



## BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

**REGULAR MEETING**  
Wednesday, 5/6/2020

**AGENDA**  
6:30 PM

Tarea Hall Pittman  
South Branch  
1901 Russell Street

Commission Members:

John Selawsky, President; Amy Roth, Vice President; Dianne 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 April 14, 2020 meeting of the City Council 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](mailto: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 March 4, 2020**

**From:** Elliot Warren, Acting Director of Library Services

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

**B. Minutes of March 14, 2020**

**From:** Elliot Warren, Acting Director of Library Services

**Recommendation:** Adopt the resolution to approve the minutes of the March 14, 2020 Emergency Meeting of the Board of Library Trustees.

**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.

**D. Contract: KBM Hogue**

**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.

**III. ACTION CALENDAR****A. Biennial Budget Update FY 2021 – Library Tax Fund (101)**

**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.

**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** – Danielle McMillian, Associate Human Resources Analyst

**C. City Council District Redistricting Process Summary**

**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 April 30, 2020.

//s//

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

### Communications

1	3/17/2020	Tohurs Alcon	A way to get library books in this time of virus
2	3/17/2020	Dale Smith	Corona Virus
3	3/27/2020	Tohurs Alcon	access to library books
4	4/26/2020	Rachel Bradley	Community access
5	4/27/2020	H Gail Gove	New account





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, March 4, 2020 6:30 PM**

Central Library – 2090 Kittredge Street

**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:** 6:36 pm.

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

Absent: Trustee Roth.

Also Present: Elliot Warren, Acting Director of Library Services; Alicia Abramson, Information Technology 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

**2. Public Comments:** 1 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 Hahn** – Thanked staff for an interesting, exciting, positive mission and goal building process with consultants. Spoke regarding Collection Management Policy which was approved by BOLT and the Collection Management Plan which was developed by staff.
- B. **Trustee Roth** – Congratulations to the Foundation for a really successful Authors Dinner.
- C. **Trustee Davenport** – This month has been focused on the Director search with regular meetings with HR staff and consultant Pam Derby, two public meetings held by the Pam Derby, and meeting with Pam Derby about the video that will start filming this Friday. Very cognizant of moving this forward in a timely way so we can get the search done as efficiently as possible but also having as much public, staff and board input as possible. Toured the construction at Central. It was helpful to be in those spaces to see what they are like and to dream about what they are going to be like. Attended the Mary Lou's Apartment event at Tarea Hall Pittman South Branch last Saturday and it was spectacular.
- D. **Trustee Hunt** – Thanks to Staff from acting Director to line staff for responses to so many emergencies from the power cutoffs and now the corona virus. Whenever there is a disaster or emergency, all City of Berkeley staff are expected to provide services as disaster service workers. Commended staff and vendor for work on Director search.
- E. **President Selawsky** – Mission Visioning workshop was very well run and put together and productive for the board. The city of Berkeley received a Granicus Digital award for city's response to 2019 wildfire threats, and the library was specifically cited for communication and for opening up the Tarea Hall Pittman South Branch on a Sunday when it would not normally be open. Thanks to

staff who made that possible. Elliot Warren has been involved with meetings with the City of Berkeley's Emergency Operations Center in response to the corona virus, glad to see that the library is involved in developing protocols for this evolving event.

## **II. CONSENT CALENDAR**

Action: M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R20-008 to approve the consent calendar as presented.

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

### **A. Approve Minutes of the February 5, 2020 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the February 5, 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 #R20-009.

### **B. Contract Amendment: No. 111863-1 Roberto Salcido dba Hercules Electric**

From: Brian Gavin, Senior Building Maintenance Supervisor

Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 111863-1 (Fund\$: 10332) with Roberto Salcido dba Hercules Electric for on-call electrical services providing for an incremental increase of \$30,000 to a revised contracted value not to exceed \$80,000 and to amend the Contract's date of expiration to December 31, 2022 from December 31, 2020.

Contact: Brian Gavin, Senior Building Maintenance Supervisor

Action: Adopted resolution #R20-010

### **C. Contract Amendment: No. 9563 Noll & Tam Architects and Planners**

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 99497-1 (converted from Fund\$ Contract No. 9563) with Noll & Tam Architects and Planners to provide for an incremental increase of \$20,000 for added design services, thereby increasing the Contract's allowable not-to-exceed amount to \$585,416 and to extend the term of the Contract to June 30, 2021.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-011

### **D. Adopt a Resolution to Apply for and Accept Grant Funds for 10 GB High Speed Broadband**

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$60,000 from the California State Library to offset the costs associated with the Library's planned upgrade to a 10 GB Internet connection.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-012

## **III. ACTION CALENDAR**

### **A. Update on Implementation of Moss Adams Recommendations**

Elliot Warren reviewed progress to date followed by Board discussion.

From: Judy Hunt, Trustee

Recommendation: BOLT and the Acting Library Director should discuss the twenty-three observations and recommendations from Moss Adams and note the status of organizational progress in core areas - Leadership, Management and Staff.

Financial Implications: None.

Contact: Judy Hunt, Trustee

Action: No Action Taken

#### 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. FYTD 2020 – 2nd Quarter YTD Budget Report** – Dennis Dang, Admin & Fiscal Services Manager

From: Admin & Fiscal Services Manager

Contact: Dennis Dang, Admin & Fiscal Services Manager

Action: Received

**C. Recruitment of Director of Library Services** – Danielle McMillian, Associate Human Resources Analyst

From: Associate Human Resources Analyst

Contact: Danielle McMillian, Associate Human Resources Analyst

Action: Received

#### V. AGENDA BUILDING

- BOLT Bylaws
- Staff report
- Building Blox
- Video

#### VI. ADJOURNMENT

Adjourned at 8:15 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 4, 2020 as approved by the Board of Library Trustees

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

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

Attachments: none.







**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Emergency Meeting**  
**Saturday, March 14, 2020 1:30 PM**

Central Library – 2090 Kittredge Street

*Board of Library Trustees:*

*John Selawsky, President*  
*Amy Roth, Vice President*

*Diane Davenport*  
*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:** 1:35 pm.

Present: Trustees Davenport, Hahn, Hunt, Roth (via Conference Phone) and Selawsky.  
Judy Hunt arrived 1:40 pm

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Danielle McMillian, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

**2. Public Comments:** 2 speakers.

**II. ACTION CALENDAR**

**A. Suspend Public Access to Library facilities during the COVID-19 State of Emergency**

From: Elliot Warren, Acting Library Director

Recommendation: Approve a resolution to suspend public access to Library facilities during the COVID-19 state of emergency at the discretion of the Acting Director of Library Services.

Financial Implications: None.

Contact: Elliot Warren, Acting Library Director

Action: M/S/C Trustee Hahn / Trustee Hunt to adopt resolution #R20-012 to authorize the Library Director to take all necessary actions, including changing hours and degree of public access to Library facilities, to align library services, staff assignments, and public access points with goals and methods recommended by public health officials, particularly City of Berkeley Public Health Officer Lisa Hernandez, during the city of Berkeley's March 10, 2020 Proclamation of Emergency by the Director of Emergency Services Due to the Spread of a Severe Acute Respiratory Illness Caused by a Novel (New) Coronavirus ("COVID-19").

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

**III. ADJOURNMENT**

Adjourned at 2:19 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the Emergency meeting of March 14, 2020 as approved by the Board of Library Trustees

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

Attachments: none.





**CONSENT CALENDAR**

May 6, 2020

**TO:** Board of Library Trustees

**FROM:** Elliot Warren, Acting Director of Library Services

**SUBJECT:** CONTRACT: ONE WORKPLACE L. FERRARI, LLC

**RECOMMENDATION**

Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with One Workplace L. Ferrari, LLC 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 \$56,974.22.

**FISCAL IMPACT**

The total cost of the contract is valued at \$56,974.22, including a 5% contingency. This expenditure is included in the Foundation Fund (105) FY 2020 Budget and will be expensed through budget code **105-22-241-261-0000-000-463-642990 14LB24** (Central Library Improvement Project). The Foundation Fund is a gift-supported fund with proceeds sourced from the Berkeley Public Library Foundation's fundraising efforts in support of the Berkeley Public Library. No Library Tax Fund (101) monies will be used for this contract.

**BACKGROUND**

To date the Foundation has pledged approximately \$630,000 for the entirety of furnishings and equipment for the Central Library Improvement Project.

The Central Library Improvement Project is a program focused on physical plant maintenance and improvement to the Central Library to support and enhance the on-site patron experience. The Central Library was last substantially upgraded in 2002 when it reopened after major expansion and retrofit work funded by Measure S, a 1996 voter approved bond measure. In FY 2014, the Library initiated steps to conceptualize and define an overall improvement program when it contracted with Noll and Tam Architects and Planners for programmatic architectural and design services.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. The Foundation acted as a key participant in the success of the Measure FF Branch Libraries Improvement Project contributing \$1,689,916 to furnish and equip all four branch libraries. And going back to 2002, the Foundation raised \$4.1 million in capital campaign funds for the purchase of furniture, fixtures, and equipment for the then newly renovated and expanded historical Central Library.

The Library has received direction from the Foundation to purchase furniture from One Workplace for chairs and tables for the newly designed teen room, for stools for the public computer area, for chairs at the staff service desks, and for reading chairs and tables in areas of the second floor. Architecture and

design firm Noll and Tam worked closely with a team of Central Library staff including members of the Central Circulation, Central Adult, Central Support, and Collections units to identify optimal furnishings for the new spaces. Materials purchased from One Workplace in this contract were vetted by both Library staff and the architecture firm.

#### CURRENT SITUATION AND ITS EFFECTS

The Central Library Improvement Project is in the midst of construction, with a new dedicated teen room and a new flexible reading/shelving/programming space on the second floor comprising the first phase of the project.

On completion of construction and installation of furniture, the Library will offer dozens of new public seating options, two new public programming spaces, new service desks, a newly designed public computing area, and a transformed shelving plan. The design was overseen by architecture and design firm Noll & Tam who worked for several years with a range of Library staff and community members, including three distinct groups of local teens, to develop the physical layout and furnishing plan.

