Sophie Hahn
	Judy Hunt

I. PRELIMINARY MATTERS

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

1. Call to Order: 6:33 pm.

Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Alicia Abramson, Information Technology Manager; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Danielle McMillian, Assoc. Human Resources Analyst; Aimee Reeder, Ass't Management Analyst; Eve Franklin, Administrative Secretary. Pam Derby, CPS HR Consulting; Susan Hildreth, CPS HR Consulting

2. Public Comments: 0 speakers.

3. Comments from Library Unions:

- A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
- B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speakers
- C. Public Employees Union, LOCAL 1 – 0 speakers

4. Comments from Board of Library Trustees

- A. **Trustee Davenport** I have been watching Urban Libraries Council updates from various library directors.
- B. **Trustee Hunt** – Libraries are really being impacted by COVID-19. I'm glad we are going to be discussing the budget, I've been reading how libraries are the first organizations cut in city governments in terms of budget.
- C. **Trustee Roth** – no comments at this time.
- D. **Trustee Hahn** – Gratitude to library staff who are doing a wide variety of incredibly important work for the city. Berkeley has done an extraordinary job. I hope we can have a future report detailing the efforts of library staff during COVID-19.
- E. **President Selawsky** – Thank you to all staff. Thank you to Elliot, Alicia and Eve for arranging this meeting. Thank you to Danielle and Diane for continuing to work on the Director recruitment. Thank you to all City of Berkeley staff and community on taking this very seriously.

II. CONSENT CALENDAR

Action: M/S/C Trustee Davenport / Trustee Hunt to adopt resolution #R20-013 to approve the consent calendar minus Item D.

Vote: Ayes: Trustees Davenport, Hahn, Hunt, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

A. Approve Minutes of the March 4, 2020 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 4, 2020 Regular Meeting of the Board of Library Trustees as amended.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-014.

B. Approve Minutes of the March 14, 2020 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 14, 2020 Special Meeting of the Board of Library Trustees as amended.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-015.

C. Contract: One Workplace

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with One Workplace, LLC for the procurement of furniture, and associated delivery, temporary storage, and installation services for the Central Library's Central Improvements project, during the anticipated period from June 1 2020 through March 31, 2021 or thereabout in an amount not to exceed \$56,974.22.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-016

D. Contract: KBM Hogue

This item was pulled from Consent for clarification. The Agenda listing for Consent Calendar, Item D listed information about item C. The full report contained correct information for the KBM Hogue item.

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with KBM Office Equipment, Inc. (doing business as "KBM Hogue") for the procurement of furniture, and associated delivery, temporary storage, and installation services for the Central Library's Central Library Improvement Project, during the anticipated period from June 1, 2020 through March 31, 2021 or thereabout in an amount not to exceed \$273,600.61.

Action: M/S/C Trustee Roth / Trustee Davenport to adopt resolution #R20-017 to adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with KBM Office Equipment, Inc. (doing business as "KBM Hogue") for the procurement of furniture, and associated delivery, temporary storage, and installation services for the Central Library's Central Library Improvement Project, during the anticipated period from June 1, 2020 through March 31, 2021 or thereabout in an amount not to exceed \$273,600.61.

Vote: Ayes: Trustees Davenport, Hahn, Hunt, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

III. ACTION CALENDAR

A. Biennial Budget Update FY 2021 – Library Tax Fund (101)

Elliot Warren and Dennis Dang reviewed progress to date followed by Board discussion.

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution revising the adopted Library Tax Fund (101) revenue budget for FY 2021 to incorporate projected revenue based on the Fiscal Year 2019-20. All other Library Fund revenue budgets remain unchanged.

The Library is not seeking any revision to the FY 2021 expenditure budget for any Library Fund due to the present high degree of uncertainty in regards to revenues and expenditures stemming from the Covid-19 situation and existing Shelter-in-Place order.

Financial Implications: See report

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Hahn, Trustee Davenport to recommend to City Council that they not increase the library tax fund for the 2021 fiscal year by any amount.

Action: Vote: Ayes: Trustees Davenport, Hahn, Hunt, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

IV. INFORMATION CALENDAR

A. Monthly Library Director's Report – Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

B. Recruitment of Director of Library Services – Danielle McMillian, Associate Human Resources Analyst
Danielle McMillian, Pam Derby and Susan Hildreth provided an update.

From: Associate Human Resources Analyst

Contact: Danielle McMillian, Associate Human Resources Analyst

Action: Received

C. City Council District Redistricting Process Summary

From: Dee Williams-Ridley, City Manager

Contact: Dee Williams-Ridley, City Manager

Action: Received

V. AGENDA BUILDING

- Budget
- Director Search
- Director Onboarding and evaluation Process/Goals
- Building Blox report of Mission Statement

VI. ADJOURNMENT

Adjourned at 8:11 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 6, 2020 as approved by the Board of Library Trustees

//s// _____

Elliot Warren, Acting Director of Library Services, acting as secretary to BOLT

Attachments: none.



CONSENT CALENDAR

June 3, 2020

TO: Board of Library Trustees

FROM: Alicia Abramson, Manager Library Information Technology

SUBJECT: Contract Amendment: No. 8500E Bibliotheca, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500E with Bibliotheca, LLC to increase the contracted not-to-exceed amount from \$1,322,919 to \$1,466,572 for the maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security hardware and software, the purchase of materials inventory equipment and additional security gates for the Central Library, and, to extend the term of the Contract to June 30, 2023.

FISCAL IMPACTS OF RECOMMENDATION

The contracted not-to-exceed amount of the amendment is \$1,466,572 which includes maintenance for the Library's Self-Check, Materials Security and Automated Materials Handling Systems, and the addition of materials inventory equipment and one set of security gates for the Central Library. Funding is available from Fund 101 and is budgeted in the Library's Information Technology Division 2021 budget using budget code 101-22-242-271-0000-000-463-613130. The 2022 and 2023 expenditures budgets will necessarily incorporate the need to fund the second and third years of the contract.

BACKGROUND

The Library entered into a three-year contractual agreement with Bibliotheca, LLC in October 2010 for the purchase and installation of hardware and software to implement a Library-wide Self-Check and Materials Security system with BOLT Resolution No. R10-077. The contract has subsequently been amended seven times to add funds for the phased purchase of Automated Material Handling (AMH) systems for all Library locations and to allocate funds for the annual maintenance costs associated with these systems; and, to purchase new patron counting software and security gates for the North Branch. These amendments increased the contract amount to a cumulative total not-to-exceed amount of \$1,097,703 through BOLT Resolution Nos., R17-029 (for annual maintenance of AMH, security gates, staff checkout and patron self-checkout stations and the purchase of a new set of security gates for the North Branch); R14-035 (for annual maintenance of AMH, security gates, staff checkout and patron self-checkout stations); R13-046 (for an AMH system for Central Library); R13-063 (to extend the contract expiration date); and, R12-055 (for AMH systems for South & West Branch Libraries). The current contract is set to expire on June 30, 2020.

To date, Bibliotheca has successfully fulfilled its contractual obligation to provide self-check, material security and automated materials handling systems to all locations of the Berkeley Public Library. The vendor has also supplied regular service and maintenance to all of the equipment installed as stipulated under the initial maintenance contracts.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library currently provides twenty public-use self-check stations for library material check out, twenty-eight staff operated check-out, check-in, and security tagging stations, ten sets of security gates, four 5-bin Automated Materials Handling (AMH) systems, and one 17-bin AMH. This equipment is specialized and, except for basic configuration, Library staff is limited by the manufacturer's warranty in its ability to maintain these systems without vendor assistance.

In order for the Library's circulation, shelving and self-check operations to continue to operate smoothly, the equipment and software that make up the system is regularly maintained and supported by the vendor. The amended contract will result in a three year maintenance agreement with Bibliotheca, for the specified hardware and software period July 1, 2020– June 30, 2023.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-___

CONTRACT AMENDMENT: NO. 8500E BIBLIOTHECA, LLC

WHEREAS, on October 18, 2010 by BOLT Resolution No.: R10-077 the Board of Library Trustees authorized the Director of Library Services to execute Contract No. 8500 and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library locations of the Berkeley Public Library for an amount not to exceed \$447,006 for the period from October 29, 2010 through October 28, 2013; and

WHEREAS, at the time of contract execution staff noted the need for further study of automated materials handling equipment; and

WHEREAS, on September 14, 2011 by BOLT Resolution No.: R11-060 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not- to-exceed amount up to \$847,006 for the purchase and installation of AMH and related equipment and services for North and Claremont branches; and

WHEREAS, on September 12, 2012 by BOLT Resolution No.: R12-055 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries; and

WHEREAS, on July 10, 2013 by BOLT Resolution No.: R13-046 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not- to-exceed amount up to \$900,000 for the purchase and installation of AMH and related equipment and services for the Central Library; and

WHEREAS, on October 13, 2013 by BOLT Resolution No.: R13-063 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to extend the expiration date to June 30, 2014; and

WHEREAS, on June 11, 2014 by BOLT Resolution No.: R14-035, the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$1,097,703 and extend the expiration date to June 30, 2014; and

WHEREAS, on May 31, 2017 by BOLT Resolution No.: R17-029 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contract not-to-exceed amount to \$1,322,919 and to extend the expiration date to June 30, 2020; and

WHEREAS, to date Bibliotheca has successfully fulfilled contracted tasks to provide self-check, materials security and automated materials handling related services, as well as hardware, software and supplies.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 8500E with Bibliotheca, LLC to increase the contracted not-to-exceed amount to \$1,466,572 for maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, and the purchase of the purchase of materials inventory equipment and security gates for the Central Library, and to extend the term of the Contract to June 30, 2023.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 3, 2020 by the following vote:

AYES:

NOES: None.

ABSENT: None.

ABSTENTIONS: None.

John Selawsky, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

June 3, 2019

To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: Recommendation to City Council on FY 2021 Library Tax Rate

RECOMMENDATION

Adopt the resolution to recommend that the Berkeley City Council set the FY 2021 tax rates at the existing FY 2020 tax rates for the Library Services Tax at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings; that is, the library services tax rates for FY 2021 shall remain unchanged from the tax rates of FY 2020.

FISCAL IMPACTS OF RECOMMENDATION

The total revenue generated by the Library Tax in FY 2021 is expected to be approximately \$20,342,539 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2021, as compared with amounts for FY 2020:

Square Feet	Annual Tax – Dwelling Units		Annual Tax – All Other Properties	
	FY21	FY20	FY21	FY20
1,200	\$272.68	\$272.68	\$412.26	\$412.26
1,500	340.85	340.85	515.32	515.32
1,900	431.75	431.75	652.74	652.74
3,000	681.71	681.71	1,030.64	1,030.64
3,900	886.22	886.22	1,339.83	1,339.83
10,000	2,272.36	2,272.36	3,435.47	3,435.47

BACKGROUND

The Central Library and neighborhood branch libraries will have received up to 97% of 2020 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.2272 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.3435 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to ensure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

CURRENT SITUATION

For the current fiscal year, Berkeley's Library Tax will raise around \$20.3 million. The tax is adjusted annually by indexing up to the greater of the Consumer Price Index in the immediate San Francisco Bay Area or the per capita Personal Income Growth factor in California.

As expressed during the regular meeting of the Board of Library Trustees held on May 6, 2020, and in concordance with the board, the Director of Library Services recommends that the Board of Library Trustees recommend that the City Council forgo an adjustment to the FY 2021 library tax rates from the prior fiscal

year due to unprecedented levels of community hardship experienced across the City stemming from the Covid-19 pandemic. Maintaining the existing library tax rates through FY 2021 is projected to yield tax revenues at the level of the FY 2020 Accepted Assessments for Alameda County in the amount of \$20,342,539 (net of Alameda County billing and collection fees). This recommended action will result in the tax rates remaining unchanged in FY 2021 from FY 2020 at \$0.2272 on residential property and at \$0.3435 on industrial, commercial, and institutional property.

ALTERNATIVE ACTIONS

The fiscal impact on the Library Tax Fund of adopting the per capita Personal Income Growth factor in California of 3.73% instead of retaining the FY 2020 tax rates would be an increase of \$758,777 in projected FY 2021 library tax receipts.

The fiscal impact on the Library Tax Fund of adopting the Consumer Price Index in the immediate San Francisco Bay Area of 1.11% instead of retaining the FY 2020 tax rates would be an increase of \$225,802 in projected FY 2021 library tax receipts.

FUTURE ACTION

The Board of Library Trustee's recommendation will be forwarded to the City's Director of Finance for inclusion as a submittal to the City Council for action.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 510-981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: R20-018

RECOMMEND THAT THE CITY COUNCIL OF THE CITY OF BERKELEY SET THE FY 2021 TAX RATES AT THE EXISTING FY 2020 TAX RATES FOR THE LIBRARY SERVICES TAX AT \$0.2272 (22.72 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.3435 (34.35 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS; THAT IS, THE LIBRARY SERVICES TAX RATES FOR FY 2021 SHALL REMAIN UNCHANGED FROM THE TAX RATES OF FY 2020

WHEREAS, each year the City Council adopts an ordinance to establish the rates for the Library Services Tax, which supports the Library's operations; and

WHEREAS, the increase is based on up to the greater of the per capita Personal Income Growth factor in California or the Consumer Price Index in the immediate San Francisco Bay Area; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of tax rates for library services, with a potential increase in the Library Services Tax rate based on either the per capita Personal Income Growth factor in California or the Consumer Price Index in the immediate San Francisco Bay Area; and

WHEREAS, the Fiscal Year 2020-21 per capita Personal Income Growth factor for California is 3.73% and the April 2020 Consumer Price Index in the immediate San Francisco Bay Area is 1.11%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2021 tax rates at the existing FY 2020 tax rates for the Library Services Tax at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings; that is, the library services tax rates for FY 2021 shall remain unchanged from the tax rates of FY 2020.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 3, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

June 3, 2020

To: Board of Library Trustees

From: Dennis Dang, Administrative and Fiscal Services Manager

Subject: Biennial Budget Update FY 2021 – Library Tax Fund (101)

RECOMMENDATION

Adopt the resolution to update the adopted fiscal year 2021 Library Tax Fund (101) budget for revenues of \$20,414,539 and expenditures of \$22,226,508 pursuant to BOLT Resolution No. R20-018 setting the FY 2021 library tax rates, and projecting FY 2021 library tax revenue at the FY 2020 Accepted Assessments for Alameda County in the amount of \$20,342,539 (net of Alameda County billing and collection fees). All other Library Funds' revenue and expenditure budgets remain unchanged.

FISCAL IMPACTS OF RECOMMENDATION

Adjusting projected library tax receipts in the Library Tax Fund (101) revenue budget to reflect no change to the library tax rate from that of fiscal year 2020. The Board of Library Trustees, by unanimous consensus at a regular meeting on May 6, 2020, supports adoption of BOLT Resolution No. R20-018 to recommend to the City Council of the City of Berkeley that the library tax for FY 2021 remain unchanged from the FY 2020 tax rate of \$0.2272 for dwelling units and \$0.3435 for all other property; yielding revenue at the FY 2020 Accepted Assessments for Alameda County amount of \$20,342,539 (*net of Alameda County billing and collection fees*).

