



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday 10/14/2020

AGENDA
6:30 PM

This Meeting Will Be
Conducted Exclusively
Through Videoconference And
Teleconference

Commission Members:

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

PUBLIC ADVISORY:

This Meeting Will Be Conducted Exclusively Through Videoconference And Teleconference

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the October 14, 2020 meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

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

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

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

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

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

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-Agenda Matters

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

C. Comments from Library Unions

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

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

D. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of September 2, 2020

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the September 2, 2020 Regular Meeting of the Board of Library Trustees.

B. Minutes of September 14, 2020 Closed Session

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the September 14, 2020 Special Meeting of the Board of Library Trustees.

C. Minutes of September 14, 2020 Open Session

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the September 14, 2020 Special Meeting of the Board of Library Trustees.

D. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

From: – Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution to open the Central Library and all Branch Libraries one hour later on January 29, April 30, July 30, and October 29, 2021 to allow adequate time for the all-staff meeting..

E. 2021 Regular Meeting Schedule for the Board of Library Trustees

From: – Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving dates, times and locations for the 2021 regular meeting schedule for the Board of Library Trustees.

F. 2021 Berkeley Public Library Holiday & Early Closing Schedule

From: – Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving the 2021 Berkeley Public Library Holiday & Early Closing Schedule.

G. FY 2020 Annual Gift Report

From: – Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2020 as mandated by CC Resolution No. 65,444-N.S.

H. RFP: Lease of Public Photocopier and Printing System

From: – Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt the resolution to authorize the Library to issue a Request for Proposals for a new Public Photocopier and Print System a resolution to approve annual reporting to the City Council of gifts received in FY 2020 as mandated by CC Resolution No. 65,444-N.S.

III. ACTION CALENDAR

A. FY 2021 Budget Amendment (AAO) and FY 2020 Closing Budget Results

From: – Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2021 approved Expenditures Budget for all Fund entities to \$25,077,606 based on appropriation of committed prior year funding and other adjustments totaling \$2,698,397.

IV. INFORMATION REPORTS:

All items for discussion only and no final action.

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

B. Director Onboarding Subcommittee—Amy Roth, Vice President, Board of Library Trustees

C. Key to Community Voter Engagement – Linda Sakamoto, Literacy Program Coordinator

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

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.

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 October 7, 2020.

//s//

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

Communications

1	10/7/2020	Catherine Bishop	Tool Library Information
2	9/30/2020	Howard Besser	BOLT meetings



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, September 2, 2020 6:30 PM

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

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

1. **Call to order:** 6:30 pm.

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

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Alicia Abramson, Information Technology Manager; Jay Dickinson, Circulation Services Manager; Bae Smith, Collection Services Supervisor; Aimee Reeder; Ass't Management Analyst; Eve Franklin, Administrative Secretary. Jenny Wong, COB Auditor; Caitlin Palmer, COB Auditor

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) – 0 speakers
- C. Public Employees Union, LOCAL 1 – 0 speakers

4. **Comments from Board of Library Trustees**

- A. **Trustee Roth** – Looking forward to Tess Mayer's arrival. Good work everyone.
- B. **Trustee Davenport** – Kudos to everyone.
- C. **Trustee Hunt** - Welcome Tess.
- D. **Trustee Hahn** – Delighted that Tess is joining. Thank you to everyone.
- E. **President Selawsky** – We have a lot to work forward to. City Auditor is here with a good report. Thank you to Elliot, Admin and Human Resources HR staff.

II. CONSENT CALENDAR

Action: M/S/C Trustee Davenport / Trustee Hunt to adopt resolution #R20-41 to approve the consent calendar.

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

A. **Approve Minutes of the July 1, 2020 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 1, 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 #R20-42.

B. Approve Minutes of the July 21, 2020 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 21, 2020 Special Meeting of the Board of Library Trustees as amended.

Financial Implications: None

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-43.

C. Approve Minutes of the July 30, 2020 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 30, 2020 Special Meeting of the Board of Library Trustees as amended.

Financial Implications: None

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-44.

D. Approve Minutes of the August 5, 2020 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the August 5, 2020 Special Meeting of the Board of Library Trustees as amended.

Financial Implications: None

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-45.

E. Approve Minutes of the August 12, 2020 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the August 12, 2020 Special Meeting of the Board of Library Trustees as amended.

Financial Implications: None

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-46.

III. ACTION CALENDAR**A. City of Berkeley Audit of Library Tax Fund**

Jenny Wong and Caitlin Palmer provided a report.

From: Jenny Wong and Caitlin Palmer

Recommendation: Adopt a Resolution to request that the Library Executive Director report back by March 2021, and every six months thereafter, regarding the status of our audit recommendations until reported fully implemented by the Library.