Furnishing is being purchased from three vendors for this project: Sam Clar Office Furniture, Inc. (at \$21,708.41), One Workplace L. Ferrari, LLC (at \$56,974.22), and KBM Office Equipment, Inc. dba KBM-Hogue (at \$273,600.61). The value of the proposed One Workplace contract at \$56,974.22 exceeds the Director's spending limit of \$50,000 for the purchase of *services*. Service contracts that exceed \$50,000 require board approval. However, it falls below the \$100,000 limit for the purchase of *goods* permitted to the Director of Library Services (as stated in the Library's Purchasing Manual). Nevertheless, the board is being provided the opportunity to approve the contract with One Workplace for the purpose of public transparency and because the contract includes a service element: product installation.

#### RATIONALE FOR RECOMMENDATION

Vendor bids were received by Noll and Tam and presented to the Library and Foundation for approval and acceptance. The contractor attests pricing is valid and is subject to conditions of the National Joint Powers Alliance ("NJPA"). The NJPA is a governmental agency that allows governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power.

The Foundation has agreed to fund the purchases in full as bid; and has instructed the Library to proceed with executing the purchases from the vendors for the products as specified.

#### ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due to instructions received from the Foundation. The Foundation is providing full funding support for the contracted goods and services.

Attachments:

1. Resolution
2. Berkeley Central Library Furniture Plan

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-\_\_\_\_

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN AGREEMENT AND ANY AMENDMENTS WITH ONE WORKPLACE L. FERRARI, LLC FOR THE PROCUREMENT, ASSOCIATED DELIVERY, TEMPORARY STORAGE OF FURNITURE AND EQUIPMENT, AND INSTALLATION FOR THE CENTRAL LIBRARY IMPROVEMENT PROJECT**

WHEREAS, the Noll and Tam Architecture and Planning firm provides interior design services as part of their contract for services with the Library for its Central Library Improvement Project that is designed to modernize the Central Library, enable Library staff to shape services around community needs, and support improved experiences at the Central Library; and

WHEREAS Noll and Tam received bids for the supply of furnishings and fixtures, and installation of other design elements of the Central Library Improvement Project; and

WHEREAS, the Berkeley Public Library Foundation is leading a fund drive designed to enable the Library to achieve the above mentioned goals, and in doing so has raised over \$630,000 in funds; and

WHEREAS, the Central Library Improvement Project commenced construction in February 2020 with the first phase consisting of a first floor teen area and a new flexible programming, seating, and shelving area on the second floor with phased completion of these two elements to take place in or around the summer of 2020; and

WHEREAS a team of Library staff collaborated with Noll & Tam to identify appropriate furnishings to enable effective Library services at the Central Library;

WHEREAS One Workplace is the sole local distributor of a portion of the furnishings identified for areas of the Central Library currently undergoing construction work; and

WHEREAS the Library has received direction from the Berkeley Public Library Foundation to purchase furnishings from three firms, with One Workplace, LLC comprising a portion including reading tables and chairs; stools for staff service areas; and furnishing for the updated public computer area;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute an agreement and any amendments with One Workplace for the procurement of furniture and fixtures; associated delivery, temporary storage, and installation services for the Central Library Improvement Project for the anticipated period from June 1, 2020 through March 31, 2021 or thereabout in an amount not to exceed \$56,974.22.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 6, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

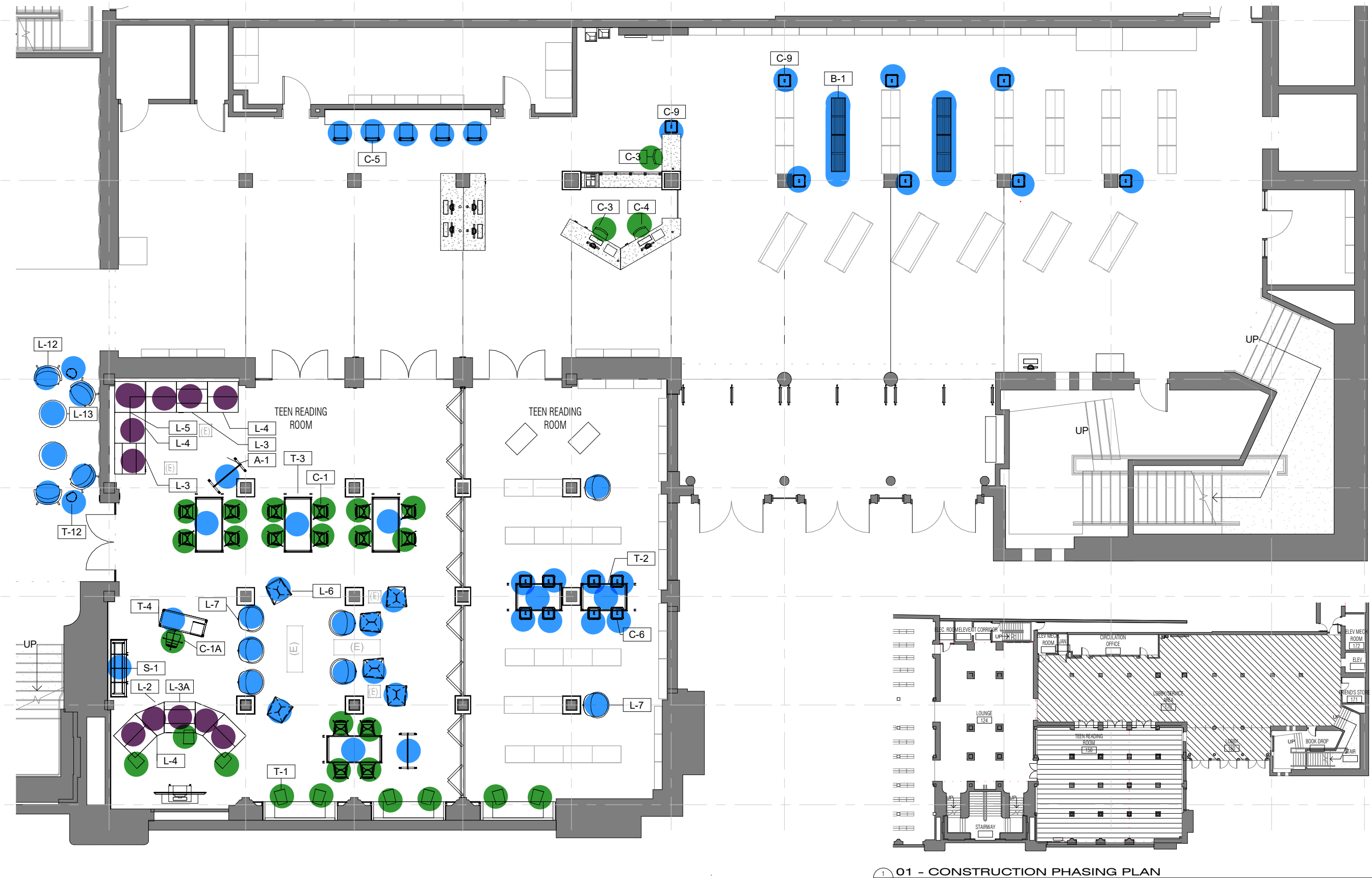
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John Selawsky, Board President

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





BERKELEY CENTRAL LIBRARY FURNITURE PLAN - 1ST FLOOR BY FURNITURE VENDER 04/27/2020

NOT TO SCALE



02 - CONSTRUCTION PHASING PLAN  
1/16" = 1'-0"





**CONSENT CALENDAR**

May 6, 2020

**TO:** Board of Library Trustees

**FROM:** Elliot Warren, Acting Director of Library Services

**SUBJECT:** CONTRACT: KBM OFFICE EQUIPMENT, INC.

**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.

**FISCAL IMPACT**

The total cost of the contract is valued at \$273,600.61, including a 5% contingency. This expenditure is included in the Foundation Fund (105) FY 2020 Budget and will be expensed through budget code **105-22-241-261-0000-000-463-642990 14LB24** (Central Library Improvement Project). The Foundation Fund is a gift-supported fund with proceeds sourced from the Berkeley Public Library Foundation’s fundraising efforts in support of the Berkeley Public Library. No Library Tax Fund (101) monies will be used for this contract.

**BACKGROUND**

To date the Foundation has pledged approximately \$630,000 for the entirety of furnishings and equipment for the Central Library Improvement Project.

The Central Library Improvement Project is a program focused on physical plant maintenance and improvement to the Central Library to support and enhance the on-site patron experience. The Central Library was last substantially upgraded in 2002 when it reopened after major expansion and retrofit work funded by Measure S, a 1996 voter approved bond measure. In FY 2014, the Library initiated steps to conceptualize and define an overall improvement program when it contracted with Noll and Tam Architects and Planners for programmatic architectural and design services.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. The Foundation acted as a key participant in the success of the Measure FF Branch Libraries Improvement Project contributing \$1,689,916 to furnish and equip all four branch libraries. And going back to 2002, the Foundation raised \$4.1 million in capital campaign funds for the purchase of furniture, fixtures, and equipment for the then newly renovated and expanded historical Central Library.

The Library has received direction from the Foundation to purchase furniture from KBM Office Equipment, Inc. for \$273,600.61. This includes study tables, lounge chairs, reading chairs, stackable chairs, various stools, desks, and other furniture for the newly designed spaces. Architecture and design firm Noll and

Tam worked closely with a team of Central Library staff including members of the Central Circulation, Central Adult, Central Support, and Collections units to identify optimal furnishings for the new spaces. Materials purchased from KBM Hogue in this contract were vetted by both Library staff and the architecture firm.

#### CURRENT SITUATION AND ITS EFFECTS

The Central Library Improvement Project is in the midst of construction, with a new dedicated teen room and a new flexible reading/shelving/programming space on the second floor comprising the first phase of the project.

On completion of construction and installation of furniture, the Library will offer dozens of new public seating options, two new flexible public programming spaces, new service desks, a newly designed public computing area, and a transformed shelving plan. The design was overseen by architecture and design firm Noll & Tam who worked for several years with a range of Library staff and community members, including three distinct groups of local teens, to develop the physical layout and furnishing plan.