Updates to the Library Tax Fund (101) expenditure budget include an increase of \$500,000 to the Labor Vacancy Savings amount to \$800,000, of which the bulk of savings are estimated to result from the city-wide hiring freeze effected April 27, 2020; and \$1,150,000 in additional Building and Infrastructure appropriations for Central Library projects for stucco restoration and window resealing, and for replacement of two aging rooftop air conditioning HVAC units. Both Central Library facility maintenance projects are expected to extend into FY 2022.

All other budget revenues and expenditures remain unchanged.

Fiscal Year 2021 Budget

Fund	Revenues			Expenditures		
	Adopted	Change	Projected	Adopted	Change	Projected
Library Tax (101)	\$20,933,870	(\$519,331)	\$20,414,539	\$21,576,508	\$650,000	\$22,226,508
Grants (103)	60,000	-	60,000	61,950	-	61,950
Friends & Gifts (104)	105,000	-	105,000	150,000	-	150,000
Foundation (105)	100,000	-	100,000	100,000	-	100,000
Total	\$21,198,870	(\$519,331)	\$20,679,539	\$21,888,458	\$650,000	\$22,538,458

BACKGROUND

FY 2021 is the second year of the two-year – fiscal years 2020 and 2021 – biennial budget cycle adopted by the Board of Library Trustees on May 24, 2019 by Resolution No.: R19-024.

The Budget Priorities for fiscal years 2020 and 2021 as adopted by Resolution No.: R18-059 on December 12, 2018 are:

- Provide excellent, timely, easily-accessible services and information to the community
- Champion and demonstrate social and racial equity
- Provide state-of the-art, well maintained infrastructure, amenities, and facilities

- Develop and enhance policies, practices, services, and assignments that promote community wellness and the safety and comfort of all library users
- Harmonize efforts of the board, management, and staff to improve library services by implementing recommendations of the November 2018 Organizational Evaluation report
- Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget

The priorities seek to achieve the optimum utilization of public and library resources throughout the two year biennial budget period; and ensure that the authorized budgets intentionally align with those priorities as well as with the strategic goals enunciated in the adopted 2018-19 City of Berkeley Strategic Plan.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND (101)

FY 2021 tax revenues for the Library Tax Fund are projected at the level of the FY 2020 Accepted Assessments for Alameda County in the amount of \$20,342,539 (*net of Alameda County billing and collection fees*) in alignment with the unanimous consensus in reference to BOLT Resolution No. R20-018, at a regular meeting on May 6, 2020, to recommend that the City Council not increase the FY 2021 library tax rate from the prior fiscal year due to high levels of community hardship experienced across the City stemming from the Covid-19 pandemic and acknowledgement that the applicable library tax rate indices are determined based on pre-Covid-19 data. Consequently, the board recommends that the Library forgo the allowable FY 2021 increase corresponding to the Fiscal Year 2020-21 per capita Personal Income Growth factor in California (“PIG”) of 3.73%, as well as that of the April 2020 Consumer Price Index in the immediate San Francisco Bay Area (“CPI”) of 1.11%. Not increasing the library tax rate in FY 2021 will result in estimated revenues being lower by \$758,777 in regards to the PIG, and being lower by \$225,802 in regards to the CPI.

Budgeted expenditures totaling \$22,226,508 in FY 2021 represent an increase of 5.1% over the FY 2020 mid-year estimate. Throughout FY 2020 realized labor vacancy savings have favorably significantly impacted the expenditure budget. These savings are expected to continue in light of the hiring freeze imposed citywide on April 27, 2020. Although the duration of the hiring freeze is unknown, the Library projects FY 2021 vacancy savings of \$800,000; such that, even if the freeze is short-lived, several months are necessary in order to complete procedures prior to effecting an actual hiring. COLAs and other negotiated items subject to an MOU Agreement in negotiation, or not yet finalized and approved by the City Council, are not configured into the presented FY 2021 budgets; known items, such as the FY 2021 CalPERS rate of 25.075% for miscellaneous employees, are included. Considered staffing deployments and FTE adjustments remain; however, any adjustments are deferred to FY 2022 awaiting further clarity of Covid-19 fiscal impacts (e.g., PERS, medical, potential construction delays, etc.). Additionally, a permanent Director is expected to be in place no later than early FY 2021 and the new director may desire to reevaluate the Library’s staffing and deployments structure.

Excluding library staffing costs and estimated City pass-through expenses, expenditures for fiscal year 2021 at \$6,385,929 are projected to be slightly below the FY 2020 mid-year estimate with library materials spending dropping from about \$1.9M to \$1.7M, as well as that much of the construction costs for the Central Library Improvement Project will move into FY 2021 due to a delayed start and the Shelter-in-Place order which temporarily halted on-site construction work.

Consequently, in FY 2021 the Fund’s balance will be funding two essential Central Library projects: the interior renovation construction project, and the re-stuccoing and window sealing repair project. These two major infrastructure projects at the Central Library are judged by Public Works and outside consultant studies to be “critical” and “must complete.” The interior construction project is projecting a \$2M carryover into FY 2021 reflecting a slowdown in work affecting the Central Library Improvement Project due to the existing Shelter-in-Place order. This placeholder estimate is tied to the D.L. Falk construction contract. The re-stuccoing and window sealing project, expected to be realized next fiscal year, has advanced through the permitting process and ensures the protection and maintenance of City of Berkeley property and assets.

Lastly, provisions of \$1.15M in FY 2021, as well as an estimation of \$1M in FY22, are included for Central Library facility maintenance projects expected to span that period; those projects being a carryover of stucco reinstallation and window sealing work; and replacement of two aging rooftop air conditioning HVAC units.

Library Tax Rate Index

The City of Berkeley imposes a citywide special tax (officially referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to assure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) up to either the per capita Personal Income Growth factor in California or the Consumer Price Index in the immediate San Francisco Bay Area.

The Fiscal Year 2020-21 per capita Personal Income Growth factor in California released on Monday, May 4, 2020 is 3.73%. The Consumer Price Index in the immediate San Francisco Bay Area released on Tuesday, May 12, 2020 is 1.11%. In consideration of both rates, a recommendation will be presented before the City Council on June 16, 2020 expressing the board recommends that the existing library tax rate be maintained (see table below); thus, forgoing a library tax increase applicable to fiscal year 2021.

The total revenue generated by the library tax in FY21 based on the Fiscal Year 2020 tax rate of \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings is expected to be approximately \$20,342,539 (*net of Alameda County billing and collection fees*).

It is estimated that the tax will cost taxpayers no more than the following average amounts during Fiscal Year 2021:

Library Tax Average Amounts

Size in Square Feet	Annual Tax for Dwellings		Annual Tax for All Other Properties	
	FY 2021	FY 2020	FY 2021	FY 2020
1,200	\$272.68	\$272.68	\$412.26	\$412.26
1,500	340.85	340.85	515.32	515.32
1,900	431.75	431.75	652.74	652.74
3,000	681.71	681.71	1,030.64	1,030.64
3,900	886.22	886.22	1,339.83	1,339.83
10,000	2272.36	2272.36	3,435.47	3,435.47

GRANTS FUNDS (103)

The Grants Funds is typically composed of funding from California State Library administered programs for the California Library Literacy Services program, the Library Services and Technology Act, as well as any other governmental or private grant awarded to the Library.

Adopted Budget placeholder amounts are unchanged in the revenue and expenditure budgets.

FRIENDS & GIFTS FUND (104)

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, and the generosity of many individuals, organizations, and trusts.

Adopted Budget placeholder amounts are unchanged in the revenue and expenditure budgets.

FOUNDATION FUND (105)

This Fund captures all funding support received either directly from the Berkeley Public Library Foundation or passed through the Foundation.

Adopted Budget placeholder amounts are unchanged in the revenue and expenditure budgets.

SUMMARY

Across all Library Funds, the proposed updated Biennial Budget for FY 2021 projects revenues of \$20,679,539 and expenditures of \$22,538,458. This budget update includes anticipated changes to the Library Tax Fund (101) lowering revenues \$519,331 and increasing expenditures \$650,000. Fiscal year 2021 operational deficits, where occurring, are offset by fund balances. Operational deficits projected beyond FY 2021 will be further evaluated and addressed in the upcoming fiscal years 2022 and 2023 Biennial Budgets.

The proposed updated Biennial Budget for FY 2021 is constructed in response and in support of the enunciated priorities, and is structured for the current and future viability and continued growth of the Library with consideration given to major impacts known and unknown that may arise due to the Covid-19 situation and existing Shelter-in-Place order.

Upon adoption by the board the Library will report the budgets to the City Manager's Office for inclusion into the consolidated budget for the City.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 510-981-6118

Attachments:

1. 1: Resolution – Biennial Budget Update FY 2021 – Library Tax Fund (101)
2. FY 2021-Revenues by Fund
3. FY 2021-Expenditures by Fund
4. Library Tax Fund (101): 5-Year Fund Analysis
5. Friends & Gifts Fund (104): 5-Year Fund Analysis
6. Foundation Fund (105): 5-Year Fund Analysis
7. Position FTE Summary by Position Detail
8. Position FTE Summary by Classification

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-0##

REVISE THE FY 2020 AND FY 2021 LIBRARY TAX FUND BIENNIAL BUDGET FOR FISCAL YEAR 2021 TO REVENUES OF \$20,414,539 AND EXPENDITURES OF \$22,226,508

WHEREAS, on April 24, 2019, the Board of Library Trustees by Resolution No.: R19-024 approved the fiscal years 2020 and 2021 biennial budgets; and

WHEREAS, on May 4, 2020, the California Department of Finance released the Fiscal Year 2020-21 per capita Personal Income Growth factor in California at 3.73%; and

WHEREAS, on May 12, 2020, the United States Bureau of Labor Statistics released the April 2020 Consumer Price Index in the immediate San Francisco Bay Area at 1.11%; and

WHEREAS, the Board of Library Trustees recommends that the library tax rates remain unchanged from FY 2020 forgoing library tax rate increases applicable to fiscal year 2021 to in part mitigate some of the high levels of community hardship experienced across the City of Berkeley due to Covid-19; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts the resolution revising the adopted Library Tax Fund (101) biennial budget for fiscal year 2021 to incorporate projected revenues of \$20,414,539 and expenditures of \$22,226,508, with no other changes to the adopted biennial budget.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 3, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

FY 2021-REVENUES BY FUND

BERKELEY PUBLIC LIBRARY							
PROPOSED REVENUE BIENNIAL BUDGET BY FUND - FY2021							
G:\FINANCE\BUDGETS\Budget_21\Base Budget REV_8MAY20.xlsx]all							
Ele/Obj	Account Description	Lib Dscr 101	Grants 103	Gift 104	Fndn 105	Zero Wste CoB	PRJTD FY21
01-01	Refund on Bills	2,000					2,000
10-01	Collection by City					11,422	11,422
13-15	Library Tax	20,342,539					20,342,539
20-07	Library Svc&Constr Act		60,000				60,000
20-11	Library Fines	13,000					13,000
20-15	Lost Book Fines	20,000					20,000
20-21	Tool Lending Fines	7,000					7,000
23-12	BPL Foundation				100,000		100,000
23-13	Friends of BPL			105,000			105,000
99-99	Miscellaneous Revenue	30,000					30,000
Total	Berkeley Public Library w/CoB	20,414,539	60,000	105,000	100,000	11,422	20,690,961

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY21						
BERKELEY PUBLIC LIBRARY (w/CoB)						
Elmnt- Object	Description	Lib Dscr 101	Grants 103	Gift 104	Fndn 105	PRJCTD FY21
11-01	Monthly Rated Employees	9,498,730				9,498,730
11-03	Hourly and Daily Rated Empl	241,431	31,500			272,931
11-04	Monthly Rated - Part Benefitted	114,656				114,656
13-01	O/T-Monthly Rated Employee	7,108				7,108
13-05	Holiday Pay	5,334				5,334
Prsnl Svcs-Salaries and Wages		9,867,259	31,500			9,898,759
20-11	Medical Insurance	1,889,233				1,889,233
20-12	Dental Insurance	198,484				198,484
20-13	Life Insurance	7,018				7,018
20-21	Cash-in-Lieu	92,379				92,379
20-31	Pers/Misc Other	3,294,317				3,294,317
20-34	PARS (3.75%)	13,353				13,353
20-36	SRIP	306,953				306,953
20-40	Medicare Tax	108,187				108,187
20-63	Retirement Med: Misc. Emp Medic	200,237				200,237
20-71	Workers Comp: Workers Comp C	204,736				204,736
20-82	Allowances: Shoes Allowance	1,012				1,012
20-87	Terminal Payouts-Misc.Emp	177,998				177,998
20-90	Other Employee Benefits	239,433				239,433
20-91	Commuter Check	25,155				25,155
27-20	Fringe Benefits (Budget)	10,825				10,825
Prsnl Svcs-Fringe Benefits		6,769,320				6,769,320
20-99	Salary Savings	(800,000)				(800,000)
Personal Services-Employee		15,836,579	31,500			15,868,079

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY21							
BERKELEY PUBLIC LIBRARY (w/CoB)							
Elmnt-		Lib Dscr	Grants	Gift	Fndn	PRJCTD	Lib Dscr
Object	Description	101	103	104	105	FY21	301
30-38	Professional: Misc Prof Svcs	872,450				872,450	872,450
30-39	Hazardous Materials Handling	2,000				2,000	2,000
30-42	Maint Svcs: Office Equip Maint Svc	6,500				6,500	6,500
30-43	Maint Svcs: Bldg & Structures Mai	174,000				174,000	174,000
30-44	Maint Svcs: Field Equip Maint	7,250				7,250	7,250
30-46	Maint Svcs: Computer Maintenance	15,000				15,000	15,000
30-47	Maint Svcs: Software Maintenance	346,000				346,000	346,000
30-51	Bank Credit Card Fees	4,500				4,500	4,500
Purchased Prof & Tech Svcs		1,427,700				1,427,700	1,427,700
35-20	County/State/Fed Pymts.	5,000				5,000	5,000
Grants & Gvrnmntl Payments		5,000				5,000	5,000
40-10	Professional Dues and Fee	47,250				47,250	47,250
40-31	Communications: Telephones	112,200				112,200	112,200
40-33	Communications: Cellular	14,550				14,550	14,550
40-41	Utilities: Water	35,000				35,000	35,000
40-42	Utilities: Gas/Electricity	300,000				300,000	300,000
40-43	Utilities: Refuse	34,252				34,252	34,252
40-50	Printing and Binding	9,850	750			10,600	9,850
40-61	Travel: Commerical Travel	7,000				7,000	7,000
40-62	Travel: Meals & Lodging	10,000				10,000	10,000
40-63	Travel: Registration/Admin Fees	40,000				40,000	40,000
40-64	Travel: Transportation	3,000				3,000	3,000
40-70	Advertising	15,000				15,000	15,000
40-90	Other		20,000	150,000	100,000	270,000	
Other Purchased Services		628,102	20,750	150,000	100,000	898,852	628,102