Financial Implications: See report

Contact: Jenny Wong and Caitlin Palmer

Action: M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R20-047 to accept the report and to request the Library executive Director report back by March 2021 and every six months thereafter, regarding the status of the audit recommendations until reported fully implemented by the library.

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

B. Onboarding of New Library Director

From: Amy Roth, Vice President, Board of Library Trustees

Recommendation: Adopt a Resolution to appoint Trustee Roth and Trustee Davenport to an Ad Hoc Subcommittee to bring forward a proposal for the Board level onboarding of our new Executive Director to be delivered to us as soon as possible, hopefully at the next meeting but no later than the meeting after.

Financial Implications: none.

Contact: Amy Roth

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R20-048.

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

IV. INFORMATION CALENDAR

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

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

V. AGENDA BUILDING

- Send to Elliot Warren or Eve Franklin

VI. ADJOURNMENT

Adjourned at 7:30 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of September 2, 2020 as approved by the Board of Library Trustees

//s// _____

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

Attachments: none

Berkeley Library Spends Tax Funds by the Book, But More Internal Controls Needed

Overview

- Why we did this audit
- Objectives
- Findings & Recommendations
- Library management response



BERKELEY CITY AUDITOR



Why we did this audit:

- Library hasn't been audited in recent years
- Ongoing effort to audit use of special taxes



BERKELEY CITY AUDITOR

Audit Objectives:

1. Does the Library use the Library Tax Fund appropriately?
2. Are there any internal control risks that could affect appropriate use of the Library Tax Fund?
3. To what extent does the Library plan and evaluate its use of the Library Tax Fund?

Scope:

Fiscal year 2018, non-personnel expenditures



BERKELEY CITY AUDITOR

1 Findings & Recommendations

Objective: Does the Library use the Library Tax Fund appropriately?

Finding:

- Transactions aligned with the purpose of the Library Tax Fund.
- No indicators of fraud, waste, or misuse in our review of transactions.

Recommendations: None



BERKELEY CITY AUDITOR

2 Findings & Recommendations

Objective 2: Are there any internal control risks that could affect appropriate use of the Library Tax Fund?

Finding 2.1: The COVID-19 pandemic poses challenges for Library revenues and the reserve.

Recommendation 2.1: Develop and implement a reserve policy that guides how the fund can be used.

2 Findings & Recommendations

Objective 2: Are there any internal control risks that could affect appropriate use of the Library Tax Fund?

Finding 2.2: Internal control weaknesses in the Tool Lending Library pose a **risk** of theft or misuse—but **no evidence** of this found.

Recommendation 2.2: Develop and implement stronger purchasing procedures that reduce the risk of misuse.



BERKELEY CITY AUDITOR

2 Findings & Recommendations

Objective 2: Are there any internal control risks that could affect appropriate use of the Library Tax Fund?

Finding 2.3: The Board of Library Trustees does not always have the information it needs to make decisions about the budget

Recommendation 2.3: Provide a public budget overview session or refer Board to budget training opportunities hosted by another agency

2 Findings & Recommendations

Objective 2: Are there any internal control risks that could affect appropriate use of the Library Tax Fund?

Finding 2.4: The Library has improved transparency about its collection management, but there are opportunities to increase public trust.

Recommendation 2.4:

- Continue to proactively communicate about how the collection is growing and changing to meet community needs
- Formally incorporate collection management into any outreach and communications policies and/or plans

3 Findings & Recommendations

Objective 3: To what extent does the Library plan and evaluate its use of the Library Tax Fund?

Finding 3.1: The Library lacks a strategic plan—but has adopted strategic goals and budget priorities.

Recommendation 3.1:

- Library management and the Board support the new director in developing a strategic plan

3 Findings & Recommendations

Objective 3: To what extent does the Library plan and evaluate its use of the Library Tax Fund?

Finding 3.2: The Library asks for community input about how best to meet their needs, but is not yet evaluating its progress towards goals

Recommendation 3.2: Develop and implement a program evaluation process that follows best practices



Management Response

- Agreed to implement audit recommendations
- Provided reasonable and timely implementation plan



BERKELEY CITY AUDITOR

We would like to thank Library management and staff, and the Board of Library Trustees for their cooperation with this audit.



BERKELEY CITY AUDITOR



MINUTES

Berkeley Public Library - Board of Library Trustees Special Closed Session Meeting Monday, September 14, 2020 6:30 PM

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

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

1. **Call to Order:** 6:35 pm.

Present: Trustees Davenport, Hahn (arrived 6:45pm), Hunt, Roth and Selawsky.

Absent: none.

Also Present:

2. **Public Comments:** 1 speakers.

II. CLOSED CALENDAR

A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957

Title of position being evaluated: Director of Library Services

The Board of Library Trustees recessed into closed session to conduct a public employee performance evaluation.