Furnishing is being purchased from three vendors for this project: Sam Clar Office Furniture, Inc. (at \$21,708.41), One Workplace L. Ferrari, LLC (at \$56,974.22), and KBM Office Equipment, Inc. dba KBM-Hogue (at \$273,600.61). The value of the proposed KBM Office Equipment, Inc. contract at \$273,600.61 exceeds the Director's spending limit of \$100,000 for the purchase of goods and therefore requires board approval.

#### RATIONALE FOR RECOMMENDATION

The Foundation has agreed to fund the purchases in full as bid; and has instructed the Library to proceed with executing the purchases from the vendors for the products as specified.

#### ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due to instructions received from the Foundation. The Foundation is providing full funding support for the contracted goods and services.

#### Attachments:

1. Resolution
2. Berkeley Central Library Furniture Plan

## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: R20-\_\_\_\_

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN AGREEMENT AND ANY AMENDMENTS WITH KBM OFFICE EQUIPMENT, INC. FOR THE PROCUREMENT, ASSOCIATED DELIVERY, TEMPORARY STORAGE OF FURNITURE AND EQUIPMENT, AND INSTALLATION FOR THE CENTRAL LIBRARY IMPROVEMENT PROJECT**

WHEREAS, the Noll and Tam Architecture and Planning firm provides interior design services as part of their contract for services with the Library for its Central Library Improvement Project that is designed to modernize the Central Library, enable Library staff to shape services around community needs, and support improved experiences at the Central Library; and

WHEREAS Noll and Tam received bids for the supply of furnishings and fixtures, and installation of other design elements of the Central Library Improvement Project; and

WHEREAS, the Berkeley Public Library Foundation is leading a fund drive designed to enable the Library to achieve the above mentioned goals, and in doing so has raised over \$630,000 in funds; and

WHEREAS, the Central Library Improvement Project commenced construction in February 2020 with the first phase consisting of a first floor teen area and a new flexible programming, seating, and shelving area on the second floor with phased completion of these two elements to take place in or around the summer of 2020; and

WHEREAS a team of Library staff collaborated with Noll & Tam to identify appropriate furnishings to enable effective Library services at the Central Library;

WHEREAS KBM Office Equipment, Inc. is the sole local distributor of a portion of the furnishings identified for areas of the Central Library currently undergoing construction work; and

WHEREAS the Library has received direction from the Berkeley Public Library Foundation to purchase furnishings from three firms, with KBM Office Equipment, Inc. comprising a portion including study tables, lounge chairs, reading chairs, stackable chairs, various stools, desks, and other furniture;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute an agreement and any amendments with KBM Office Equipment, Inc. for the procurement of furniture and fixtures; associated delivery; temporary storage; and installation services for the Central Library Improvement Project for the anticipated period from June 1, 2020 through March 31, 2021 or thereabout in an amount not to exceed \$273,600.61.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 6, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, Board President

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



PHASE 1

PHASE 2

PHASE 3

**NOLL & TAM**  
ARCHITECTS



BERKELEY CENTRAL LIBRARY FURNITURE PLAN - 2ND FLOOR BY FURNITURE VENDER 04/27/2020

NOT TO SCALE



**ACTION CALENDAR**

May 6, 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 a resolution revising the adopted Library Tax Fund (101) revenue budget for FY 2021 to incorporate projected revenue based on the Fiscal Year 2020-21 per capita Personal Income Growth factor in California of 3.73%. 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.

**FISCAL IMPACTS OF RECOMMENDATION**

Adjusting projected library tax receipts in the Library Tax Fund (101) revenue budget to reflect the increase of the Fiscal Year 2020-21 per capita Personal Income Growth factor in California of 3.73% will result in an additional \$239,446 over the adopted FY 2021 revenue. The total revenue generated by the library tax in FY21 is expected to be approximately \$21,101,316 (*net of Alameda County billing and collection fees*).

All other budget revenues and expenditures remain unchanged.

**Fiscal Year 2021 Budget**

Fund	Revenues				Expenditures
	Adopted	Change	Projected	Note	Adopted
Library Tax (101)	\$20,933,870	\$239,446	\$21,173,316	PIG at 3.73%	\$21,576,508
Grants (103)	60,000	-	60,000		61,950
Friends & Gifts (104)	105,000	-	105,000		150,000
Foundation (105)	100,000	-	100,000		100,000
Total	\$21,198,870	\$239,446	\$21,438,316		\$21,888,458
Total	\$21,198,870	\$239,446	\$21,438,316		\$21,888,458

The total revenue generated by the Library Tax in FY21 based on the Fiscal Year 2020-21 per capita Personal Income Growth factor in California of 3.73% is expected to be approximately \$21,101,316 (*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:

**FY 2020-21 Personal Income Growth factor**

Size in Square Feet	Annual Tax for Dwellings	
	FY 2021	FY 2020
1,200	\$282.41	\$272.68
1,500	\$353.01	\$340.85
1,900	\$447.14	\$431.75
3,000	\$706.01	\$681.71
3,900	\$917.82	\$886.22
10,000	\$2353.38	\$2272.36

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to \$533.69 in FY21 from \$515.32 in FY20.

#### 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)*

The Library Tax Fund is projected to achieve FY 2021 revenues of \$21,173,316; an increase of \$239,446 above the adopted budget. The increase over the April FY 2020 revised mid-year exercise estimated year-end result of \$20,414,539 is \$758,777. Fiscal year 2021 library tax revenue from the County is projected to be \$21,101,316, or 99.7% of total Fund revenues.

Planned expenditures totaling \$21,576,508 in FY 2021 – unchanged from adoption on May 24, 2019 by Resolution No.: R19-024 – represent a prior period increase of 2.0% over the mid-year estimate. Throughout fiscal year 2020 labor vacancy savings realized have favorably impacted the expenditure budget. However, as described to the board in various staff reports during FY 2020, a good number of previously vacant positions have been filled in the past six months, meaning savings may not reach the same level going forward. Estimating future savings is made more challenging by the fact that the City of Berkeley recently implemented a citywide hiring freeze of indeterminate length. The projected labor savings established at a typical standard percentage of labor costs remains unchanged due to these varied co-occurring conditions. 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. Excluding library staffing costs and estimated City pass-through expenses, expenditures for fiscal year 2021 at \$7,235,929 is projected to decline 16.0% from the FY 2020 mid-year estimate as appropriations for library materials is reduced from nearly \$1.9MM to \$1.7MM, as well as that much of the engineering and consulting costs for the Central Library's interior renovation and exterior repair work were realized in FY 2020.

##### Library Tax Rate Index

The City of Berkeley imposes a citywide special tax (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) by either the per capita personal income growth factor in California ("PIG") or the consumer price index in the immediate San Francisco Bay Area ("CPI").



The Fiscal Year 2020-21 per capita Personal Income Growth factor in California released in late April is 3.73%; while the consumer price index in the immediate San Francisco Bay Area is scheduled for release on Tuesday, May 12, 2020. Consequently, the Director recommends the board refer the increase to the per capita Personal Income Growth factor in California of 3.73% to the City Council with the option (in the absence of a subsequent board meeting in late May 2020 – thus, deferring a determination) to substitute the CPI should the Director in his best judgement elect to do so. Alternatively, the board may elect to forego any rate increase applicable to fiscal year 2021.

#### Budget Rationale

In consideration of the high degree of uncertainty, fluidity, and the rapidity of evolving circumstances caused by the Covid-19 situation the Library is not requesting any revision to the FY2021 expenditure budgets for the following below reasons:

- 1) The Library does not want to present a budget proposal that precludes the Board of Library Trustees from having a substantive discussion.
  - A second Board meeting is not scheduled for May, the latest period at which to allow for budget consolidation into the City's comprehensive budget package for Council consideration and acceptance in June.
- 2) Uncertainty whether a recommendation will be forwarded to Council to accept an increase to the PIG or CPI.
  - The Library is concerned about significant recessionary impacts from the Covid-19 situation and that both PIG and CPI rates are determined based on pre-Covid-19 data. Consequently, an increase to the library tax rate may be inconsistent and divergent with the actual reality on the ground given the current situation.
- 3) The Library Tax Fund (101) balance across the years, although showing favorable, is currently being drawn on to fund two major infrastructure projects at the Central Library. Both projects are deemed "critical" and "must complete." Deferral is not considered an option based on outside consultant studies and the opinion received from Public Works.
  - Central Library interior renovation: Project is in construction and must be completed.
  - Re-stuccoing and window sealing of the Central Library: In permitting process and integral for protecting City of Berkeley property and assets.
  - The Library remains mindful of possible cost impacts due to Covid-19 to the Fund's balance.
- 4) Staffing deployments and FTE adjustments are deferred for reconsideration to FY 2022.
  - As recurring expenses the Library believes it prudent to wait for further clarity of Covid-19 fiscal impacts (e.g., PERS, medical, potential construction delays, etc.).
  - A permanent Director is projected to be in place by no later than early FY 2021 and he/she may desire to evaluate the Library's organizational structure with consideration to staffing deployments as well as FTE or other adjustments.

Lastly, the Library is projecting a \$2MM carryover into FY 2021 reflecting a slowdown in construction work of the Central Library renovation project due to the Shelter-in-Place order. This placeholder estimate is tied to the D.L. Falk construction contract.

#### *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, the generosity of many individuals and 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 \$21,438,316 and expenditures of \$21,888,458. This budget update includes an increase of \$239,446 above Library Tax Fund adopted revenues and no change to expenses. Fiscal year 2021 operational deficits, where occurring, are offset by fund balances.

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 that may arise due to the Covid-19 situation and Shelter-in-Place order.