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY21						
BERKELEY PUBLIC LIBRARY (w/CoB)						
Elmnt- Object	Description	Lib Dscr 101	Grants 103	Gift 104	Fndn 105	PRJCTD FY21
50-10	Rental of Land/Buildings	1,500				1,500
50-20	Rental of Equip/Vehicles	46,500				46,500
50-30	Rental of Office Equipment & Furr	10,000				10,000
50-40	Rental of Software & Licenses	75				75
Rentals / Leases		58,075				58,075
51-10	Postage	32,500	500			33,000
51-20	Messenger/Deliver	27,000				27,000
Mail Services		59,500	500			60,000
55-11	Office Supplies	41,815	3,000			44,815
55-20	Field Supplies	181,930	5,000			186,930
55-34	Equip & Veh Supp: Spare Replac	6,000				6,000
55-50	Food	1,000	1,200			2,200
55-60	Library Materials	1,725,000				1,725,000
Supplies		1,955,745	9,200			1,964,945
60-20	Outside Janitorial Svcs	416,667				416,667
Purchased Property Services		416,667				416,667
65-70	Building - Existing Construction	1,250,000				1,250,000
Infrastructure		1,250,000				1,250,000
70-41	Machinery and Equipment	84,000				84,000
70-43	Furniture and Fixtures	100,000				100,000
70-44	Computers & Printers	55,000				55,000
70-47	Computer Softwares & Lic	15,000				15,000
Property		254,000				254,000

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY21						
BERKELEY PUBLIC LIBRARY (w/CoB)						
Elmnt- Object	Description	Lib Dscr 101	Grants 103	Gift 104	Fndn 105	PRJCTD FY21
71-10	Small Equipment	14,400				14,400
71-44	Mach & Equip: Computers And Pr	95,000				95,000
71-47	Mach & Equip: Software & Licens	36,052				36,052
Property Under Cap Limit		145,452				145,452
75-25	PC Replacement	179,624				179,624
75-35	Mail Services	1,764				1,764
75-50	City Vehicles/Fuel & Main	7,800				7,800
75-60	City Parking Permits	500				500
Internal Services		189,688				189,688
Other Expenses		6,389,929	30,450	150,000	100,000	6,670,379
Berkeley Public Library + CoB		22,226,508	61,950	150,000	100,000	22,538,458

	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 MID-YR	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 9,425,548	\$ 9,425,548	\$ 9,425,548	\$ 8,687,243	\$ 8,687,243	\$ 8,687,243	\$ 4,875,275	\$ 2,603,636	\$ 1,056,334
Revenues									
Library Services Tax	\$20,452,814	\$20,452,814	\$20,342,539	\$20,861,870	\$20,861,870	\$20,342,539	\$20,749,390	\$21,164,378	\$21,587,665
Fines/Fees	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Misc. Revenue / Interest / Refunds	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
TOTAL REVENUE	\$20,524,814	\$20,524,814	\$20,414,539	\$20,933,870	\$20,933,870	\$20,414,539	\$20,821,390	\$21,236,378	\$21,659,665
Expenditures									
Operations									
Salaries, Wages, Benefits	\$16,184,567	\$16,184,567	\$16,184,567	\$16,605,785	\$16,605,785	\$16,605,785	\$17,103,959	\$17,617,077	\$18,145,590
Salaries, Wages, Benefits									
less: Labor Vacancy Savings	300,000	300,000	3,684,567	300,000	300,000	800,000	500,000	500,000	500,000
Personnel	\$15,884,567	\$15,884,567	\$12,500,000	\$16,305,785	\$16,305,785	\$15,805,785	\$16,603,959	\$17,117,077	\$17,645,590
Non-Personnel	1,401,560	1,635,652	2,457,538	1,209,910	1,209,910	1,209,910	1,424,276	1,591,964	1,769,520
Library Materials (incl Tool Lndng)	1,830,000	1,880,882	1,880,882	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000
Misc. Professional Services	897,450	1,126,499	1,126,499	872,450	872,450	872,450	850,000	850,000	850,000
Utilities+Telephone	369,252	496,153	496,153	495,902	495,902	495,902	500,000	500,000	500,000
Janitorial	416,667	461,783	461,783	416,667	416,667	416,667	430,000	439,845	452,053
Software Maintenance	346,000	344,687	346,000	346,000	346,000	346,000	350,000	350,000	350,000
Computer & Software Purchase (CAP)	55,000	73,199	100,000	70,000	70,000	70,000	75,000	75,000	75,000
Building/Infrastructure	4,600,000	4,600,000	1,750,000	100,000	100,000	1,250,000	1,100,000	100,000	100,000
Subtotal:	\$25,800,496	\$26,503,422	\$21,118,855	\$21,541,714	\$21,541,714	\$22,191,714	\$23,058,235	\$22,748,886	\$23,467,162
Carryover									
Encumbered						\$ 2,000,000			
Charges From Other Depts									
Finance - Billing (341)	19,126	19,126	\$ 19,126	\$ 19,739	\$ 19,739	\$ 19,739	19,739	\$ 19,739	\$ 19,739
Facilities - Enviro Compliance (693)	14,863	14,863	14,863	15,055	15,055	15,055	15,055	15,055	15,055
Interfund Transfers									
Subtotal:	\$ 33,989	\$ 33,989	\$ 33,989	\$ 34,794	\$ 34,794	\$ 34,794	\$ 34,794	\$ 34,794	\$ 34,794
TOTAL EXPENDITURES	\$25,834,485	\$26,537,411	\$21,152,844	\$21,576,508	\$21,576,508	\$24,226,508	\$23,093,029	\$22,783,680	\$23,501,956
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (5,309,671)	\$ (6,012,597)	\$ (738,305)	\$ (642,638)	\$ (642,638)	\$ (3,811,969)	\$ (2,271,639)	\$ (1,547,302)	\$ (1,842,291)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 4,115,877	\$ 3,412,951	\$ 8,687,243	\$ 8,044,605	\$ 8,044,605	\$ 4,875,275	\$ 2,603,636	\$ 1,056,334	\$ (785,957)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 4,115,877	\$ 3,412,951	\$ 8,687,243	\$ 8,044,605	\$ 8,044,605	\$ 4,875,275	\$ 2,603,636	\$ 1,056,334	\$ -
Annual Committed Reserve	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Uncommitted Fund Balance	\$ 2,615,877	\$ 1,912,951	\$ 7,187,243	\$ 6,544,605	\$ 6,544,605	\$ 3,375,275	\$ 1,103,636	\$ (443,666)	\$ (1,500,000)
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LIBRARY TAX FUND (101): 5-YEAR FUND ANALYSIS

	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 MID-YR	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 368,897	\$ 368,897	\$ 368,897	\$ 374,250	\$ 374,250	\$ 374,250	\$ 329,250	\$ 284,250	\$ 239,250
Revenues									
Friends of BPL	\$ 120,000	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Donations/Private			2,269						
Interest/Misc. Revenues			3,636						
TOTAL REVENUE	\$ 120,000	\$ 120,000	\$ 125,905	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Expenditures									
Operations									
Personnel									
Non-Personnel	150,000	86,145	50,552	150,000	150,000	150,000	150,000	150,000	150,000
Professional Services		64,408	70,000						
Library Materials									
Subtotal:	\$ 150,000	\$ 150,553	\$ 120,552	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Carryover									
Encumbered									
Unencumbered									
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 150,000	\$ 150,553	\$ 120,552	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (30,000)	\$ (30,553)	\$ 5,353	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 338,897	\$ 338,344	\$ 374,250	\$ 329,250	\$ 329,250	\$ 329,250	\$ 284,250	\$ 239,250	\$ 194,250

	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 MID-YR	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 902,209	\$ 902,209	\$ 902,209	\$ 1,029,498	\$ 1,029,498	\$ 1,029,498	\$ 1,029,498	\$ 1,032,998	\$ 1,032,998
Revenues									
Foundation	\$ 250,000	\$ 250,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000			
Misc./ Interest			3,500				3,500		3,500
TOTAL REVENUE	\$ 250,000	\$ 250,000	\$ 253,500	\$ 100,000	\$ 100,000	\$ 100,000	\$ 3,500	\$ -	\$ 3,500
Expenditures									
Personnel									
Consultants									
Furniture and Fixtures		46	46						
Equipment		56,165	56,165						
Building									
Miscellaneous/Other	100,000	70,000	70,000	100,000	100,000	100,000			
Subtotal:	\$ 100,000	\$ 126,211	\$ 126,211	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
Carryover									
Encumbered									
Unencumbered									
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 100,000	\$ 126,211	\$ 126,211	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ 150,000	\$ 123,789	\$ 127,289	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,052,209	\$ 1,025,998	\$ 1,029,498	\$ 1,029,498	\$ 1,029,498	\$ 1,029,498	\$ 1,032,998	\$ 1,032,998	\$ 1,036,498
Other	\$ (550,893)	\$ (550,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)
Personnel COLA %age Change									
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 501,316	\$ 475,105	\$ 458,605	\$ 458,605	\$ 458,605	\$ 458,605	\$ 462,105	\$ 462,105	\$ 465,605
Notes:									
Pace Trust (14LB29, org=\$695,761) @ APR20 actual available=\$570,892.87									

FOUNDATION FUND (105): 5-YEAR FUND ANALYSIS

Dep/Div	Position	Authorized FTE	
	Title	FY21	FY20
9101	ACCOUNTING OFF SPEC III U	1.000	1.000
	ADMIN & FISCAL SVS MGR UN	1.000	1.000
	ADMIN SECRETARY	1.000	1.000
	ASSISTANT HUMAN RESRCS AN	1.000	1.000
	ASSISTANT MANGMNT ANLST U	1.000	1.000
	ASSISTANT MANGMNT ANLST U	1.000	1.000
	ASSISTANT MANGMNT ANLST U	1.000	1.000
	ASSOCIATE HUMAN RESRCS AN	1.000	1.000
	DEPUTY DIRECTOR LIBRARY S	1.000	1.000
	DIRECTOR OF LIBRARY SERVI	1.000	1.000
	LIBRARY SERVICES MANAGER	1.000	1.000
	LIBRARY SERVICES MANAGER	1.000	1.000
	Administration	12.000	12.000
9102	INFORMATION SYSTEMS SPEC	1.000	1.000
	INFORMATION SYSTEMS SPEC	1.000	1.000
	INFORMATION SYSTEMS SPEC	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARY INFO SYSTEMS ADMI	1.000	1.000
	Information Systems	5.000	5.000
9103	BUILDING MAINT MECH	1.000	1.000
	BUILDING MAINT MECH	1.000	1.000
	SENIOR BUILDING MAINT SUP	1.000	1.000
	Facilities Maintenance	3.000	3.000

POSITION FTE SUMMARY BY POSITION DETAIL

Dep/Div	Position	Authorized FTE	
	Title	FY21	FY20
9201	CIRCULATION SERVICES MANA	1.000	1.000
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	1.000	1.000
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.750	0.750
	LIBRARY ASSISTANT	1.000	1.000
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	1.000	1.000
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	1.000	1.000
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	1.000	1.000
	LIBRARY SPECIALIST I	1.000	1.000
	LIBRARY SPECIALIST I	1.000	1.000
	MAIL SERVICES AIDE	1.000	1.000
	MAIL SERVICES AIDE	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	hourly: LIBRARY PAGE	0.350	0.350
	hourly: LIBRARY PAGE	0.350	0.350
	hourly: LIBRARY PAGE	0.350	0.350
	hourly: LIBRARY PAGE	0.350	0.350
	Circulation Services	24.650	24.650

Dep/Div	Position	Authorized FTE	
	Title	FY21	FY20
9202	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	0.500	0.500
	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	0.600	0.600
	LIBRARY SPECIALIST II	0.500	0.500
	LIBRARY SPECIALIST II	0.800	0.800
	SENIOR LIBRARIAN	1.000	1.000
	SUPERVISING LIBRARIAN	1.000	1.000
	Childrens Services	6.400	6.400
9203	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	0.500	0.500
	LIBRARY SPECIALIST II	1.000	1.000
	Art+Music	3.500	3.500
9204	LIBRARIAN I	0.500	0.500
	LIBRARIAN II	0.500	0.500
	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	0.700	0.700
	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARY SPECIALIST II	1.000	1.000
	LIBRARY SPECIALIST II	1.000	1.000
	SUPERVISING LIBRARIAN	1.000	1.000
	Reference	8.700	8.700
9205	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY LITERACY PROG COO	1.000	1.000
	LIBRARY SPECIALIST I	1.000	1.000
	Literacy Programs	2.500	2.500
9301	LIBRARY SPECIALIST II	1.000	1.000
	SENIOR LIBRARIAN	1.000	1.000
	SUPERVISING LIBRARIAN	1.000	1.000
	Central Support	3.000	3.000

POSITION FTE SUMMARY BY POSITION DETAIL

Dep/Div	Position	Authorized FTE	
	Title	FY21	FY20
9302	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY SPECIALIST II	0.500	0.500
	LIBRARY SPECIALIST II	0.500	0.500
	LIBRARY SPECIALIST II	1.000	1.000
	SUPERVISING LIBRARIAN	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	North Branch	10.050	10.050
9303	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY SPECIALIST II	0.500	0.500
	LIBRARY SPECIALIST II	1.000	1.000
	SUPERVISING LIBRARIAN	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	Tarea Hall Pittman South Branch	8.350	8.350

Dep/Div	Position	Authorized FTE	
	Title	FY21	FY20
9304	LIBRARIAN II	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY ASSISTANT	1.000	1.000
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY SPECIALIST II	0.500	0.500
	LIBRARY SPECIALIST II	1.000	1.000
	SUPERVISING LIBRARIAN	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	<i>hourly: LIBRARY AIDE</i>	<i>0.375</i>	<i>0.375</i>
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	West Branch	9.075	9.075
9305	LIBRARIAN I	1.000	1.000
	LIBRARIAN II	1.000	1.000
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY SPECIALIST II	0.500	0.500
	LIBRARY SPECIALIST II	0.750	0.750
	SUPERVISING LIBRARIAN	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	<i>hourly: LIBRARY AIDE</i>	<i>0.375</i>	<i>0.375</i>
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	<i>hourly: LIBRARY PAGE</i>	<i>0.350</i>	<i>0.350</i>
	Claremont Branch	8.825	8.825
9307	TOOL LENDING SPECIALIST	1.000	1.000
	TOOL LENDING SPECIALIST	1.000	1.000
	TOOL LENDING SPECIALIST	1.000	1.000
	Tool Lending Library	3.000	3.000