III. ACTION CALENDAR

A. Public Reports of actions taken pursuant to Government Code Section 54957.1.

No Action taken.

IV. ADJOURNMENT

Adjourned at 7:50 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed session meeting of September 14, 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 Special Open Session Meeting Monday, September 14, 2020 8:15 PM

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

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

1. **Call to Order:** 8:19 pm.
Present: Trustees Davenport, Hahn, Roth and Selawsky.
Absent: Trustee Hunt.
Also Present:

2. **Public Comments:** 0 speakers.

II. CLOSED CALENDAR

A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957

Title of position being evaluated: Director of Library Services

The Board of Library Trustees recessed into closed session to conduct a public employee performance evaluation.

III. ACTION CALENDAR

A. Public Reports of actions taken pursuant to Government Code Section 54957.1.

Discussion of evaluation.

B. Salary Increase for the Director of Library Services

From: John Selawsky, President, Board of Library Trustees

Recommendation: Adopt the resolution approving a \$3.3584 per hour merit salary increase effective September 6, 2020, for the Deputy Director of Library Services.

Financial Implications: See report

Contact: John Selawsky

Action: M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R20-049.

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

IV. ADJOURNMENT

Adjourned at 8:25 PM.

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

//s// _____

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

Attachments: none.



CONSENT CALENDAR

October 14, 2020

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

RECOMMENDATION

Adopt a resolution to open the Central Library and all Branch Libraries one hour later on January 29, April 30, July 30, and October 29, 2021 to allow adequate time for the all-staff meeting.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

All-Staff meetings are held in the Central Library from 9 AM to 10:30 AM up to four times annually. To enable travel time back to branches, the Library has delayed opening until 11:00 AM as an accommodation.

All scheduled Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings.

Items generally included on the all-staff meeting agenda include:

- Introductions of new staff
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, upcoming projects, budget updates, recognition of staff achievements, etc.)
- Presentations by staff or guest on topics relevant to all (e.g. demonstrations of new equipment, team and/or committee reports, new policy overviews, strategic planning and organizational priorities updates)

All-staff meetings allow the Director and managers the opportunity to distribute staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to Library staff having the ability to hear important information directly from managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on up to four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to

prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation and important planning information related to projects and initiatives. Library staff propose continuing this practice, with the goal of using this time to improve communication regarding policies and other topics of professional and operational value to employees.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-____

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2021

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to recognize staff, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operations; and

WHEREAS, by delaying the Library's opening by one hour on these designated mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all Branch Libraries one hour later on January 29, April 30, July 30, and October 29, 2021 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 14, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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



CONSENT CALENDAR

October 14, 2020

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: 2021 Regular Meeting Schedule for the Board of Library Trustees

RECOMMENDATION

Adopt a resolution approving dates, times and locations for the 2021 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees have generally been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street.

During the COVID-19 Pandemic, all Board of Library Trustee Meetings have been conducted exclusively through teleconference and Zoom videoconference pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

Winter Recess – December 16, 2020 – January 18, 2021

January 19 and January 26, 2021

February 9 and February 23, 2021

March 9, March 23, and March 30, 2021

Spring Recess – March 31 – April 19, 2021

April 20 and April 27, 2021

May 11 and May 25, 2021

June 1, June 15 and June 29, 2021

July 13 and July 27, 2021

Summer Recess – July 28 – September 13, 2021

September 14 and September 28, 2021

October 12 and October 26, 2021

November 9, November 16, and November 30, 2021

December 14, 2021

Winter Recess – December 15, 2021 – January 17, 2022)

The proposed *2021 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Proposed 2021 Board of Library Trustee Meeting Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 20-____

APPROVAL OF THE 2021 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street;

WHEREAS, during the COVID-19 Pandemic, all Board of Library Trustee Meetings have been conducted exclusively through teleconference and Zoom videoconference pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020.

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2021 regular meeting schedule for the Board of Library Trustees as once per month on the first Wednesday of the month at 6:30 P.M. except for August when there is a meeting recess.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 14, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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

Berkeley Public Library
Board of Library Trustees
2021 Regular Meeting Schedule
1st Wednesday Dates (unless marked*)

Regular Meeting Dates	Location
January 6, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
February 3, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
March 3, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
April 7, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
May 5, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
June 2, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
July 7, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
{No meeting in August}	
September 1, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
October 6, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
November 3, 2021	Tarea Hall Pittman South Branch Library (1901 Russell St.)
December 8, 2021 *	Tarea Hall Pittman South Branch Library (1901 Russell St.)



CONSENT CALENDAR

October 14, 2020

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: 2021 Berkeley Public Library Holiday & Early Closing Schedule

RECOMMENDATION

Adopt the resolution approving the 2021 Berkeley Public Library Holiday & Early Closing Schedule.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

Union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday.