Upon either adoption by the Board or an election to leave the budgets as is, 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) and recommendation to City Council on FY 2021 Library Tax Rate
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

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-\_\_\_\_

**Revise the Library Tax Fund Biennial Budget for Revenue for FY2021 to \$21,438,316 with no Other Changes to the Adopted Biennial Budget and Recommend That the Berkeley City Council set the FY2021 Tax Rate for the Library Services Tax at Either the \$0.2353 (23.53 Cents) per Square Foot for Dwelling Units and \$0.3558 (35.58 Cents) per Square Foot for Industrial, Commercial, and Institutional Buildings Based on the Fiscal Year 2020-21 Per Capita Personal Income Growth Factor in California of 3.73%; or, at the To-Be-Announced April 2020 Consumer Price Index in the Immediate San Francisco Bay Area**

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

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

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of a tax rate 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, 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, the United States Bureau of Labor Statistics is scheduled to release on Tuesday, May 20, 2020, the April 2020 Consumer Price Index in the immediate San Francisco Bay Area; and

WHEREAS, the (acting) Director of Library Services recommends that the Board of Library Trustees incorporate a revised revenue projection to the Berkeley Public Library Biennial Budget for fiscal year 2021 prior to budget adoption by the City Council; and

WHEREAS, based on the Fiscal Year 2020-21 per capita Personal Income Growth factor in California the FY 2021 library tax revenue would increase incrementally \$758,777 over the April FY 2020 revised mid-year estimate; 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 (301) biennial budget for fiscal year 2021 to incorporate projected revenue of \$21,438,316 based on the Fiscal Year 2020-21 per capita Personal Income Growth factor in California of 3.73% with no other changes to the biennial budget as presented and to recommend that the Berkeley City Council set the FY 2021 tax rate for the Library Services Tax at either the \$0.2353 (23.53 cents) per square foot for dwelling units and \$0.3558 (35.58 cents) per square foot for industrial, commercial, and institutional buildings based on the fiscal year 2020-21 per capita Personal Income Growth factor in California of 3.73%; or, at the to-be-announced April 2020 Consumer Price Index in the immediate San Francisco Bay Area.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 6, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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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_4MAY20.xlsx]all							
Ele/Obj	Account Description	Lib Dscr 101	Grants 103	Gift 104	Fndn 105	Zero Wste CoB	ADPT FY21
01-01	Refund on Bills	2,000					2,000
10-01	Collection by City					11,422	11,422
13-15	Library Tax	21,101,316					21,101,316
20-07	Library Svc&Constr Act		60,000				60,000
20-11	Library Fines	13,000					13,000
20-12	Link + Fines						
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
30-01	Interest-Investment Pool						
65-01	Meeting Room Fees						
99-03	Donations						
99-99	Miscellaneous Revenue	30,000					30,000
<b>End DB</b>	<b>Berkeley Public Library w/CoB</b>	<b>21,173,316</b>	<b>60,000</b>	<b>105,000</b>	<b>100,000</b>	<b>11,422</b>	<b>21,449,738</b>









BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY21						
BERKELEY PUBLIC LIBRARY (w/CoB)						
Elmnt- Object	Description	Lib Dscr 101	Grants 103	Gift 104	Fndn 105	ADPT 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
<b>Prsnl Svcs-Salaries and Wages</b>		<b>9,867,259</b>	<b>31,500</b>			<b>9,898,759</b>
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 Medical Trusts	200,237				200,237
20-71	Workers Comp: Workers Comp Charges	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
<b>Prsnl Svcs-Fringe Benefits</b>		<b>6,769,320</b>				<b>6,769,320</b>
20-99	Salary Savings	(300,000)				(300,000)
<b>Personal Services-Employee</b>		<b>16,336,579</b>	<b>31,500</b>			<b>16,368,079</b>

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

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY21						
BERKELEY PUBLIC LIBRARY (w/CoB)						
Elmnt-		Lib Dscr	Grants	Gift	Fndn	ADPT
Object	Description	101	103	104	105	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 & Furniture	10,000				10,000
50-40	Rental of Software & Licenses	75				75
<b>Rentals / Leases</b>		<b>58,075</b>				<b>58,075</b>
51-10	Postage	32,500	500			33,000
51-20	Messenger/Deliver	27,000				27,000
<b>Mail Services</b>		<b>59,500</b>	<b>500</b>			<b>60,000</b>
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 Replacement Parts	6,000				6,000
55-50	Food	1,000	1,200			2,200
55-60	Library Materials	1,725,000				1,725,000
<b>Supplies</b>		<b>1,955,745</b>	<b>9,200</b>			<b>1,964,945</b>
60-20	Outside Janitorial Svcs	416,667				416,667
<b>Purchased Property Services</b>		<b>416,667</b>				<b>416,667</b>
65-70	Building - Existing Construction	100,000				100,000
<b>Infrastructure</b>		<b>100,000</b>				<b>100,000</b>
70-41	Machinery and Equipment	84,000				84,000
70-42	Vehicles					
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
<b>Property</b>		<b>254,000</b>				<b>254,000</b>



BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY21						
BERKELEY PUBLIC LIBRARY (w/CoB)						
Elmnt-		Lib Dscr	Grants	Gift	Fndn	ADPT
Object	Description	101	103	104	105	FY21
71-10	Small Equipment	14,400				14,400
71-44	Mach & Equip: Computers And Printers	95,000				95,000
71-47	Mach & Equip: Software & Licenses	36,052				36,052
<b>Property Under Cap Limit</b>		<b>145,452</b>				<b>145,452</b>
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
<b>Internal Services</b>		<b>189,688</b>				<b>189,688</b>
<b>Other Expenses</b>		<b>5,239,929</b>	<b>30,450</b>	<b>150,000</b>	<b>100,000</b>	<b>5,520,379</b>
<b>Berkeley Public Library + CoB</b>		<b>21,576,508</b>	<b>61,950</b>	<b>150,000</b>	<b>100,000</b>	<b>21,888,458</b>



	FY 2019 FINAL	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
<b>Beginning Fund Balance</b>	\$ 8,933,235	\$ 9,425,548	\$ 9,425,548	\$ 9,425,548	\$ 8,687,243	\$ 8,687,243	\$ 8,687,243	\$ 6,284,051	\$ 5,786,365
<b>Revenues</b>									
Library Services Tax	\$ 19,670,116	\$ 20,452,814	\$ 20,452,814	\$ 20,342,539	\$ 20,861,870	\$ 20,861,870	\$ 21,101,316	\$ 21,523,342	\$ 21,953,809
Fines/Fees	36,912	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Misc. Revenue / Interest / Refunds	19,210	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
<b>TOTAL REVENUE</b>	<b>\$ 19,726,238</b>	<b>\$ 20,524,814</b>	<b>\$ 20,524,814</b>	<b>\$ 20,414,539</b>	<b>\$ 20,933,870</b>	<b>\$ 20,933,870</b>	<b>\$ 21,173,316</b>	<b>\$ 21,595,342</b>	<b>\$ 22,025,809</b>
<b>Expenditures</b>									
<b>Operations</b>									
Salaries, Wages, Benefits	\$ 13,880,162	\$ 16,184,567	\$ 16,184,567	\$ 16,184,567	\$ 16,605,785	\$ 16,605,785	\$ 16,605,785	\$ 17,103,959	\$ 17,617,077
<b>Salaries, Wages, Benefits</b>									
less: Labor Vacancy Savings		300,000	300,000	3,684,567	300,000	300,000	300,000	300,000	300,000
Personnel	\$ 13,880,162	\$ 15,884,567	\$ 15,884,567	\$ 12,500,000	\$ 16,305,785	\$ 16,305,785	\$ 16,305,785	\$ 16,803,959	\$ 17,317,077
Non-Personnel	905,578	1,401,560	1,635,652	2,457,538	1,209,910	1,209,910	1,209,910	1,224,276	1,391,964
Library Materials (incl Tool Lndng)	1,885,513	1,830,000	1,880,882	1,880,882	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000
Misc. Professional Services	687,454	897,450	1,126,499	1,126,499	872,450	872,450	872,450	850,000	850,000
Utilities+Telephone	389,782	369,252	496,153	496,153	495,902	495,902	495,902	500,000	500,000
Janitorial	283,457	416,667	461,783	461,783	416,667	416,667	416,667	430,000	439,845
Software Maintenance	445,976	346,000	344,687	346,000	346,000	346,000	346,000	350,000	350,000
Computer & Software Purchase (CAP)	82,037	55,000	73,199	100,000	70,000	70,000	70,000	75,000	75,000
Building/Infrastructure	655,482	4,600,000	4,600,000	1,750,000	100,000	100,000	100,000	100,000	100,000
<b>Subtotal:</b>	<b>\$ 19,215,441</b>	<b>\$ 25,800,496</b>	<b>\$ 26,503,422</b>	<b>\$ 21,118,855</b>	<b>\$ 21,541,714</b>	<b>\$ 21,541,714</b>	<b>\$ 21,541,714</b>	<b>\$ 22,058,235</b>	<b>\$ 22,748,886</b>
<b>Carryover</b>									
Encumbered							\$ 2,000,000		
<b>Charges From Other Depts</b>									
Finance - Billing (341)	18,431	19,126	19,126	\$ 19,126	\$ 19,739	\$ 19,739	\$ 19,739	19,739	\$ 19,739
Facilities - Enviro Compliance (693)	53	14,863	14,863	14,863	15,055	15,055	15,055	15,055	15,055
Interfund Transfers									
<b>Subtotal:</b>	<b>\$ 18,484</b>	<b>\$ 33,989</b>	<b>\$ 33,989</b>	<b>\$ 33,989</b>	<b>\$ 34,794</b>	<b>\$ 34,794</b>	<b>\$ 34,794</b>	<b>\$ 34,794</b>	<b>\$ 34,794</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,233,925</b>	<b>\$ 25,834,485</b>	<b>\$ 26,537,411</b>	<b>\$ 21,152,844</b>	<b>\$ 21,576,508</b>	<b>\$ 21,576,508</b>	<b>\$ 23,576,508</b>	<b>\$ 22,093,029</b>	<b>\$ 22,783,680</b>
<b>Projected Surplus/(Shortfall)</b>									
<b>{Rev - Exp}</b>	<b>\$ 492,313</b>	<b>\$ (5,309,671)</b>	<b>\$ (6,012,597)</b>	<b>\$ (738,305)</b>	<b>\$ (642,638)</b>	<b>\$ (642,638)</b>	<b>\$ (2,403,192)</b>	<b>\$ (497,687)</b>	<b>\$ (757,871)</b>
<b>GROSS FUND BALANCE</b>									
<b>{Bal + Rev - Exp}</b>	<b>\$ 9,425,548</b>	<b>\$ 4,115,877</b>	<b>\$ 3,412,951</b>	<b>\$ 8,687,243</b>	<b>\$ 8,044,605</b>	<b>\$ 8,044,605</b>	<b>\$ 6,284,051</b>	<b>\$ 5,786,365</b>	<b>\$ 5,028,494</b>
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 9,425,548</b>	<b>\$ 4,115,877</b>	<b>\$ 3,412,951</b>	<b>\$ 8,687,243</b>	<b>\$ 8,044,605</b>	<b>\$ 8,044,605</b>	<b>\$ 6,284,051</b>	<b>\$ 5,786,365</b>	<b>\$ 5,028,494</b>
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
<b>Uncommitted Fund Balance</b>	<b>\$ 7,925,548</b>	<b>\$ 2,615,877</b>	<b>\$ 1,912,951</b>	<b>\$ 7,187,243</b>	<b>\$ 6,544,605</b>	<b>\$ 6,544,605</b>	<b>\$ 4,784,051</b>	<b>\$ 4,286,365</b>	<b>\$ 3,528,494</b>
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## LIBRARY TAX FUND (101): 5-YEAR FUND ANALYSIS