Dep/Div	Position	Authorized FTE	
	Title	FY21	FY20
9401	LIBRARIAN II	1.000	1.000
	LIBRARY AIDE	0.500	0.500
	LIBRARY AIDE	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY ASSISTANT	0.500	0.500
	LIBRARY SPECIALIST II	1.000	1.000
	SUPERVISING LIBRARIAN	1.000	1.000
	SUPERVISING LIBRARY ASSIS	1.000	1.000
	Technical Services	6.000	6.000
9402	LIBRARY SPECIALIST II	1.000	1.000
	SENIOR LIBRARIAN	1.000	1.000
	Collections Management	2.000	2.000
BERKELEY PUBLIC LIBRARY		116.050	116.050
	Career	111.100	111.100
	Hourly	4.950	4.950

Position Title	FY21
ACCOUNTING OFF SPEC III U	1.000
ADMIN & FISCAL SVS MGR UN	1.000
ADMIN SECRETARY	1.000
ASSISTANT HUMAN RESRCS AN	1.000
ASSISTANT MANGMNT ANLST U	3.000
ASSOCIATE HUMAN RESRCS AN	1.000
BUILDING MAINT MECH	2.000
CIRCULATION SERVICES MANA	1.000
DEPUTY DIRECTOR LIBRARY S	1.000
DIRECTOR OF LIBRARY SERVI	1.000
INFORMATION SYSTEMS SPEC	3.000
LIBRARIAN I	1.500
LIBRARIAN II	19.800
LIBRARY AIDE	13.000
LIBRARY ASSISTANT	14.250
LIBRARY INFO SYSTEMS ADMI	1.000
LIBRARY LITERACY PROG COO	1.000
LIBRARY SERVICES MANAGER	2.000
LIBRARY SPECIALIST I	3.000
LIBRARY SPECIALIST II	13.550
MAIL SERVICES AIDE	2.000
SENIOR BUILDING MAINT SUP	1.000
SENIOR LIBRARIAN	3.000
SUPERVISING LIBRARIAN	8.000
SUPERVISING LIBRARY ASSIS	9.000
TOOL LENDING SPECIALIST	3.000
hourly: LIBRARY AIDE	0.750
hourly: LIBRARY PAGE	4.200
Berkeley Public Library	116.050

POSITION FTE SUMMARY BY CLASSIFICATION



INFORMATION REPORTS

Wednesday, June 3, 2020

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Director's Report

Phased reopening of Berkeley Public Library

On May 19, the State of California issued new [retail guidance](#) that incorporates public library services into the operational guidelines intended to protect safety while allowing for the delivery of services. The issuance of this document allows the Library to proceed with a four-element staged plan to revive Library services in June. The four elements are the following:

- Allowing patrons to return materials
- Contactless curbside checkout & books by mail
- Answering patron questions by phone and email
- Summer Reading Program

A staff team consisting of supervising librarians and supervising library assistants developed a set of recommendations and identified equipment necessary to proceed. The Berkeley Public Library Foundation approved an emergency grant in the amount of for \$15,000 on May 27 for the purchase of any needed equipment to help equip and navigate the reopening of Library services during the pandemic.

Return of Materials: Currently over 100,000 Library items are checked out and due soon. The Library closed book drops starting on March 16 for a number of reasons related to the shelter in place order including the following:

- To discourage the movement of community members to perform non-essential activities.
- To reduce the handling of equipment, such as book drops, by many people over a short period of time.
- Holds could not be triggered if items were returned as there would be no way for the next person to access the held item.
- Staff were not assigned to work in city buildings unless performing essential work; the check in of materials is not considered essential.
- Book drops would have clogged and technology would have failed.

Reopening the book drops is a simple act. However, there is a high degree of complexity and a set of cascading consequences that will proceed once we do so. This includes the need to protect staff and community safety by quarantining materials for at least 72 hours; the need to ensure that holds are not triggered until curbside delivery is offered, and the need to identify physical locations in each facility to quarantine said materials.

Fortunately, patrons are not being charged daily overdue fines and the Library extended due dates to reduce anxiety about the fact that book drops are closed. We do expect a relatively large number of items being returned and expect a period of at least one week in which only returns will be permitted, with curbside checkout following soon thereafter.

Curbside Pickup: Unlike many public libraries in suburban areas, Berkeley Public Library does not offer parking lots and does not possess a large amount of space to enable drive up services. Additionally, a very high percentage of BPL patrons walk, bicycle, or use public transit to get to and from the Library. As a result, the Library will offer walk-up, contactless services that will enable patrons to pick up materials that had been placed on hold by themselves or by a Library staff member at the patron's request. Staff will be equipped with tablets and materials will be brought to the patron in a bag. There will be no need for staff to handle a patron's library card and no fines will be accepted. Patrons will be expected to line up at least six feet away from each other and staff and the Library will demarcate spaces for patrons to be served and for staff to be stationed. A security guard will be present at the Central Library and the second guard will be assigned where most necessary at any given time to facilitate social distancing and provide necessary support. Library supervisors have begun identifying methods at each facility that meet social distancing requirements.

In addition to curbside pickup, the Library will adjust parameters for access to the Library's Books by Mail services, which are currently intended for patrons who are significantly homebound to include anyone who is part of a population vulnerable to the coronavirus. Books by Mail allows patrons to receive and return materials via USPS delivery.

While many patrons enjoy using the catalog to find and discover materials, others enjoy getting the assistance of Librarians to find materials. This is especially true amongst parents who want to find materials appropriate for their children. To help satisfy the needs and interests of both parents/caregivers and other patrons unsure what to read next, the Library will offer Librarian-selected materials that will be checked out to patrons and placed on hold shelves for contactless pickup. Patrons will be asked their reading interests, age, and a few other questions to help librarians find materials likely to be enjoyed by the patron requesting the service. This work will build off of a previously available online booklist service offered by the Library.

Communicating with Patrons: To support patrons' needs for information, finding materials, and to answer accounts related questions, the Library will offer two methods: telephone and email. Because many people will likely want to continue to using e-resources rather than check out physical items during the continued pandemic conditions, the Library expects a good number of patrons to seek assistance in using online resources into the foreseeable future.

The Library is simplifying two processes and magnifying them on the Library's website: phone numbers and the "Contact Us" page. Because staff will not be assigned to public service desks in which multiple staff use the same phones, the phones are being reprogrammed to allow calls to be routed to individual lines and staff will be assigned answering phone calls on an hourly basis. Patrons will have a set of simple options such as "Library Accounts" or "Information Services," etc.

The Contact us page on the website was reduced from about fifteen options to four when the Library closed facilities and the categories will be adjusted slightly to reflect current services.

Summer Reading Program: The Library will offer a summer reading program via an app called Beanstack. In April, a team of Library staff consisting of Librarians, a supervising Library Assistant from the Collections unit, and led by a Senior Librarian were asked to consider methods for the Library to offer a summer reading program despite the pandemic and closure of facilities. They identified Beanstack, an app developed by a small California-based company, as an optimal method to do so. In the immediate area, both Alameda County Library and Oakland Public Library have successfully used this program for a number of years. Beanstack offers a simple user experience and incorporates gamification and badges to make the program fun. After the team identified Beanstack, the California State Library also developed a contract with the company to offer Beanstack for free for California public Libraries. As a result, the Library is not being charged for this year's program, a savings of over \$3,000.

In addition to offering the app to track one's time reading and titles read, the Library will be offering free books for all participants. Books will be bagged in grab bags and offered to patrons who have signed up for the program in the same way that patrons who had placed holds can pick up materials they had reserved. Additionally, the Library will offer drawings appropriate for all ages for those who complete the program.

The Summer Reading Program is expected to begin on June 15.

Covid-19 Response:

It is important to note that the City of Berkeley remains in a state of emergency and there is a need for continued vigilance and emergency response. Shelter-at-Home orders remain in place, although many businesses now can offer services, if in a modified manner based upon state and local guidelines. In fact, despite the department moving forward with a phased reopening of services, many Library staff continue to work as Disaster Service Workers. Over the past month, some staff-members' assignments have ended, particularly those of many Librarians working with the Office of Economic Development, while others have continued. Additionally, some new assignments have been identified, particularly providing support for answering Covid-19 related questions via 311.

The Library's Facility unit remains in the field to secure each of the Library facilities and the team is also preparing the facilities for reopening by identifying and acquiring necessary safety equipment and developing hygiene protocols. The team has been ensuring the efficacy and safety of water and HVAC systems.

The Library continues to receive many emails of thanks for all that Library staff is doing – particularly the expanding of online services - and for the work supporting the City's response to COVID-19. Staff have expressed great pride in being able to support the community in these ways.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Library, 510-981-6195



Mission Clarification Project Final Report

May 2020

CONFIDENTIAL



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Appendices

Appendix 1: Mission Clarification Workshop presentation including survey results

Berkeley Public Library Mission Clarification Project Introduction

Berkeley Public Library has been a treasured institution in the Berkeley community since 1893. One of the most heavily used libraries in California, the library is well-loved by your patrons and serves the community as a hub for many vital resources.

In a rapidly changing world, public libraries have been challenged to find new ways to serve their patrons and their communities. As the digital age transforms the information landscape, libraries must find ways to provide information that are equitable, accessible and relevant. As free places for people to gather become scarcer or disappear altogether, public libraries have become one the few public spaces providing shelter and a safe place for people to relax. Berkeley Public Library has embraced these challenges with innovative programs and services that meet the needs of your diverse and evolving community.

The Library is now preparing to search for a new Executive Director and to launch a strategic planning process. BuildingBlox Consulting (BBC) was honored to work with you to develop a clear and compelling mission to guide you as you move forward.

Why Mission Is Important

Mission is the heart and soul of an organization. Mission brings clarity about the principles that guide operations, it steers you when you're faced with important decisions and it describes your vision for the future.

Mission drives strategy: it tells you **where** you want to go; strategy tells **how** to get there. Mission indicates which strategies are appropriate for you to pursue and which you should decline to undertake.

As you move forward with your strategic planning process, your mission statement will serve as your north star when establishing policies, choosing programs, defining operations, setting priorities and allocating resources.

Everything you do subsequently depends on the decisions you make about your mission. Clarity and alignment about mission is critical for your strategic success.

BBC believes the answers to the following questions will define your mission:

1. **Core Belief/Purpose:** What core belief inspires the Library? The core belief is not what you do or how you do it, but rather, why you do it. And the "flipside of the coin" is your purpose, your *raison d'être*.
2. **Values:** What fundamental principles guide how you operate? Values are not aspirational; they are the heart and soul of who you are as an organization. Values don't change for convenience sake. An organization would rather suffer adverse consequences than violate one of their values.
3. **Impact:** What impact do you want to have on both the individuals who use the Library and the broader Berkeley community?
4. **Vision:** Vision is forward looking, over the next five to ten years. What is the future you want to create? How will you better serve your patrons and the community? How will you be stronger as an organization?

Berkeley Public Library identified the following areas to focus on over the next 5 years:

- a. Enhancing patrons' experiences
 - b. Expanding the Library's reach
 - c. Expanding the love of reading
 - d. Increasing Berkeley's awareness of the Library's resources and services
 - e. Enhancing your community's safety and wellness
 - f. Fostering a positive organizational culture
5. **Primary Goal:** What is the Library's primary goal for the next five years? What single measurable goal will be the best proof of your success in realizing your vision?

These questions are all interconnected; no one subject fully describes the Berkeley Library's mission. Rather, your mission is found in the answers to all these questions. Combined, they are your North Star to help you navigate important strategic decisions.

Project Methodology

The Mission Clarification project spanned the period from November 2019 through April 2020 and included the following:

Phase 1: Start-Up and Research

During the Mission Clarification project, we worked to ensure that the proposed new mission statement reflected the wide range of points of view within the board and integrated the knowledge of selected BPL staff.

During Phase 1, BBC:

- Reviewed source material including:
 - BPL Collection Management Plan
 - BPL 2018 Annual Report
 - Executive Summary of BPL 2019 Community Survey
 - BPL 2015-2018 Strategic Plan
 - BPL 2020 Strategic Goals
 - Moss Adams' 2018 Organizational Assessment Report for BPL
 - American Library Association Strategic Directions 2017
 - Institute of Museum and Library Services Strategic Plan for 2018-2022
- Interviewed the Library Director
- Conducted one-on-one interviews with each of the 5 members of the Board of Library Trustees (BOLT).
- Conducted group interviews with 12 Joint Labor Management Team members
- Conducted an online survey of select staff and BOLT members. The survey containing closed-ended and open-ended questions designed to gain a richer understanding of BPL mission prior to the phase 2 work. The statements we tested in our survey came from our interviews, existing Berkeley Public Library documents, and other source materials from library associations and other libraries. 25 trustees and staff were invited to complete the survey. See the Appendix for a list of survey respondents.
- Summarized survey findings. See the appendix for the complete survey findings.
- Developed an agenda for the Mission Clarification Workshop using findings from phase 1 and input from Library Director, Elliot Warren and Board of Trustee President, John Selawsky .

Phase 2: Mission Clarification Workshop – Conducted a 3-hour workshop with BOLT and selected BPL staff.

- All trustees and some members of the BPL Joint Labor Management Team were invited to attend the workshop. Workshop Attendees included:

Staff

Aimee Reeder
Dan Beringhele
Elliot Warren
Eve Franklin
Jay Dickinson
Jonathan Esmenjaud
Rudy Tapia
Susan Anderson

Trustees

Amy Roth
Diane Davenport
John Selawsky
Judy J. Hunt
Sophie Hahn

- Workshop attendees reviewed the findings from the interviews and survey and provided their feedback and suggestions for a draft BPL mission statement.

Phase 3: Drafted Mission Statement

- BBC used feedback from the Mission Clarification Workshop to draft your mission statement.
- BBC presented the draft mission statement and recommendations to the Library Director.
- BBC and the Library Director reviewed the draft and made revisions.

Phase 4: Presentation of Mission Statement

- BBC refined and completed the draft mission statement.
- BBC presented final draft of the mission statement to the BOLT at a meeting of the board.

Berkeley Public Library Recommended Mission Statement

CORE BELIEF/PURPOSE

Public libraries matter.

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

VALUES

1. **Public Service:** We are committed to serving the public; we value the power of people helping people.
2. **Inclusivity:** We welcome and treat everyone with dignity and respect. We are open to the expression of all beliefs.
3. **Accessibility and Ease of Use:** We are committed to free access to information; no one should be denied access because they cannot afford the cost of a book, a periodical or an online resource. We ensure that our patrons can use our services, collections and programs independently and easily.
4. **Diversity:** We believe that Berkeley's diversity is its strength (diverse ethnicities, religions, ages, gender identities, occupations, and abilities), and the Library is committed to meeting the needs of our evolving community.
5. **Community:** We value the power of people coming together.
6. **Reading and Learning:** We celebrate the joys of reading and lifelong learning.

IMPACT – On Individuals

1. The Library opens people to new possibilities. The Library's staff and service approach help patrons find what they're looking for and discover new treasures.
2. Through our programs and services, library users experience personal growth, gain a sense of empowerment, and forge connections.
3. Patrons find that the Library is a peaceful place where they can relax, read, or just think.
4. People feel that the Library belongs to them and they have a right to be there.

IMPACT – On Community

1. The Library contributes to a more inclusive and equitable society.
2. The Library fosters community by providing a meeting place for people and organizations.

VISION

Enhance Patrons' Experiences

1. The Library will provide state-of the-art, well-maintained facilities, amenities and infrastructure.
2. The Library will provide responsive customer service, whether it's high-touch personal assistance, self-checkout machines, or remote access.
3. The Library will maximize opportunities for staff to serve the community.
4. The Library will increase patrons' understanding and use of Library technology and resources.
5. The Library will enhance its services and public spaces to better serve people of diverse ethnicities, religions, ages, gender identities, occupations and abilities.

Expand Library's Reach

1. More people will be aware of what we do, especially those who have experienced barriers to accessing the library, or didn't understand how the library might be useful to them or felt that libraries wouldn't welcome them.
2. People will become more aware of the range of our services and programs.

Expand Love of Reading

The Library will bolster literacy of all kinds and expand love of reading and learning.

Enhance Safety and Wellness

The Library will be safe, comfortable and welcoming to everyone including staff and those in our community who are experiencing life challenges.

Strengthen Collections and Programs

1. The Library's collections and public programs will meet the ever-evolving needs of Berkeley's changing community. The Library will actively seek input from the community about the collections and programs.
2. The Library will continue updating our diverse collection of books, media, programs, and other resources.
3. The Library will become more effective and robust in evaluating public programs.
4. The Library will continue to evaluate its collection management plan, which is based on professional judgment by library staff and relevant information. We will continue to communicate the plan to staff, board, and the public.

Positive Organizational Culture

1. We will celebrate our accomplishments.

2. The Library staff and trustees will be proud to be a part of the Berkeley Public Library.
3. We will improve our internal and external communications processes, making them more effective and transparent.
4. The Library staff and trustees will meet the diversity, equity and inclusion standards established by the Library.
5. The Library will be more collaborative internally and we will seek more collaborations with other institutions.

PRIMARY GOAL

The group decided not to identify a primary goal at this time. No doubt, through your strategic planning process, you will identify a number of measures of success. We recommend that you identify the one primary goal that most strongly indicates the Library's success in realizing your vision.



MISSION CLARIFICATION WORKSHOP

february 2020

MISSION CLARIFICATION WORKSHOP

suggested ground rules and objectives

- Our primary focus is on big ideas to create a mission document to guide strategic planning
 - avoid excessive wordsmithing
- Everyone is invited to participate
 - keep comments brief so others can participate
 - be respectful of others' ideas
 - stay on track so we can cover all the material
- Our objective for today is to determine:
 - what should be included in your mission document?
 - what should not be included in your mission document?
 - what issues remain unresolved?

WHY MISSION MATTERS

Mission guides an organization

- articulates principles that guide operations
- describes your vision for the future
- alignment about mission is essential before determining strategy

Mission drives strategy

- mission tells you where you want to go
- strategy tells you how to get there
- mission informs which strategies to pursue
- mission also informs which strategies to reject



BPL MISSION WILL INCLUDE:



1. Core belief and purpose

- one core belief that inspires everything you do
- one central purpose that describes why you exist

2. Values that guide the library

- 4-5 core values that guide your work

3. Desired impact

- 2-3 statements describing impact on individuals
- 2-3 statements describing impact on the community

4. Vision for the future:

2-3 statements describing your aspirations for:

- patrons' experience
- library's reach
- love of reading
- awareness of the Library's services
- community safety and wellness
- collections and programs
- organizational culture

5. Primary goal

- one measurable goal so you know when to celebrate your success

MISSION CLARIFICATION PROCESS TO DATE

- **17 BPL people interviewed:**
 - all trustees and some staff were interviewed
- **Reviewed other materials such as:**
 - BPL Moss Assessment
 - BPL '19 Survey Results
 - BPL Collection Management Plan
 - BPL 2020 Priorities statement
 - ALA beliefs statements
 - mission statements/strategy documents from other public libraries
- **25 staff and trustees were invited to take a survey**
 - to provide feedback on the comments made by interviewees and written materials provided by BPL

SURVEY PARTICIPATION

- Survey started on 1/13/20 and ended on 1/26/20
- 5 trustees and 14 staff members completed the survey:

Aimee Reeder	Heather Cummins	Kelsey Ockert
Amy Roth	John Boggs	Michael Kwende
Bae Smith	John Selawski	Nora Hale
Dan Beringhele	Jonathan Esmenjaud	Perlita Payne
Danielle McMillian	Juan DeLeon	Rudy Tapia
Diane Davenport	Judy Hunt	Sophie Hahn
Elliot Warren		

MISSION CLARIFICATION NEXT STEPS

- **Today's Workshop**

- based on today's discussion, BBC will prepare a report with recommendations
- BBC will work closely with library management to prepare a mission statement for board review

- **Board of Trustees**

Board of Trustees will review, make revisions if needed and approve

SURVEY RESULTS

Overall there was a lot of positive response to the suggestions that came from the initial interviews and source material.



BELIEF & PURPOSE

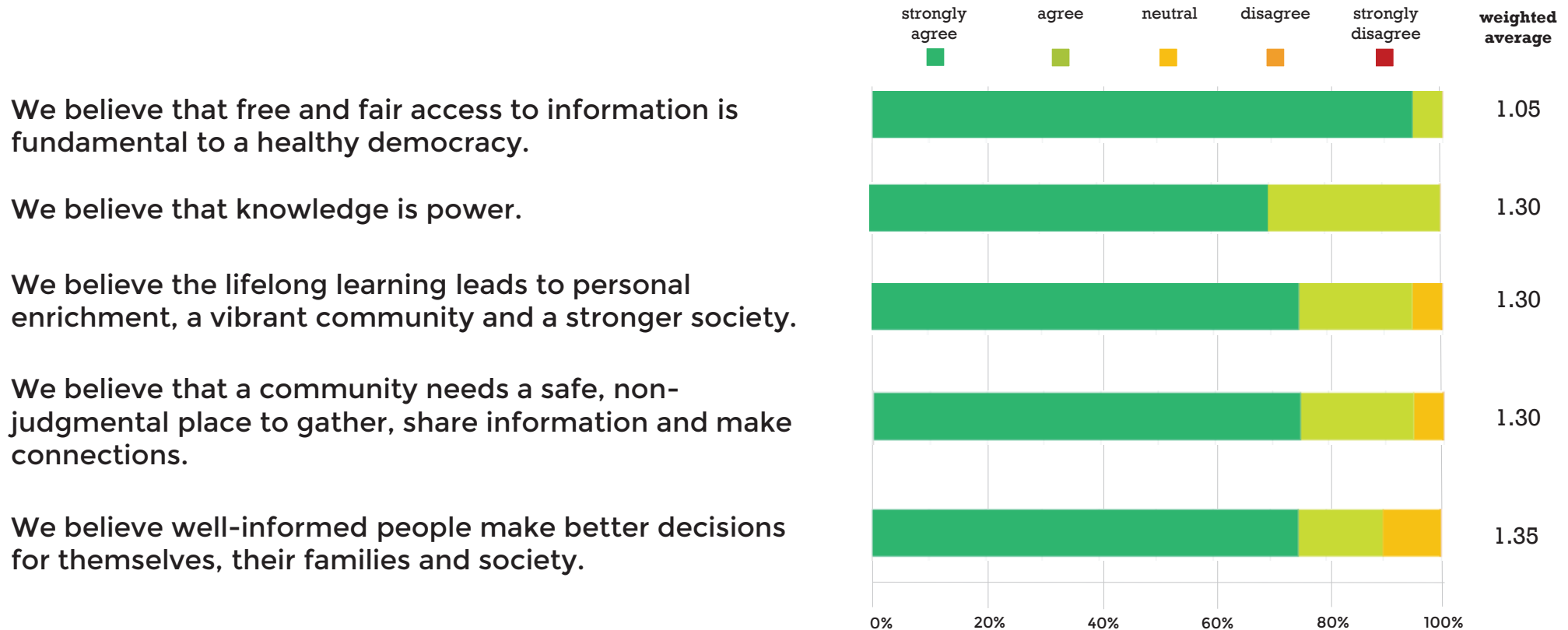
What core belief inspires the Library?

Why do we exist? What is our purpose?

“We believe...therefore, we exist to...”

Focus on the “why”, not the
“what”

CORE BELIEF THAT INSPIRES THE LIBRARY



CORE BELIEF comments/suggestions

We believe that the public library is the last fully democratic institution open and available to all.

Joy, enrichment and delight are central to a well-lived life; libraries hold a key to all of these.

Gosh. Can't we enjoy ourselves? All of the core beliefs are about duty, learning and judgement. So tiresome! So PC! The founders had it right: LIFE, LIBERTY and the pursuit of HAPPINESS.

We believe in providing confidentiality (or privacy?) regarding the information that people come to the library for.

We believe that community is inclusive and not exclusive and represents and welcomes a broad array of beliefs, opinions and ideas.

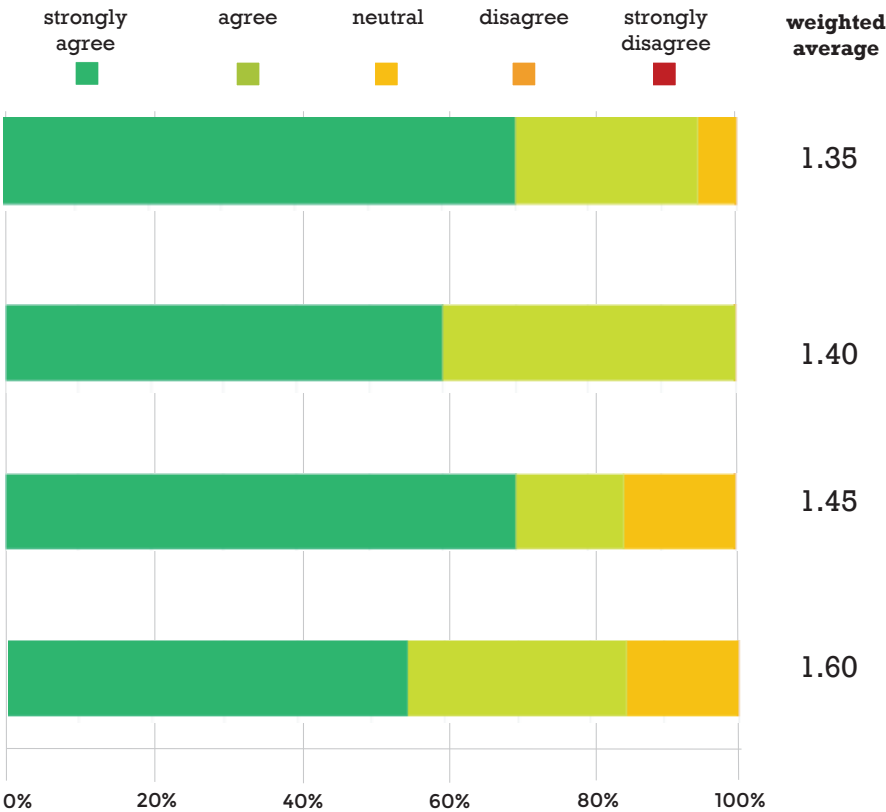
PURPOSE OF THE LIBRARY

The Library’s purpose is to foster lifelong learning, the joy of reading, a spirit of exploration and the pursuit of knowledge.

The Library’s purpose is to create a hub for innovation, discovery, learning and community engagement.

The Library’s purpose is to educate, inform, excite and entertain.

The Library’s purpose is to help people create a better future for themselves, their children and the community.



PURPOSE comments/suggestions

The library's purpose is to welcome children, youth, adults and elders of diverse ethnic, cultural and socio-economic communities.

The Library's purpose is to open the door to joy and enrichment, fulfilling the Founders' guarantee of the pursuit of Happiness.

The library serves as a hub for people to connect with local resources/community programs and provide a space/support for local institutions to put on programs.

Librarians are happy to guide people through use of new technology. We want to help bridge the digital divide for those who do not have access to technology, by providing access to internet, online information and technology education. Librarians add a personal touch to a landscape of google searching. Librarian's treat reference questions with respect, ensuring the privacy of the person asking for information, and provide a safe and pleasant space for research. Some questions we are experienced in researching and can match to an expert if one is on hand.

BELIEF/PURPOSE

because we believe...

1. Free and fair access to information is fundamental to a healthy democracy.
2. Knowledge is power.
3. Joy, enrichment and delight are central to a well-lived life; libraries hold a key to all of these.

therefore, we exist to...

- A. Foster lifelong learning, the joy of reading, a spirit of exploration and the pursuit of knowledge.
- B. Create a hub for innovation, discovery, learning and community engagement.
- C. Educate, inform, excite and entertain.

which combination of belief and purpose
best describes the library's raison d'être?

VALUES

What 4 or 5 fundamental principles guide
how we do our work?

VALUES THAT GUIDE THE LIBRARY

Public Service: We are committed to helping people and serving the public.

Accessibility: We believe in free access to information and that no one should be denied information because they cannot afford the cost of a book, a periodical or an online service.

Diversity: We believe that Berkeley's diversity is its strength, and our library is committed to meeting the needs of our diverse community.

Community: We value the power of people coming together.

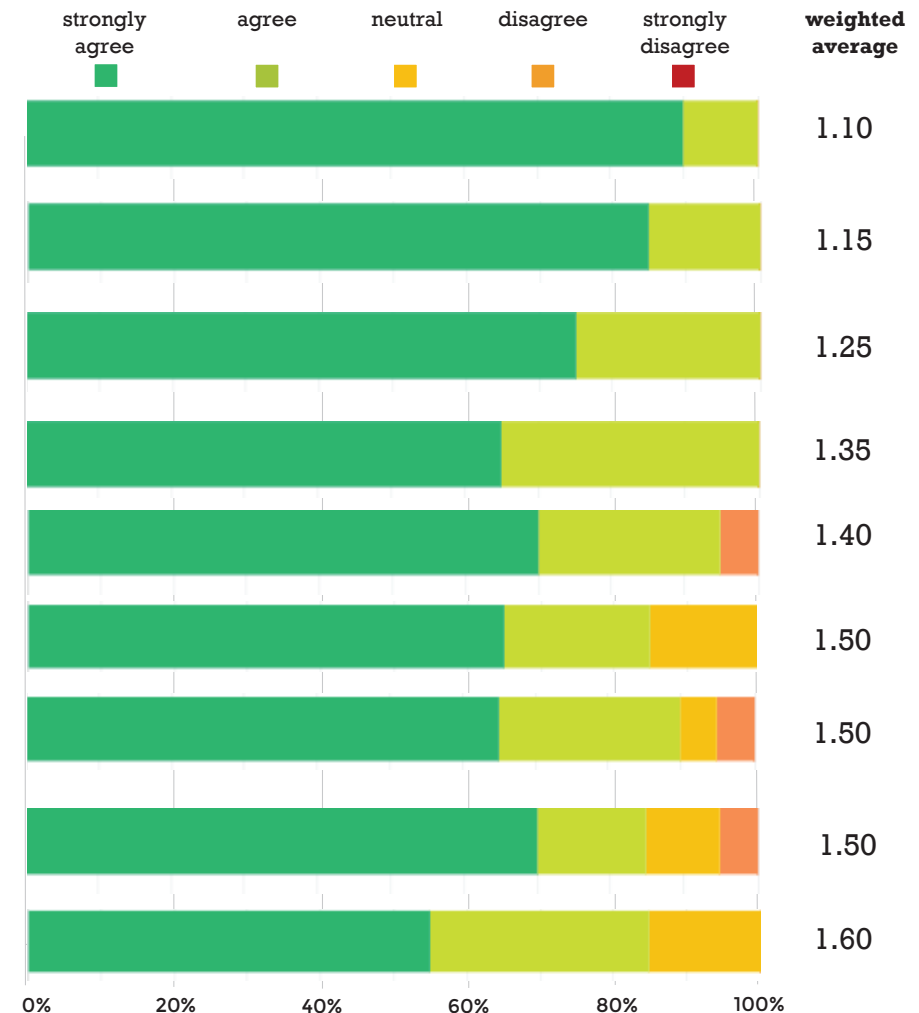
Inclusivity: We welcome everyone and treat them with dignity and respect. We are non-denominational, and open to the expression of all beliefs.