	FY 2019 FINAL	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
<b>Beginning Fund Balance</b>	<b>\$ 365,370</b>	<b>\$ 368,897</b>	<b>\$ 368,897</b>	<b>\$ 368,897</b>	<b>\$ 374,250</b>	<b>\$ 374,250</b>	<b>\$ 374,250</b>	<b>\$ 329,250</b>	<b>\$ 284,250</b>
<b>Revenues</b>									
Friends of BPL	\$ 105,846	\$ 120,000	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Donations/Private				2,269					
Interest/Misc. Revenues	8,403			3,636					
<b>TOTAL REVENUE</b>	<b>\$ 114,249</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 125,905</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>
<b>Expenditures</b>									
<b>Operations</b>									
Personnel									
Non-Personnel	55,739	150,000	86,145	50,552	150,000	150,000	150,000	150,000	150,000
Professional Services	54,983		64,408	70,000					
Library Materials									
<b>Subtotal:</b>	<b>\$ 110,722</b>	<b>\$ 150,000</b>	<b>\$ 150,553</b>	<b>\$ 120,552</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Carryover</b>									
Encumbered									
Unencumbered									
<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 110,722</b>	<b>\$ 150,000</b>	<b>\$ 150,553</b>	<b>\$ 120,552</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Projected Surplus / (Deficit) (Rev - Exp)</b>	<b>\$ 3,527</b>	<b>\$ (30,000)</b>	<b>\$ (30,553)</b>	<b>\$ 5,353</b>	<b>\$ (45,000)</b>	<b>\$ (45,000)</b>	<b>\$ (45,000)</b>	<b>\$ (45,000)</b>	<b>\$ (45,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 368,897</b>	<b>\$ 338,897</b>	<b>\$ 338,344</b>	<b>\$ 374,250</b>	<b>\$ 329,250</b>	<b>\$ 329,250</b>	<b>\$ 329,250</b>	<b>\$ 284,250</b>	<b>\$ 239,250</b>

## FRIENDS & GIFTS FUND (104): 5-YEAR FUND ANALYSIS







	FY 2019 FINAL	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
<b>Beginning Fund Balance</b>	<b>\$ 967,947</b>	<b>\$ 902,209</b>	<b>\$ 902,209</b>	<b>\$ 902,209</b>	<b>\$ 1,029,498</b>	<b>\$ 1,029,498</b>	<b>\$ 1,029,498</b>	<b>\$ 1,029,498</b>	<b>\$ 1,032,998</b>
<b>Revenues</b>									
Foundation	\$ 119,703	\$ 250,000	\$ 250,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000		
Misc./ Interest				3,500				3,500	
<b>TOTAL REVENUE</b>	<b>\$ 119,703</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 253,500</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 3,500</b>	<b>\$ -</b>
<b>Expenditures</b>									
Personnel									
Consultants	8,175								
Furniture and Fixtures	119,443		46	46					
Equipment	11,100		56,165	56,165					
Building									
Miscellaneous/Other	46,723	100,000	70,000	70,000	100,000	100,000	100,000		
<b>Subtotal:</b>	<b>\$ 185,441</b>	<b>\$ 100,000</b>	<b>\$ 126,211</b>	<b>\$ 126,211</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Carryover</b>									
Encumbered									
Unencumbered									
<b>Subtotal:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 185,441</b>	<b>\$ 100,000</b>	<b>\$ 126,211</b>	<b>\$ 126,211</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ (65,738)</b>	<b>\$ 150,000</b>	<b>\$ 123,789</b>	<b>\$ 127,289</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ -</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 902,209</b>	<b>\$ 1,052,209</b>	<b>\$ 1,025,998</b>	<b>\$ 1,029,498</b>	<b>\$ 1,029,498</b>	<b>\$ 1,029,498</b>	<b>\$ 1,029,498</b>	<b>\$ 1,032,998</b>	<b>\$ 1,032,998</b>
<b>Other</b>	<b>\$ (570,893)</b>	<b>\$ (550,893)</b>	<b>\$ (550,893)</b>	<b>\$ (570,893)</b>	<b>\$ (570,893)</b>	<b>\$ (570,893)</b>	<b>\$ (570,893)</b>	<b>\$ (570,893)</b>	<b>\$ (570,893)</b>
<b>Personnel COLA %age Change</b>									
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 331,316</b>	<b>\$ 501,316</b>	<b>\$ 475,105</b>	<b>\$ 458,605</b>	<b>\$ 458,605</b>	<b>\$ 458,605</b>	<b>\$ 458,605</b>	<b>\$ 462,105</b>	<b>\$ 462,105</b>



**INFORMATION REPORTS**

Wednesday, May 6, 2020

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

**COVID-19 Response:**

As we enter our third month of responding directly to the COVID-19 pandemic, the Library continues to take pre-emptive and necessary steps to protect the community and staff. The Library's actions have pioneered safety measures and quick, clear messaging – echoes of which we have seen later by surrounding Bay Area Library systems' in their operations and communications responding to COVID-19.

On March 14, 2020, the BOLT held a special meeting in which the board granted the Acting Director of Library Services the authority to take necessary action to support the public health goals of the City of Berkeley and State of California during the COVID-19 emergency. Later that day, the Library publicly communicated that the five Library facilities would close to the public for an indefinite period starting on Monday, March 16. This decision was made in consultation with numerous parties including Dr. Lisa Hernandez, the City of Berkeley's Public Health Officer and City Manager, Dee Williams-Ridley.

On Monday, March 16, 2020, Dr. Hernandez, along with the Public Health Officers of Alameda, San Francisco and other bay area counties, issued the first Covid-19 related Shelter at Home order. This followed a state of emergency proclamation, two weeks earlier (March 3) from the City Manager. The Shelter at Home order was extended until May 3, with a second extension posted today, on April 29 for through the end of May.

In late February, the Library had already implemented a number of practices intended to limit the spread of the virus, including the cancellation of public programs, implementation of surface cleaning of high use areas in the facilities, and the removal of high touch equipment including public headphones, toys, and similar materials.

Some Library staff began teleworking prior to the March 16 closure of the Library facilities, as part of the City of Berkeley's efforts to reduce social contact among city staff where possible. Once the Shelter at Home order was issued, it became clear that only staff designated as "essential" per the Public Health Officer and State of California orders should leave their place of residence to work in City facilities. In tandem with other City of Berkeley departments, the Library initiated a continuity of operations planning process to identify such essential work and to move forward with assigning tasks deemed essential to specific staff-members. Staff members not assigned such work were put on paid administrative leave known as "Paid Furlough" within the city, with the understanding that they *must* make themselves available as Disaster Service Workers under the direction of the City Manager when the need arises.

The Library's continuity of operations plan includes elements both in support of the City's response to COVID-19 and basic departmental functions, such as facility maintenance, payroll, and communications. Here are the key elements

- 1) Protecting and maintaining physical infrastructure
- 2) Maintaining IT infrastructure and website
- 3) Enabling teleworking for essential staff



- 4) Payroll, Administrative, supervisorial, and HR functions
- 5) Maintaining community access to collections (generally e-collections but also preparing for reopening)
- 6) Communications, including website content creation, social media content and oversight, and responding to patron questions and requests

During the first week of closure, the Library focused upon transforming its website and preparing newsletter communications about available e-resources and important COVID-19 information. The website overhaul included the removal of extraneous information such as program times, hours of operation, and phone numbers, and the addition of new access points for such things as online local history resources, kids e-resources, teen e-resources, contacting the Library during the closure, and more.

The Library's Integrated Library System committee implemented a number of changes to the catalog system to ensure a smooth transition to public services despite the closed facilities, including extending due dates, extending hold periods for materials on the holds shelves, changing outgoing courtesy messages, and ensuring that patrons with library cards that were set to expire could continue to use their cards during the closure period.

Also in the first week of closure, the Library made significant adjustments to the Library's collections allocations and developed a work-plan to boost electronic book and audiobook offerings. Furthermore, the number of allowable checkouts was increased across a number of platforms to better accommodate the fact that the print collection would be unavailable for the time being.

Since closing the facilities, use of the Library's e-resources has increased by approximately 50%.

The Library has added the following electronic services to better serve the community during the stay-at-home period:

- Free access to **Ancestry.com** from home for genealogical research
- Free access to **Udemy.com** from home for personal and professional skill building
- Free access to the **Washington Post** from home
- Introduction of the **Simply-E** eBook app that provides simultaneous, integrated access to three eBook platforms (Overdrive, Digital Public Library of America, and Enki) from one application

In April, the Library implemented an e-card in which patrons without a card may register for a temporary card to access library materials. This required coordination across many vendors and functions. Over 1,000 people have registered for the e-card as of April 29.

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. Additionally, they are coordinating the cleaning of furniture, carpets, and floors by the Library's custodial contractor, Pride Industries.

Currently the Library newsletter is sent to more than 108,000 BPL card-holders. Roughly 35,000 individuals open each message on average. This is a very high click-through rate. Because the library newsletter is an effective way to disseminate community information, messages from the Public Health Department are being integrated into monthly emails to the community. A wide range of supervisors are focusing their attention upon community communications (via social media and answering patron queries), and planning for implementation of safety protocols and service models to be implemented when the library reopens.

In addition to the essential departmental functions, Library staff across all units have been assigned to various Disaster Service Worker responsibilities, including the following:

- Working in the City's Emergency Operations Center
- Providing IT support across City Departments

- Reviewing grant applications for the small business fund managed by the City's Office of Economic Development
- Providing information to businesses to facilitate compliance with Public Health Orders
- Supporting emergency operations for Berkeley's most vulnerable including the shower program for unhoused community members and delivering meals for seniors.
- Delivering personal protective equipment to first responders and other city staff in the field.
- Protecting and maintaining City infrastructure, property, and equipment.

We have received many emails of thanks for all that Library staff is doing to for Library services - expanding 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.

### **Central Library Improvements**

To comply with local and state public health orders, construction at the Central Library was suspended in mid-April. The Library and the Public Works department that is overseeing and managing the project is currently assessing the newly issued, updated Public Health Officer orders to determine a date to restart the project. It is likely that the project completion date will be delayed approximately one to three months as a result. Furniture and fixtures design and ordering continues.

### **Planning for Library Services into the Summer**

During the closure period, a large amount of effort is being invested into consideration and planning for restarting services and/or designing new services in light of current and future public health orders and conditions. This requires the Library to prepare for various possibilities in the near and distant future.

As described above, the Library has focused much of its energy during the closure upon expanding access to electronic materials and magnifying online content on the Library's website and through social media and newsletters. As we move into a likely extended phase of continued social distancing that lacks a stay at home element, the Library is preparing for a number of practices and service options. A task team of nine Library staff are currently developing plans around such things as the following:

- Identifying ways to safely provide access to physical collections
- Identifying ways for staff to safely work in shared work spaces
- Identifying teleworking opportunities and best methods for scheduling staff to ensure social distancing
- Identifying best practices and implementation strategies around the issue of safe handling of returned materials
- Developing online programming
- Identifying ways to enable one-on-one staff/patron support for access to electronic materials
- Consideration of improved remote reference services including via telephone and online chat or text-based reference
- Updating the collections plan to integrate the likely continued community interest in electronic materials, while balancing that with community desire for access to physical materials.

The team is looking at two likely scenarios:

- 1) Shelter at home order is lifted, but very strict social distancing guidelines continues
- 2) Shelter at home order is lifted, with somewhat less strict social distancing guidelines

The first scenario will likely prevent the facilities from being opened immediately and/or fully, but would entail staff no longer needing to shelter at home and thus being able to provide some degree of transformed

public services. The second scenario would likely enable the Library to open its doors, but would require significant temporary physical space changes and an adjusted service model.

The team is comprised of members of supervising librarians and supervising library assistants. i.e. experienced staff who are particularly familiar with day to day operations and who supervise front line staff.

The Library will also be working closely with the City of Berkeley Emergency Operations Center to support a staged demobilization of Library staff from their current COVID-19 assignments to enable Library services to accelerate while also not disabling the City's ability to accomplish goals associated with the COVID-19 emergency.

A second team of staff is currently planning a redesigned Summer Reading Program (SRP), "Dig Deeper with Summer Reading." SRP is a library program that encourages continued reading when school is out and supports children maintaining their grade level of reading while also providing families and community members with a shared pursuit. The team has identified technology from a company called Beanstack that provides library patrons with an easily downloadable free BPL summer reading app that will be customized by the Library to match the Library's specific summer reading goals and practices. Beanstack is used for reading programs by such local library systems as Alameda County Library and Oakland Public Library and we look forward to being able to provide this new iteration of a fundamental and much loved BPL program. We hope to commence the program in June, as is typical each year.



**CONTACT PERSON**

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

**Attachments:**

- 1 Coronavirus closed Bay Area libraries, but digital checkouts are booming

# checkouts are booming

**Sam Whiting**

April 27, 2020 | Updated: April 27, 2020 8:45 p.m.



Aalto Jermyn, 10 (right), helps his brother Hugo Jermyn, 5, choose a book to read on a tablet at their Berkeley home.

Photo: Gabrielle Lurie / The Chronicle

On the March day that her school closed for the year, Albany fifth-grader Rory Schroeder walked home with her friends, said goodbye, picked up her blue iPod and ordered the 10-volume e-audiobook children's adventure series "The 39 Clues" from the Berkeley Public Library.

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Schroeder does not consider herself a trend-setter or a trend-follower, hence her use of an old-school iPod instead of an iPad or iPhone. But she was in front of the trend on this one.

Public libraries everywhere have experienced a dramatic upswing in demand for e-books and e-audiobooks since the physical buildings closed to comply with ordinances to slow the spread of coronavirus, locking all of those hard copies up inside with nowhere to go. The Berkeley Public Library has seen digital checkouts rise more than 50% since it closed March 16, from around 40,000 to 66,000 per month.

And since the shelter-in-place order went into effect, it has shifted its purchasing budget from 80% hard copy books to 80% e-books and e-audiobooks through the end of its fiscal year in June. Even that cannot meet the demand. The popular children's titles have 100 kids or more waiting to read the books on screens or listen to them on earbuds.

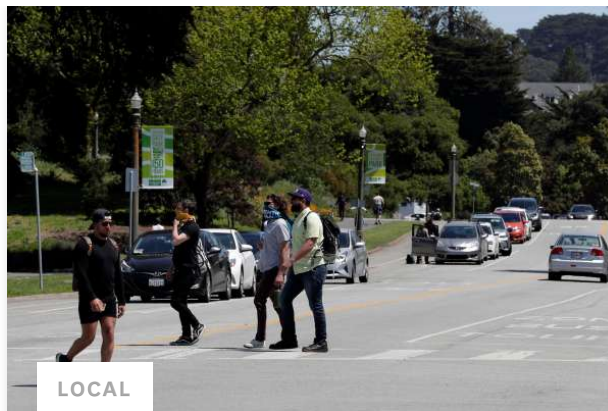
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“Readers will read from whatever format they can get their hands on,” said Elliot Warren, acting director of library services for the five-branch Berkeley system.

For 10 years or more, library systems have been predicting a shift to digital, which had only grown incrementally. Platforms that were increasing by 5% or 10% a year are suddenly increasing by as much as 50% a month.

Since the mid-March closure, Contra Costa County Libraries, which range from Richmond to Orinda and on out to Walnut Creek and San Ramon, have seen checkouts rise 30%. Daily online visits have doubled to more than 3,000 a day.

Palo Alto City Library has seen e-book checkouts increase 40% from March to April. This should only increase long-term as the city has also announced that one or more of its five locations might close in the face of a projected \$30 million loss in revenue due to COVID-19.

MARINet, a consortium of public libraries in Marin County, had 6,797 more digital checkouts in March than in February and those numbers are expected to go much higher for April.

As of April 19, the San Francisco Public Library had registered 2,559 new users for its eResource offerings in books, movies and music since the Main Library and all 28 branches in the system closed on March 14.

“During the last two weeks of March we were getting 80 to 100 e-card requests a day,” said Electronic Resources Librarian Daniel Matsumoto. “These are people who did not have regular library cards. They are surprised that the library is open, and even more surprised when they get online and realize there is so much content available.”

The adult trend in San Francisco is leaning toward the apocalyptic.

“People are reading ‘end of the world’ types of things,” Matsumoto said, noting that all 48 digital copies of John Barry’s “The Great Influenza” are out, with 188 people on the waiting list. “The Plague” by Albert Camus has 45 copies on loan with 186 waiting.

three times the size it would normally be.

“People were stocking up,” said Warren, who now refers to it as the Sunday “borrow-athon.” The limit is 75 individual titles per cardholder, and some would have hit the limit if only they could have carried them.

Aalto Jermyn, 10, checked out 20 books from the North Branch that weekend to go with the 40 he already had on hand. But 60 books is not enough for Aalto, a fourth-grader at Sylvia Mendez Elementary School, where he has learned to read in two languages.

“He will read all day,” said his mom, Dr. Jacqueline Park. “Even if we got a shopping cart full of books, it will not get us through the shelter in place.”

So she ordered a Kindle for all four family members to share and got them separate accounts so they could check out 10 titles apiece. Aalto has been cribbing from his little brother, Hugo, and has 20 e-books. He’s now reading so much on the Kindle that his parents are worried about screen time. School is still in session and there is time in front of a laptop to consider, too.

When Aalto hears his mom on the phone expressing the concern, he looks up from the glow of the machine to offer a solution.

“If you don’t like me looking at the screen so much,” he says. “I would be happy to quit school.”

*Sam Whiting is a San Francisco Chronicle staff writer. Email: [swhiting@sfchronicle.com](mailto:swhiting@sfchronicle.com) Twitter: [@samwhitingsf](https://twitter.com/samwhitingsf)*

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**INFORMATION REPORTS**

May 6, 2020

To: Board of Library Trustees

From: Danielle McMillian, Associate Human Resources Analyst

Subject: Recruitment of Director of Library Services

**INTRODUCTION**

The Library has engaged CPS Consulting (“CPS” or “Consultant”) to coordinate the Board of Library Trustees’ (the “BOLT” or “Board”) nationwide recruitment for the position of Director of Library Services (“DOLS”). This written report is intended to provide an update on the process.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**ON BACKGROUND**

On December 4, 2019, the Board discussed the CPS’s scope of services, including making a “good faith effort” to speak with all members of the Board, the Acting Director of Library Services, other Library staff (such as Union representatives, Chair and Executive Director of Berkeley Public Library Foundation, Chair of the Friends of the Berkeley Public Library, Mayor, City Manager, Senior Library staff, 8-10 randomly selected library employees) and key stakeholders to gain a thorough understanding of the position, the experience and professional requirements and personal characteristics desired in the DOLS, as well as the Library’s organization, mission and philosophy.