Learning: We celebrate the joys of lifelong learning.

Intellectual Freedom: We support the right of everyone to seek and receive information from all points of view.

Ease of Use: We are committed to developing Library services, collections and programs that our patrons can access and use independently and easily.

Individual Freedom: The Five Laws of Library Science include: "Every person his or her book. Every book its reader." Each patron is free to choose what they want to read.



VALUES

comments/suggestions

WE CELEBRATE BERKELEY'S HISTORICAL IDENTITY

we have tie dye library cards, an art/music section and collections that hosts many social justice materials.

On ease of use, I do not value independence. I think just say access easily. I reject the idea that doing things alone is best. Best is to do things in community.

SOUND ADVICE AND CURATION

in a world with too much misinformation, we rely on librarians to guide us towards reliable resources, and to select and preserve quality materials that meet the values and interests of our community.

KNOWLEDGE

We are committed to providing people the knowledge they need to engage both politically and personally with the world and the closer community

on inclusivity, i don't like limiting this to religious inclusivity. non-denominational didn't make sense for Berkeley.

On intellectual freedom, I think everyone has the right to seek truth, not just "Information." Information can include lies, and we have too many of them. I think the library should be an arbiter or what is verified/dependable and what is opinion/made up/lies. In this day and age, I don't think we can leave something as loose as "information" in our mission.

THE HUMAN TOUCH

We believe our patrons and employees benefit most from interaction with fellow human beings, and that interaction with machines should serve, not replace, human decision-making and interactions.

What impact does the Library want to have?

IMPACT

...on individuals (2-3 statements)

...on the community (2-3 statements)

THE LIBRARY'S IMPACT ON INDIVIDUALS

Individuals can access resources, including resources on the internet, to find jobs, succeed at school and obtain essential government services.

Children are ready and able to succeed at school.

People of all ages are actively engaged in exploration, critical thinking and creativity.

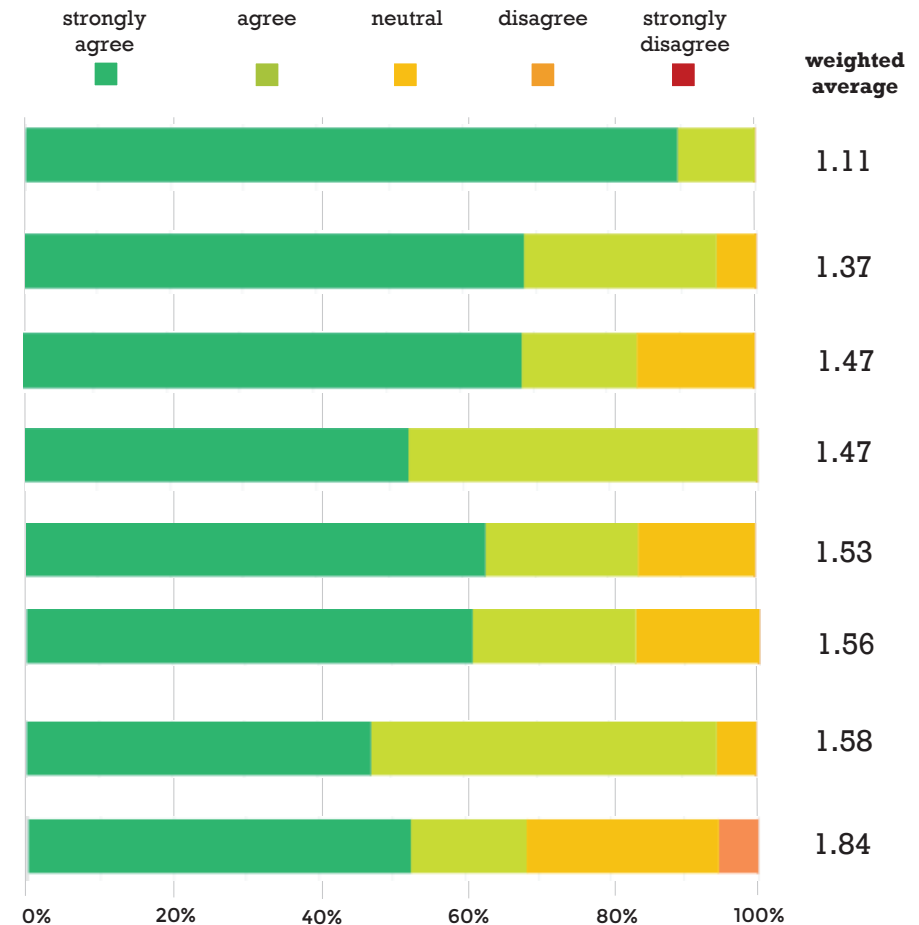
New English speakers practice speaking English in a safe, fun and social environment.

Parents and caregivers are supported.

Individuals experience personal growth, a sense of connection, and a positive, hopeful outlook on the future.

People experiencing homelessness or other crises can connect to assistance.

In the Library, individuals can find serenity within the storm of life.



LIBRARY'S IMPACT ON INDIVIDUALS

comments/suggestions

JOY, HAPPINESS,
CONNECTION, UPLIFT,
EXCITEMENT,
AMAZEMENT, AWE.

*everything in these lists is so earnest,
practical and dreary.*

*Libraries offer access to
information and materials
that delight, inspire and
awe.*

*Libraries open the door to
knowledge, expression
and awe.*

*I think just saying people can find
serenity is enough. We don't have
to say, "in the storm of life."
Serenity is nice even if your life is
not a storm.*

THE LIBRARY'S IMPACT ON THE COMMUNITY

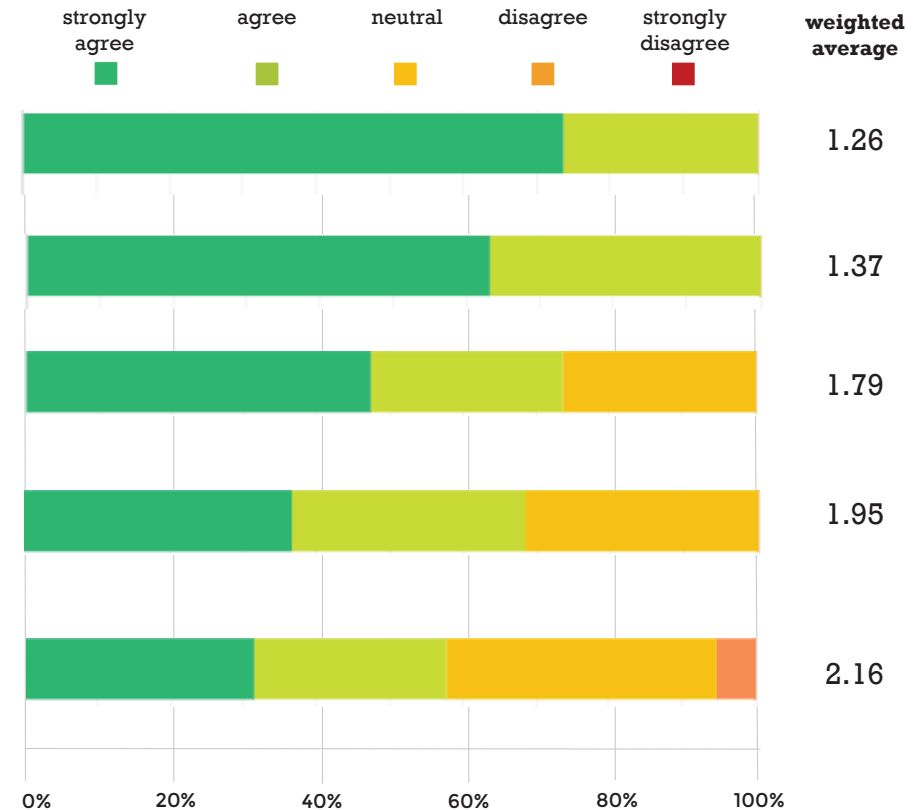
The Library supports a more inclusive and equitable society.

People and organizations have a place to come together.

People experience a greater sense of belonging to something larger than themselves.


People are more empathetic and feel more comfortable with people different from themselves.

More people participate in community decision-making.




LIBRARY'S IMPACT ON COMMUNITY

comments/suggestions



Libraries are the Big House of our community; the place where people of all backgrounds, ages, economic status and abilities join under one roof to seek knowledge and connection.



Libraries knit our community together by offering a place where each can join in the common pursuit of an individual truth.

VISION

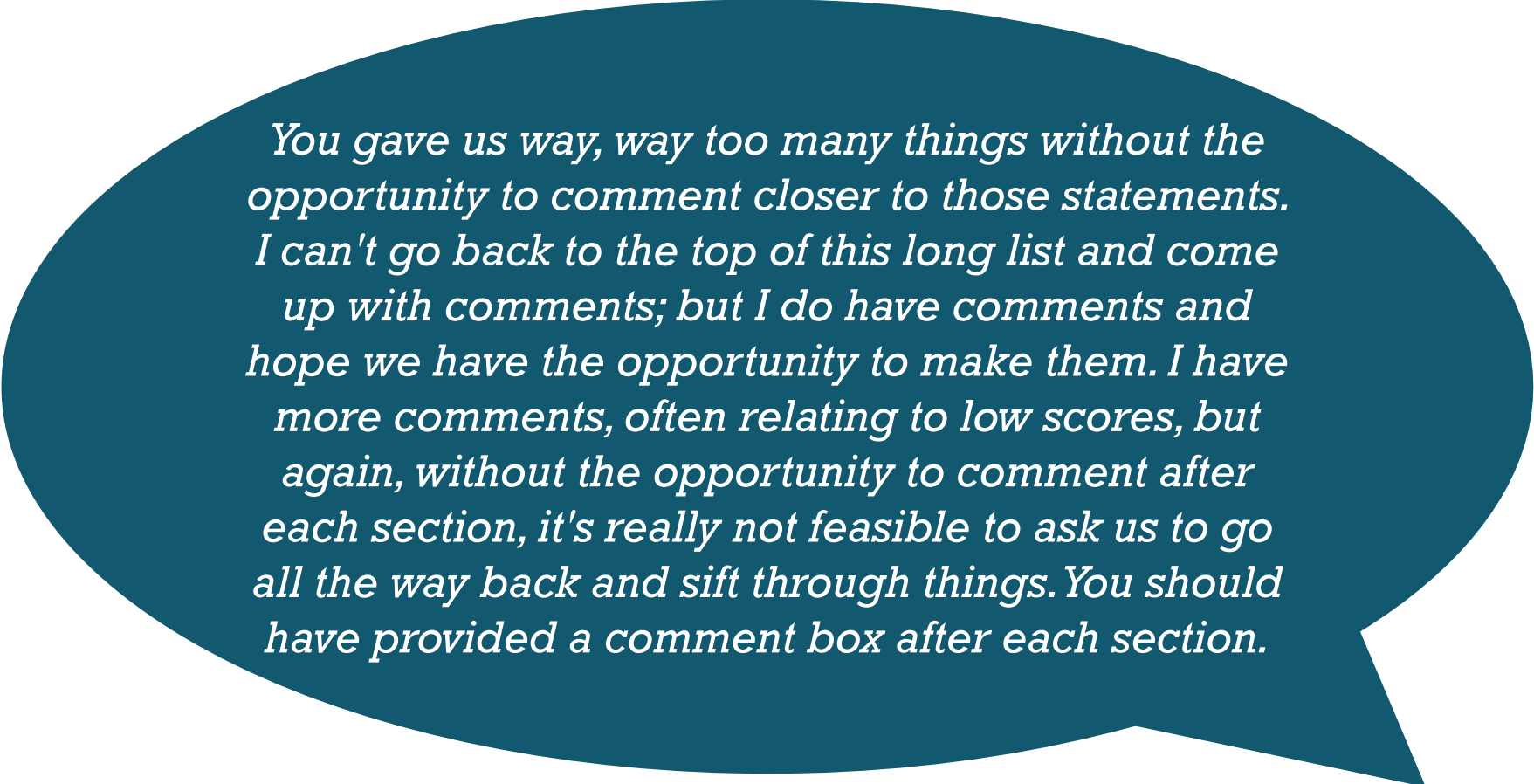
What is the Library's vision for the future?
(5-10 years)

How will the Library...

- enhance patron's experiences
- expand the library's reach?
- expand the love of reading?
- increase Berkeley's awareness of the library's resources and services?
- enhance our community's safety and wellness
- strengthen our collections and programs?
- foster a more positive organizational culture?

(2-3 statements for each)

VISION comments/suggestions



You gave us way, way too many things without the opportunity to comment closer to those statements. I can't go back to the top of this long list and come up with comments; but I do have comments and hope we have the opportunity to make them. I have more comments, often relating to low scores, but again, without the opportunity to comment after each section, it's really not feasible to ask us to go all the way back and sift through things. You should have provided a comment box after each section.

VISION – ENHANCE PATRONS’ EXPERIENCES

The Library will provide excellent, responsive customer service.

The Library will enhance its public spaces, furnishings, and equipment to better serve all community members, including distinct age groups such as teens and children.

The Library will provide state-of the-art, well-maintained infrastructure, amenities and facilities.

The Library will listen to, respect, and respond to patrons’ suggestions and concerns.