The Board further clarified its desire for both a community and online staff survey for purposes of engagement, an expanded project completion timeline of 5 months, review of marketing and advertising materials by the Board, a search and advertising campaign tailored to reach a broad audience and in particular to reach candidates with a diverse background, and the Board’s final review of CPS’s recruitment report detailing each qualified candidates’ background, experience, education, and accomplishments.

Further, the Board adopted a Resolution authorizing the acting DOLS to execute a contract with CPS for recruitment services for the position of DOLS for an amount not to exceed \$28,000 from December 5, 2019 through May 30, 2020.

On December 13, 2019, after negotiating the agreement terms, the Library executed a service contract for recruitment services with executive search firm CPS Consulting (“CPS” or “Consultant”) that incorporated elements discussed by the Board at its December 4, 2019 meeting.

**CURRENT SITUATION AND ITS EFFECTS**

Since the execution of the contract, the then-board president and the Library’s Associate Human Resources Analyst have worked with CPS on developing a work plan detailing the goals and timeline for the project



status and completion. Despite the COVID-19 pandemic, the Library's Associate HR Analyst and Trustee Davenport are actively engaged with CPS in carrying out the work plan which models the contract's scope of services. The work plan is likely to be completed in the following fashion depending upon the sequential completion of six major milestones:

	Milestone(s)	Timeframe	Activity
1 2 3	<b>Planning &amp; Preparation</b> <b>Stakeholder Engagement</b> <b>Recruitment Materials</b>	Month 1 (January)	Initial meeting; timeline developed; informational surveys; individual BOLT members interviewed; stakeholders interviewed; draft brochure; brochure printed, advertisement plan initiated
4	<b>Active Recruitment</b>	Month 2 (February/March)	Marketing; Aggressive Outreach; Application Process
5	<b>Selection Activities</b>	Month 3 (March/April)	Preliminary screening based on minimum qualifications and media checks; Client Report meeting with Board at special closed meetings to review Consultant's recommendations regarding leading candidates; determine a short-list of candidates; and develop an interview process
	<b>Selection Activities (continued)</b>	Month 4 (April/May)	Semi-finalist Interviews; Reference Checks; Decision by Board
6	<b>Negotiation of Offer</b>	Month 5 (May)	Background check on finalist; Consultant negotiates a salary offer and terms and conditions of employment; Appointment of selected candidate

#### FURTHER ACTION

CPS and the Library continue to move forward with the Director recruitment. CPS initiated the application process after conducting expansive community engagement activities with key stake holders such as each member of BOLT, representatives from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, the Unions, as well as staff and community members. CPS also worked closely with BOLT members to include advertising materials for the recruitment such as a brochure and video to inform applicants of the desired candidate qualities and the benefits of working at the Berkeley Public Library.

In March, CPS and Library staff officially opened the recruitment, which included the brochure and video as, for acceptance of applications. The recruitment was scheduled to close on April 27, 2020, but due to impacts of COVID-19, we elected to make the recruitment continuous. To date, we have received a robust response from prospective candidates. Currently, CPS is conducting preliminary screenings of prospective candidates based on minimum qualifications and insights from our community engagement activities. Once the preliminary screening process is complete, CPS will prepare a Client Report to be presented to the Board at special closed meetings to review recommendations regarding leading candidates.

CONTACT PERSON

Danielle McMillian, Associate Human Resources Analyst, (510) 981-6195

Attachments: None





Office of the City Manager

April 10, 2020

To: Honorable Mayor and Members of the City Council

From: *Dee* Dee Williams-Ridley, City Manager

Subject: City Council District Redistricting Process Summary

For the City Council District Redistricting Process following the 2020 Census, the City of Berkeley will utilize a Citizens Redistricting Commission for the first time. The Commission was created by Measure W1 in 2016 which passed with the support of over 88% of Berkeley voters.

To plan for the first incarnation of the Citizens Redistricting Commission, the City Clerk Department has created a summary document that provides information on all components of the redistricting process including the timeline, outreach plan, application process, eligibility requirements, technology tools, and the roles of various city departments.

While the City Council does not have an active role in drawing the district boundaries, the Mayor and City Council will be critical partners in working with the community to ensure that we have a robust, diverse, and capable pool of applicants.

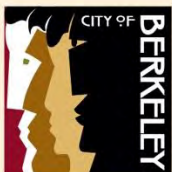
Please contact Mark Numainville, City Clerk, if you have any questions about the attached document or the redistricting process in general.

cc: Senior Leadership Team  
Commission Secretaries

# CITY OF BERKELEY

## CITIZENS REDISTRICTING COMMISSION PLAN

March 2020 ~ Prepared by the City Clerk Department



CITIZENS  
REDISTRICTING  
COMMISSION

BERKELEY

This material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the Disability Services Specialist and allow 7-10 days for production of the material in an alternative format.

Disability Services Specialist

Email: [ada@cityofberkeley.info](mailto:ada@cityofberkeley.info)

Phone: 1-510-981-6418

TTY: 1-510-981-6347



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## INTRODUCTION

Like many cities throughout the Bay Area and California, Berkeley utilizes a district-based system of electing councilmembers and has done so since 1986. The city is divided into eight geographic areas called “districts.” One councilmember is elected from each district by the voters living in that district. Other elected officers (such as Mayor and Auditor) are elected at-large, meaning they can live anywhere in Berkeley and are elected by all of Berkeley’s voters.

On November 8, 2016, Berkeley voters approved Measure W1, amending the City’s Charter to transfer responsibility for drawing electoral boundaries from the City Council to an independent Citizens Redistricting Commission (the “Commission”). The measure was intended to establish a redistricting process that is open to the public, meets the requirements of law, and is conducted with integrity, fairness, and without personal or political considerations.

The Commission is tasked with adjusting the boundaries of City Council districts every ten years following the decennial federal census. Composed of thirteen members with broad community representation, the Commission will act as an independent body to engage the public and adopt an updated map of City Council district boundaries. The community will provide verbal and written input on the redistricting process, including submitting their own maps. The Charter also provides impasse procedures if a final map cannot be agreed upon.

The City Clerk Department will support the Commission throughout the redistricting process, including public outreach, coordinating the application process, and facilitating public meetings. The Commission will also receive technical support from an independent demographer, the City Attorney’s Office, and the Department of Information Technology. This document provides a high-level overview of the City’s Citizens Redistricting Commission Plan. If you have questions about the redistricting process or this document, you may call the City Clerk Department at (510) 981-6900 or email [commission@cityofberkeley.info](mailto:commission@cityofberkeley.info).

Due to the COVID-19 pandemic, certain outreach activities may be limited. City staff will focus on methods to reach the widest possible audience given the mass gathering and physical distancing requirements. Electronic methods will be employed to maximize the public’s ability to participate in the process if in-person meetings are not feasible.





## KEY DATES AND MILESTONES

Below is a timeline for the Citizens Redistricting Commission highlighting key dates and milestones for the Commission and the public.

- **June – September 2020**  
Public education and application outreach period
- **September 8 – October 9, 2020**  
30-day commissioner application submission period
- **October – December 2020**  
Applications screened for eligibility
- **January 2021**  
Selection of eight district commissioners and alternates
- **January 2021**  
Commission convenes and selects five at-large commissioners and alternates
- **February 2021**  
Commission meets to establish its meeting schedule, meeting locations, and to receive training on conflict of interest, transparency, and ethics laws; and federal, state, and local redistricting laws and regulations
- **March 2021**  
Population data released by U.S. Census Bureau
- **April 2021**  
Redistricting information and tools available to the public
- **June 2021**  
Deadline for the public's redistricting plan submissions
- **June – July 2021**  
Staff analysis of public redistricting plan submissions
- **July – October 2021**  
Commission consideration of public redistricting plans and plans originating from the Commission
- **February 1, 2022**  
Deadline for Commission to adopt a redistricting plan
- **February – March 2022**  
City Council adopts Commission's redistricting plan (unless impasse reached)
- **November 8, 2022**  
First election with new districts (unless impasse reached or plan referended)



## OUTREACH

Key components of the City's outreach plan consist of the following.

### Print Advertising

- ▶ Advertisement in the City's Recreation Activity Guide
- ▶ Tri-fold brochure and posters at the City's senior and recreation centers, administrative offices, public meetings, and public libraries; coordinated with U.C. Berkeley student union; and sent to community agencies
- ▶ Print advertisements in the Berkeley Times, Daily Cal, and Berkeley Tri-City Post newspapers

### Community

- ▶ If permitted under the mass gathering and physical distancing policies, City staff will attend a variety of community events across the City
- ▶ Hold additional Town Hall community meetings upon request (in-person or via videoconference as conditions permit)
- ▶ Send information through existing communication outlets (Council newsletters; neighborhood groups, etc.) for dissemination

### Media

- ▶ Public notices broadcast on Berkeley Community Media
- ▶ Press releases with targeted outreach to local print, online, radio, and multilingual media sources
- ▶ Coordinating with the Health, Housing, and Community Services Department to reach additional community partners

### Internet & Social Media

- ▶ Dedicated page on City's website and front-page advertising
- ▶ Posts on the City's social media accounts, including Twitter and boosted advertisements on Facebook
- ▶ Paid advertisements posted on Berkeleyside



## DEPARTMENT RESPONSIBILITIES

### City Clerk Department

The Citizens Redistricting Commission plan is an interdepartmental effort coordinated by the City Clerk Department. Preliminary responsibilities include establishing timelines, procedures, and the redistricting plan; coordinating a Request for Proposal for demographer services; and coordinating with the Department of Information Technology to procure electronic districting software for use by the Commission and public.

Throughout the redistricting process, the City Clerk Department will serve as the Secretary to the Commission and be responsible for conducting outreach, evaluating applications, selecting the initial eight commissioners, facilitating public meetings, coordinating all interdepartmental staff efforts, and supporting the Commission.