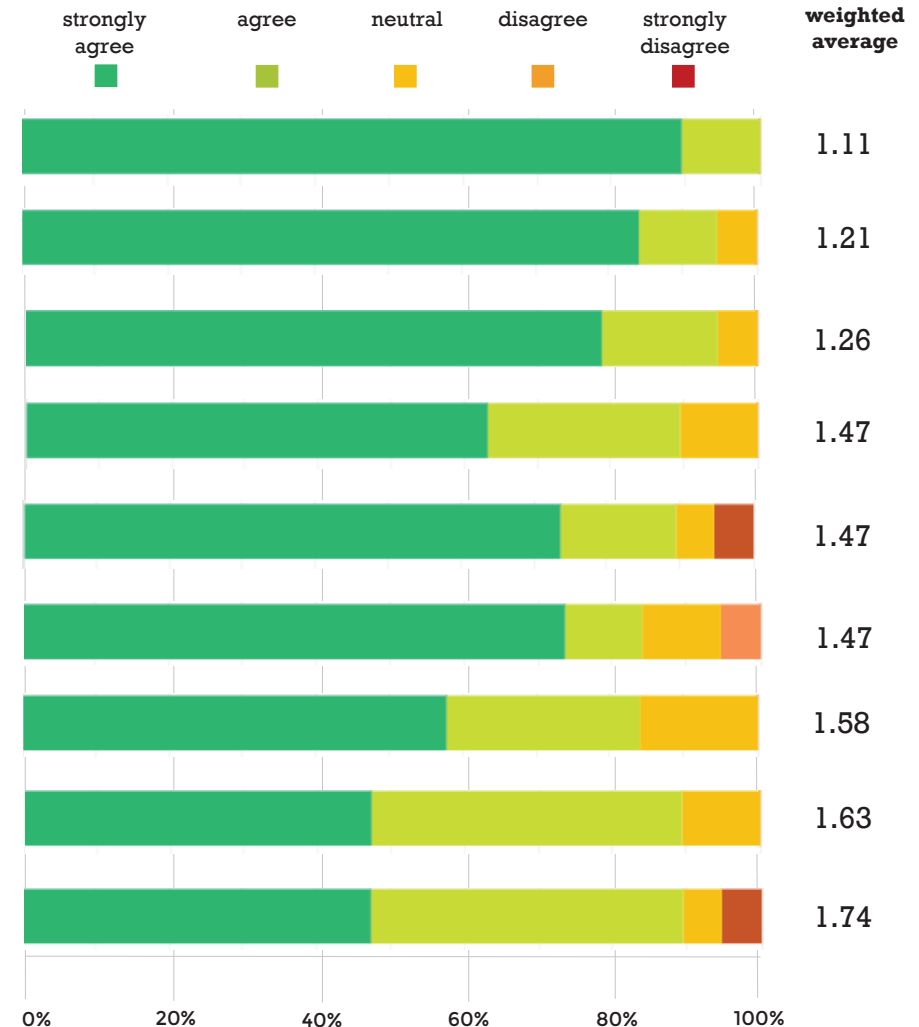
The Library will maximize opportunities for staff to serve patrons.

The Library and its website will be easy to use independently.

The Library will continue to value technology that serves our patrons' interests, but it will not replace the human connection.

The Library will improve systems for collecting feedback from a wide array of patrons.

The Library will increase patrons’ understanding and use of our cutting-edge technology.



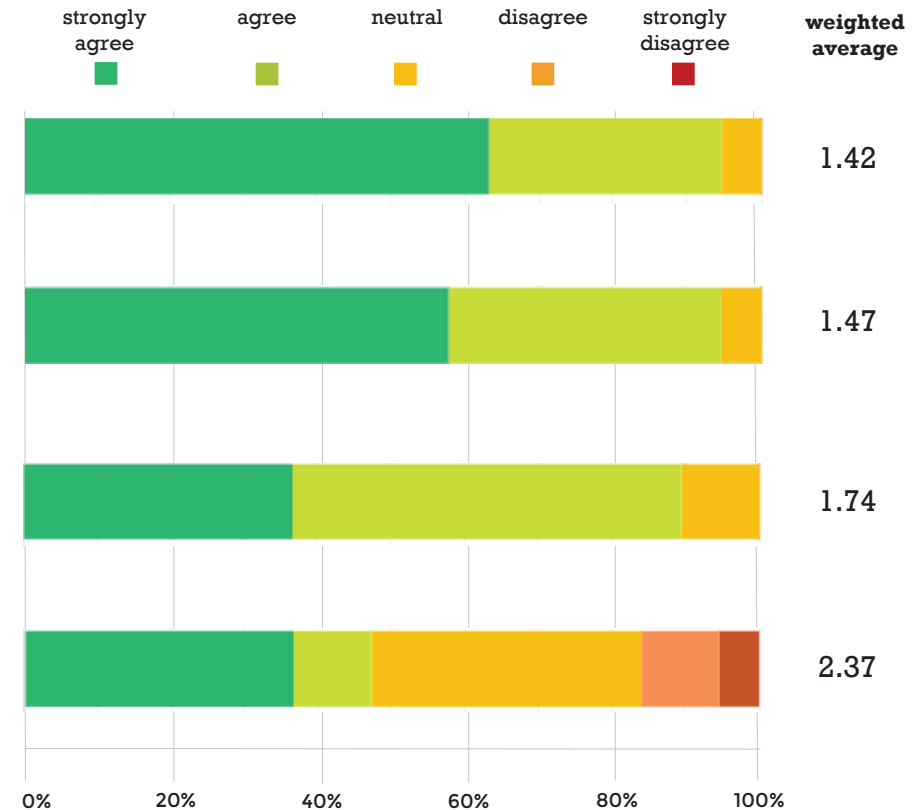
VISION – EXPAND THE LIBRARY’S REACH

Newcomers and those living in social or digital isolation will have fewer barriers to participation.

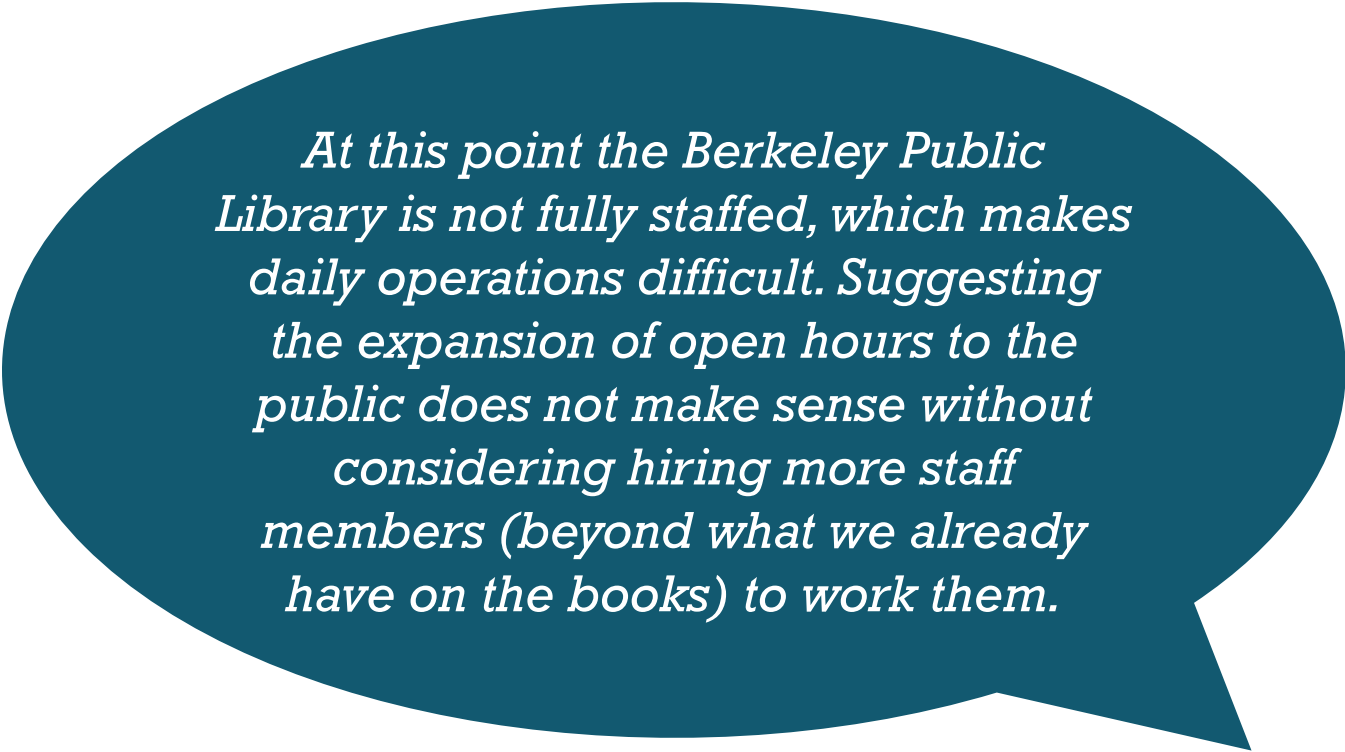
The Library will be a democratizing force helping to level the playing field by improving access to technologies that connect people to resources and information.

There will be greater activity, hustle and bustle, and more smiling faces.

The Library will be open more hours including Sundays and evenings.

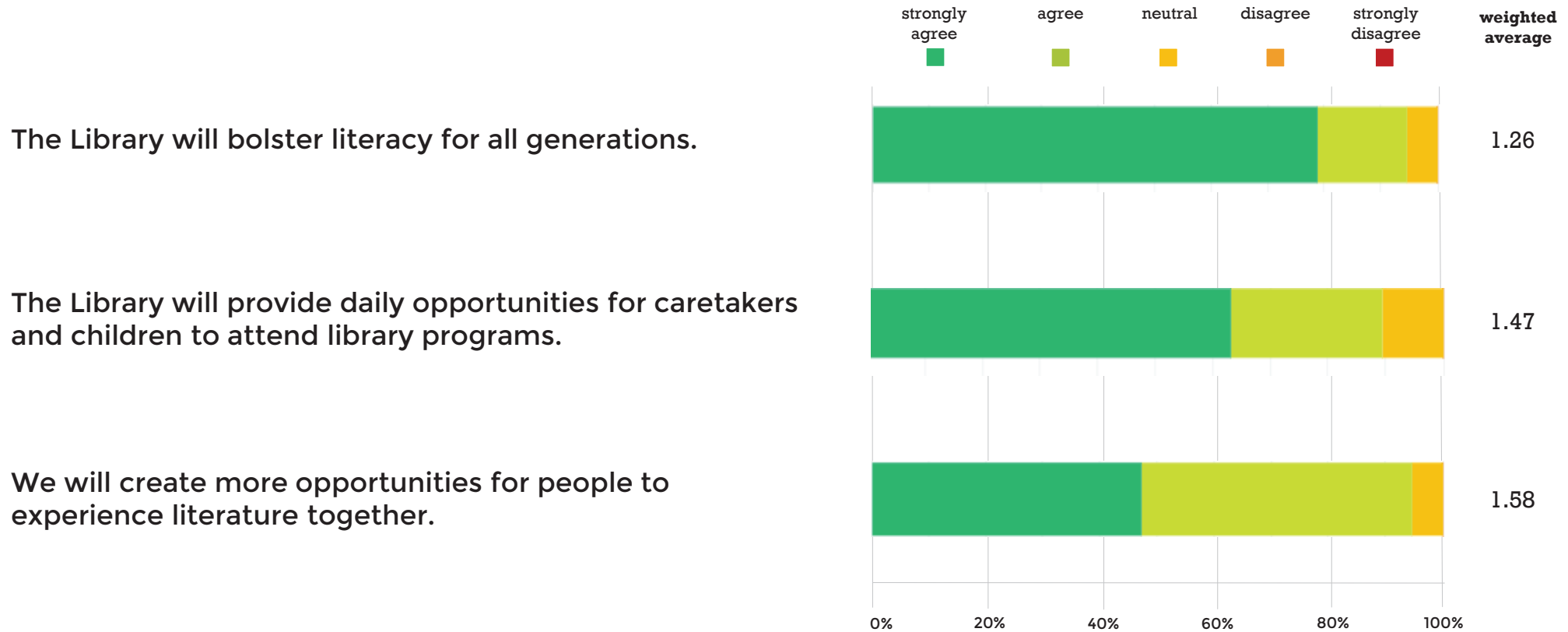


VISION comments/suggestions on expanding the Library's reach

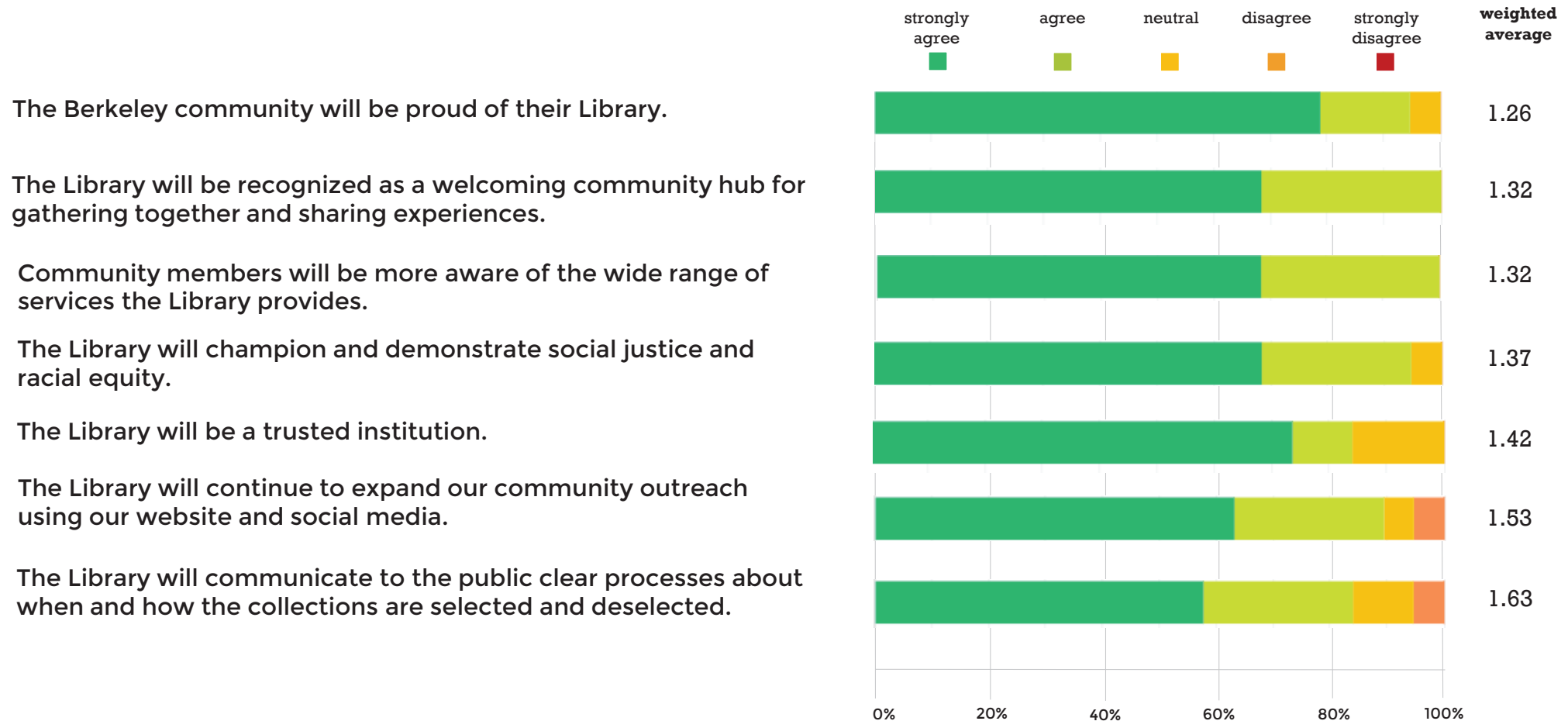


At this point the Berkeley Public Library is not fully staffed, which makes daily operations difficult. Suggesting the expansion of open hours to the public does not make sense without considering hiring more staff members (beyond what we already have on the books) to work them.