When a final district map is approved by the Commission and the City Council, the City Clerk Department will work with the Alameda County Registrar of Voters to implement the map. If an impasse is reached, the City Clerk Department will coordinate the effort through the election process and, if necessary, the identification of special masters to develop the redistricting plan.

### City Attorney's Office

The City Attorney's Office serves as a legal resource to the Citizens Redistricting Commission during training on conflict of interest, open meeting, and ethics laws, will attend Commission meetings to answer legal questions, and provide ongoing legal analysis as required.

### Department of Information Technology

The Department of Information Technology will provide technical support for installation of the electronic districting software system and ongoing support throughout the districting process as needed. The GIS Division will provide technical support with mapping and demographics, including initial review of the census data provided by the U.S. Census Bureau.

### City Manager's Office

The City Manager's Office has overall responsibility for the City Clerk Department, including coordinating information presented to the City Council. The City's Public Information Officer will be a key coordinator for outreach including press releases and website information during the application period and the Commission's community outreach process.



## APPLICATION AND SELECTION PROCESS

### What are the requirements to serve?

Any Berkeley registered voter who has voted in the last two Berkeley elections (unless they didn't vote because they were too young to vote in those elections), and is eligible for public office in Berkeley, can apply for selection to the Citizen Redistricting Commission.

### Who can serve?

Current members of City boards and commissions that are appointed by the Mayor or Councilmembers can serve provided that they resign from their board or commission upon selection to the Citizen Redistricting Commission (or as an alternate) and do not serve on any City commission during their tenure on the Citizen Redistricting Commission. Persons who made a disclosable contribution to a candidate for Mayor or Councilmember may serve on the Commission if they disclose all such contributions made within the previous four years prior to the date of application.

### Who is ineligible?

- City of Berkeley employees
- Qualified candidates for Berkeley Mayor or Councilmember (within 2 years of application)
- Current and former holders of Berkeley elective office (within 2 years of application)
- Paid staff or unpaid interns to the Mayor or Councilmembers (within 2 years of application)
- Family members of the Mayor or Councilmember or their staff
- Officers, paid staff, or paid consultants for campaign committees for Berkeley Mayor or Councilmember (within 2 years)
- Contractors or subcontractors of the City of Berkeley

### What else should I know before I apply?

For two years after the termination of service on the Citizen Redistricting Commission, you may not be a paid staff member for the Mayor or a Councilmember or serve on a City board or commission. Additionally, no Commission member may be a candidate for Mayor or City Council in the next election in which that office is on the ballot.

### What happens after I apply?

The application deadline is October 9, 2020. The City Clerk will review all applications for eligibility. In January 2021, the City Clerk will randomly select eight Commissioners and eight alternates (one from each Council district). Within 10 days of selecting the initial commissioners, the Commission will convene to select five additional at-large members and alternates. The full Citizens Redistricting Commission then begins meeting regularly.



## MAP REQUIREMENTS

Maps are subject to the criteria outlined in Charter Article V, Section 9.5. The final map will be drawn so that the districts are as equal in population as practicable, compliant with state and federal laws, and geographically contiguous.

The Commission will take into consideration topography, geography, cohesiveness, contiguity, and integrity and compactness of the districts, as well as existing communities of interest as defined below. The Commission will also utilize easily understood district boundaries such as major traffic arteries and geographic boundaries (to the extent they are consistent with communities of interest). The geographic integrity of a neighborhood or community of interest will be respected to the extent possible.

As used here, “communities of interest” means contiguous populations that share common social and economic interests. These populations should be included within a single district for purposes of effective and fair representation.

Examples of “common social and economic interests” are areas where people:

- Share similar living standards
- Use the same transportation facilities
- Have similar work opportunities
- Have access to the same media of communication relevant to the election process
- Live in neighborhoods
- Are students/have organized student housing
- Have shared ages
- Have shared racial demographics

Communities of interest shall not include relationships with political parties, incumbents, or political candidates. Districts shall not be drawn for the purpose of favoring or discriminating against an incumbent, political candidate, or political party; i.e., the Commission may not consider the residence of current Councilmembers and a current Councilmember may be “drawn out” of their current district.

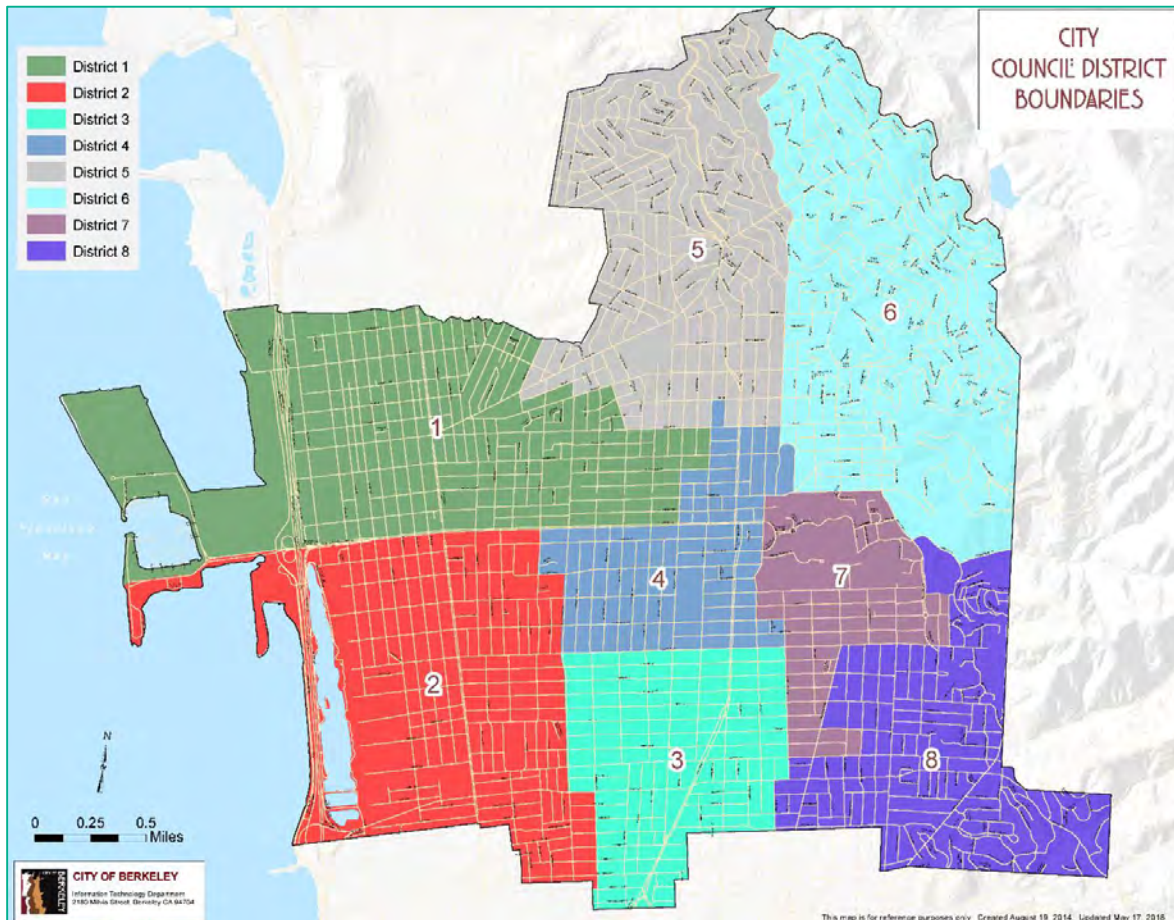
The Commission may consider existing district boundaries as a basis for developing new district boundaries.



## FINAL DISTRICT MAP

### Map Affirmed by Commission

The final map must be adopted by the Commission with at least seven affirmative votes (of the thirteen voting members) and submitted to the City Council. The City Council will adopt a redistricting ordinance implementing the final map without change. The boundaries of the districts will be effective until the adoption of new district boundaries following the next decennial federal census.



*Final Map – 2010 Census Redistricting Process*


### Impasse Proceedings

If the Commission is unable to reach seven affirmative votes (of the thirteen voting members) for the final map, the map with the most votes will be placed on the ballot for the voters to consider. If the final map is rejected by the voters, the Commission will attempt to adopt a new redistricting plan within thirty days with at least seven affirmative votes. If the Commission is unsuccessful, the City Clerk will recommend a list of at least three special masters to develop a redistricting plan. The Commission will select a special master to develop the redistricting plan, and the City Council will adopt the redistricting plan determined by the special master.





## EXHIBIT A: ELIGIBILITY WORKSHEET


**Eligibility Worksheet for the  
City of Berkeley Citizens Redistricting Commission**

Are you registered to vote in Berkeley?

Did you vote in Berkeley's two most recent General Municipal Elections (2016 & 2018)?

Have you been a qualified candidate for Mayor or Councilmember within the past two years?

Are you (or have you been in the last two years) Berkeley Mayor, Councilmember, Auditor, School Board Director, or Rent Board Stabilization Board Commissioner?

Are you the immediate family member of the Mayor or any Councilmember, or immediate family member of any staff to the Mayor or any Councilmember?

Are you employed by the City of Berkeley?

Are you performing paid services under contract with the City of Berkeley (including subcontractor employees)?

Have you served as an officer, paid staff, or paid consultant of a campaign committee of a candidate for Berkeley Mayor or Councilmember within the past two years?

Are you currently, or have you been within the last two years, a paid staff member or unpaid intern to the Berkeley Mayor or any Councilmember?

Are you disqualified from serving in public office pursuant to Government Code sections 1021, 1021.5, or 1770, and the Constitution and laws of the State of California?

Do you serve on a City of Berkeley board or commission appointed by the Mayor or Councilmembers?

→ Eligible. However, you must resign from the board or commission if selected and agree not to serve on the City's other boards or commissions during your term on the CRC.

Have you made disclosable monetary or non-monetary contributions to a candidate for Mayor or Councilmember in the City of Berkeley within the past four years?

→ Eligible. However, you must disclose those contributions under penalty of perjury.

**Congratulations – you are eligible to serve on the Citizens Redistricting Commission!**