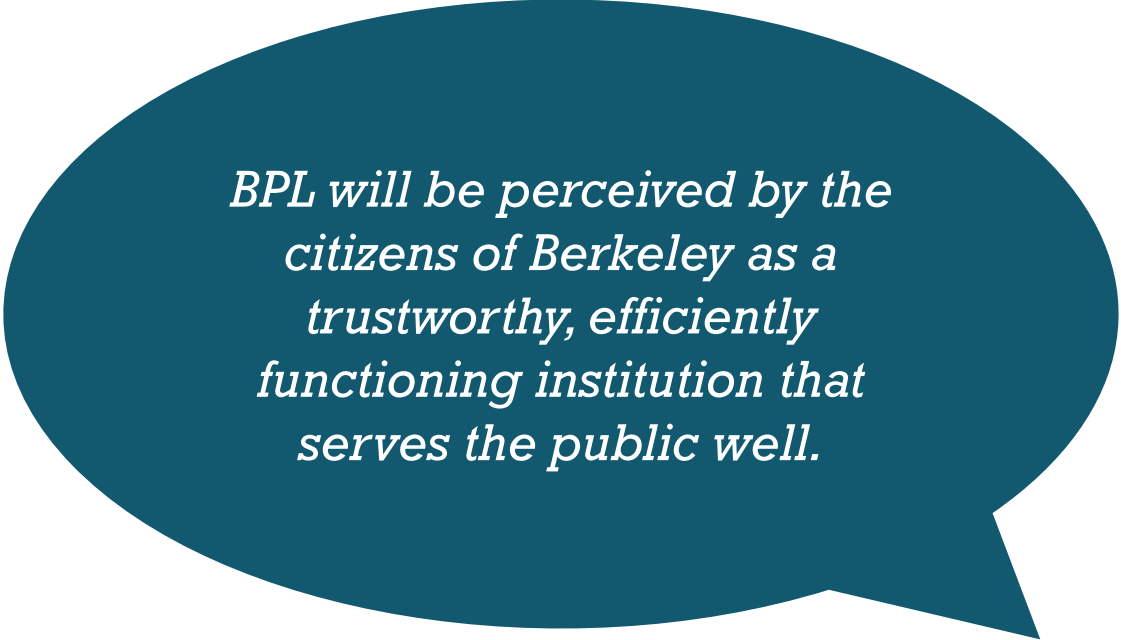
VISION – EXPAND LOVE OF READING



VISION – INCREASE AWARENESS



VISION comments/suggestions on increased awareness

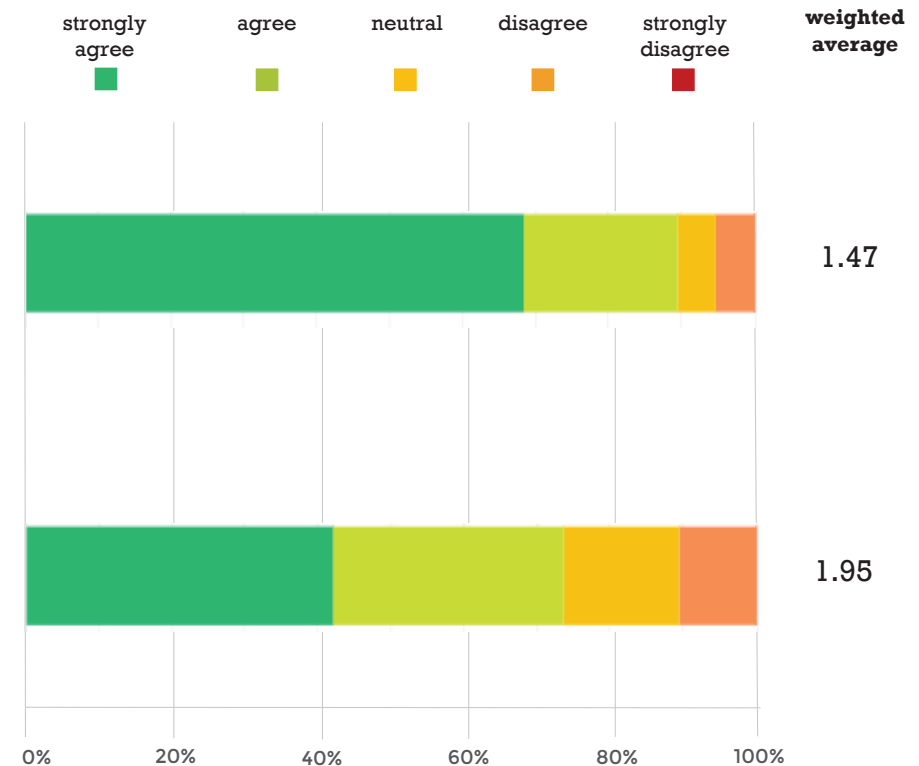


*BPL will be perceived by the
citizens of Berkeley as a
trustworthy, efficiently
functioning institution that
serves the public well.*

VISION – ENHANCE SAFETY AND WELLNESS

The Library will be safe, comfortable and welcoming.

The Library will serve people experiencing homelessness and those with mental health challenges more effectively and safely.



VISION comments/suggestions on enhancing safety and wellness

Library staff will not be able to effectively "Enhance community safety and wellness" until we receive more support from social workers and the Berkeley Police Department.

We are trained to provide library services to the public and do not have the necessary skills to serve the homeless beyond referring individuals to organizations that are able to provide assistance nor have we the skills to handle unruly, violent and dangerous behavior without calling on the Berkeley Police Department, which all too often, does not provide adequate support.

VISION – STRENGTHEN COLLECTIONS

The Library's collections and public programs will meet the ever-evolving needs of Berkeley's changing community.

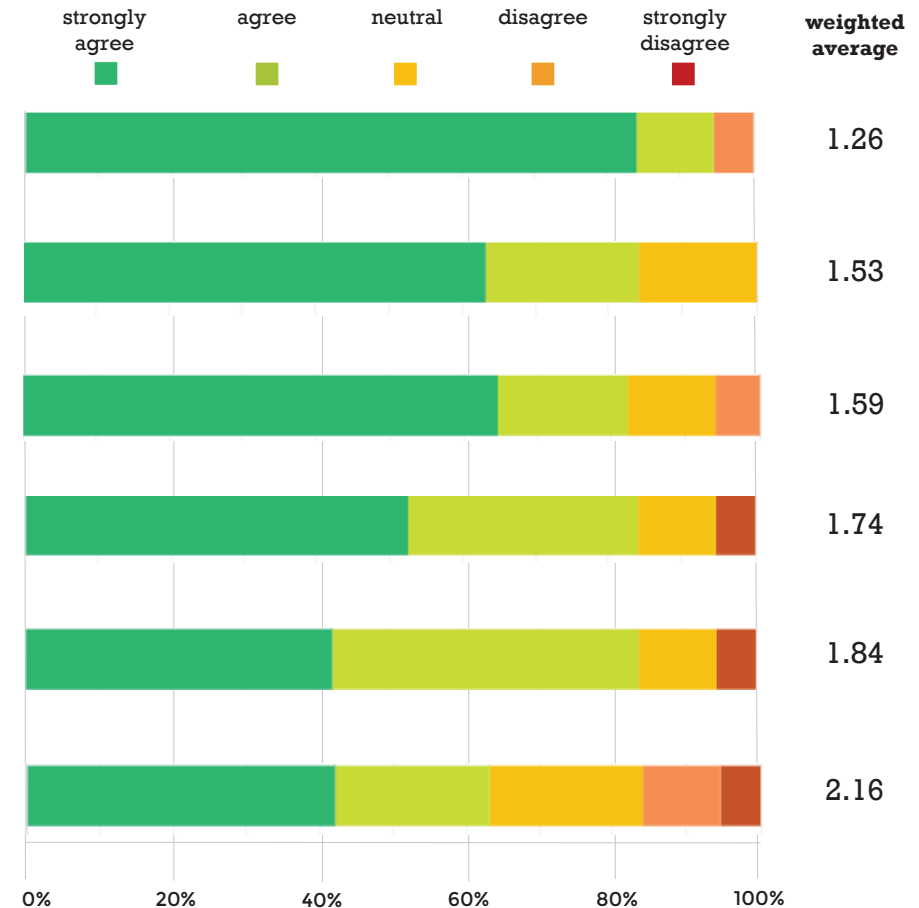
The Library will provide access to a diverse and engaging collection of books and the most current types of media by investing a greater proportion of its budget into the collections.

The collection management process will be based on informed human judgment with data-driven analysis in a supporting role.

The Library collections will prioritize newly published reading material that our patrons have heard about and are excited to read.

The Library will be an unbiased curator of resources and experiences using an inclusive and data-driven process for selecting, deselecting, and refreshing collections.

The Library will actively seek input from the community about the collections and programs without undue influence by private or for-profit interests.



VISION comments/suggestions on strengthen collections

New library systems will be designed by collaboration with library staff and admin.

"Data driven process for selecting and de-selecting" can be problematic depending on how the data is used. That's too vague a description to garner a "strongly agree" from me. Definitely need informed human judgment along with the data.

I am very distressed to see you characterize data driven processes as "unbiased." there is nothing unbiased about a data driven process. Garbage in, garbage out. Juxtaposed next to a statement about using humans to make decisions, and not characterizing their decisions as unbiased, shows your bias in favor of using machines over humans. This kind of thing should not be in a survey.

VISION – POSITIVE ORGANIZATIONAL CULTURE

The Library will be committed to the professional development and education of all library staff and trustees.

The Library will continue to improve communications between management and staff, and between the Library, our patrons, and the larger Berkeley community.

The Library staff will be happy to come to work, energized and proud to be a part of the Berkeley Public Library.

The Library board will focus upon its core responsibilities-- budget, strategic visioning, supervision of director, policy approval--to enable the Library's staff, including executives and supervisors, to manage day-to-day operations.

The Library staff and trustees will be a diverse group representing a broad range of backgrounds.

The Library will seek more collaborations with other institutions.

The Berkeley Public Library will build a strong, cohesive team with stable leadership - everybody will be in the same boat, rowing in the same direction.



VISION comments/suggestions on organizational culture

Create harmony among staff and implement a human-centered management style that values the input and expertise of all, including extensive training for all managers and employees, to support our staff in providing excellent service, and allow them to feel happy and fulfilled in their work. The possibilities for our Library's greatness, and for our community to be optimally served, only exist when our staff are treated with respect, their expertise is valued, developed and utilized, and the whole institution is well managed in a human-centered manner.

The trustees are out of step and touch with library practices and looking outward to community needs. They are focused internally on union politics and the voices of a small group of employees with negative attitudes. I see no vision, positivity, cohesion, or stability in the trustees. Bottom line for me: the majority of trustees display internal politics with the union.

The staff will view BPL as a fair and equitable place to work and will come to work ready to serve the public with a smile.

Collaborations with other institutions, even at the level of our staff visiting them and working one-on-one on projects with staff from other institutions, can only strengthen us. There is also value in cooperating with others even with no specific immediate benefit to BPL, as it builds good faith and groundwork for future cooperation.



GOAL

What single measurable goal will be our best indication of success of the next five years?

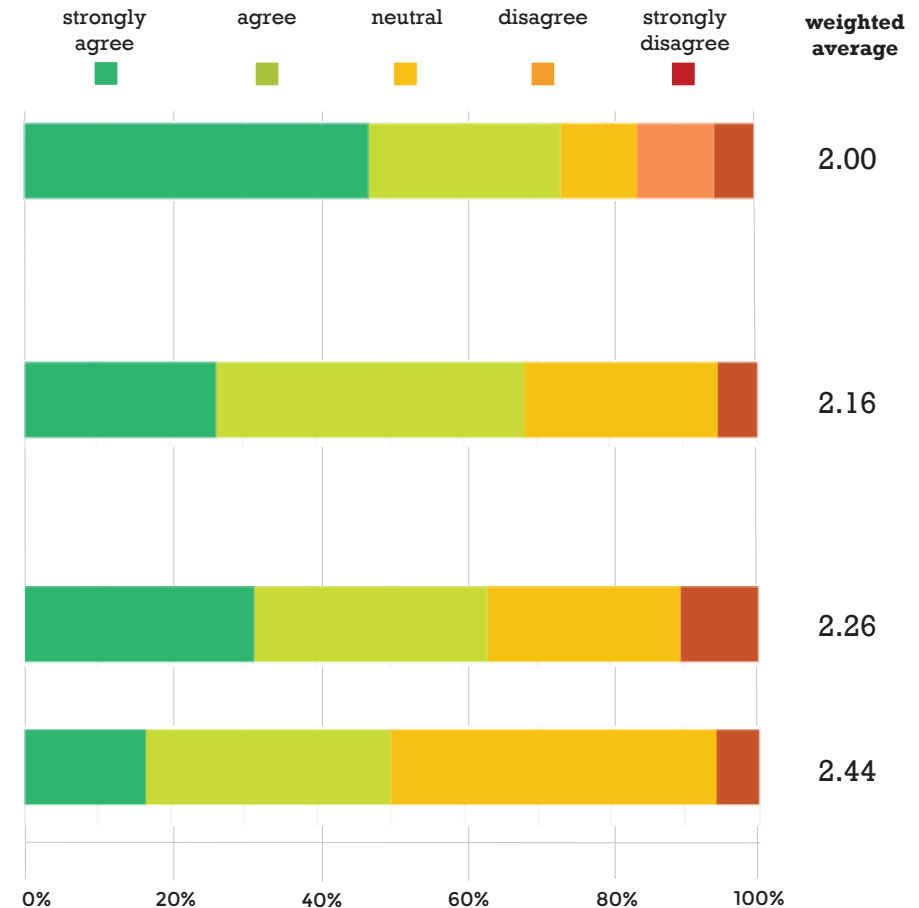
PRIMARY MEASURABLE GOAL

Improve the Library's Diversity, Equity and Inclusion score from X to Y within 5 years. The Library will set goals for diversity, equity and inclusion for the board, management, staff, program attendees, etc., and develop a metric to evaluate our progress.

Increase the Net Promoter Score for the Library from X to Y within 5 years. Net promotor score is a measure of customer satisfaction used by industries and organizations. The Library will survey a large number of patrons across a range of services and programs to create a baseline Net Promotor Score.

Increase the percentage of Berkeley residents utilizing Library resources from 50% to 65% within 5 years.

Increase the overall usage of library resources by X% within 5 years.



GOAL comments / suggestions



*increase use of e-book
resources*

MISSION CLARIFICATION PROJECT

Review and Next Steps





THANK YOU!