The Central Library and Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a shortened schedule, closing at 6 PM. When a holiday falls on a weekend, the Library closes on both the actual holiday and the observed holiday day. In this case, eligible employees will receive a paid holiday for one of the closed days. For employees normally scheduled to work both the holiday and the observed closure, a schedule adjustment or other type of leave will be arranged in advance in coordination with their supervisor.

In previous years, the Library has observed holidays on both Christmas Eve and Christmas Day, December 24 and 25, the December 24 holiday being in lieu of Lincoln's Birthday. On the occasion that a holiday falls on a weekend day the Library has closed on both the actual holiday and the observed holiday day, such as the upcoming Independence Day, Sunday, July 4, 2021. In 2021, Christmas Day falls on a weekend day, Saturday December 25. The Library's observed Christmas holiday will be Friday December 24, 2021.

The draft 2021 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Proposed 2021 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2020 Schedule of Berkeley Public Library Holidays and Early Closings
4. 2021 City of Berkeley Holiday Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-___

2021 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2021 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 14, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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

Berkeley Public Library

Proposed 2021 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2021 (Friday)	New Year's Day	X	
2. January 18, 2021 (Monday)	Martin Luther King Jr. Day	X	
3. February 12, 2021 (Friday)*	Lincoln's Birthday	X	
4. February 15, 2021 (Monday)	President's Day	X	
5. May 17, 2021 (Monday)	Malcolm X Day	X	
6. May 31, 2021 (Monday)	Memorial Day	X	
7. July 4, 2021 (Sunday)	Independence Day	X	
8. July 5, 2021 (Monday)	Independence Day observed	X	
9. September 6, 2021 (Monday)	Labor Day	X	
10. October 11, 2021 (Monday)	Indigenous People's Day	X	
11. November 11, 2021 (Thursday)	Veterans' Day	X	
12. November 24, 2021 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
13. November 25, 2021 (Thursday)	Thanksgiving Holiday	X	
14. November 26, 2021 (Friday)	Thanksgiving Holiday	X	
15. December 24, 2021 (Friday) *	Christmas Day observed	X	
16. December 25, 2021 (Saturday)	Christmas Day	X	

* Per Union Agreement, the Library usually takes the Christmas Eve holiday in lieu of Lincoln's Birthday. In 2021, the Library will observe Lincoln's Birthday as a holiday on Friday, February 12 instead of Christmas Eve due to the fact the Christmas day will fall on a Saturday and will be observed on Friday, December 24.

Berkeley Public Library

2020 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2020 (Wednesday) *	New Year's Day	X	
2. January 20, 2020 (Monday)	Martin Luther King Jr. Day	X	
3. February 17, 2020 (Monday)	President's Day	X	
4. May 18, 2020 (Monday)	Malcolm X Day	X	
5. May 25, 2020 (Monday)	Memorial Day	X	
6. July 3, 2020 (Friday)	Independence Day observed	X	
7. July 4, 2020 (Saturday)	Independence Day	X	
8. September 7, 2020 (Monday)	Labor Day	X	
9. October 12, 2020 (Monday)	Indigenous People's Day	X	
10. November 11, 2020 (Wednesday)	Veterans' Day	X	
11. November 25, 2020 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
12. November 26, 2020 (Thursday)	Thanksgiving Holiday	X	
13. November 27, 2020 (Friday)	Thanksgiving Holiday	X	
14. December 24, 2020 (Thursday)	Christmas Eve	X	
15. December 25, 2020 (Friday)	Christmas Day	X	
16. December 31, 2020 (Thursday)	New Year's Eve		All Library locations to close at 6:00pm

TENTATIVE 2021 City of Berkeley Holiday Schedule

THIS NEEDS TO BE CHECKED AGAINST OFFICIAL COB SCHEDULE WHEN RELEASED

1. January 1, 2021 (Friday) – New Year’s Day
2. January 18, 2021 (Monday) - Martin Luther King Jr. Birthday Observed
3. February 12, 2021 (Friday) - Abraham Lincoln Birthday Observed **
4. February 15, 2021 (Monday) – George Washington Birthday Observed
5. May 17, 2021 (Monday)
6. May 31, 2021 (Monday) – Memorial Day
7. July 4, 2021 (Sunday) – Independence Day
8. July 5, 2021 (Monday) – Independence Day observed
9. September 6, 2021 (Monday) – Labor Day
10. October 11, 2021 (Monday) – Indigenous People’s Day
11. November 11, 2021 (Thursday) – Veteran’s Day
12. November 25, 2021 (Thursday) – Thanksgiving Day
13. November 26, 2021 (Friday) – Day After Thanksgiving
14. December 24, 2021 (Friday) – Christmas Day Observed
15. December 25, 2021 (Saturday) – Christmas Day



CONSENT CALENDAR

October 14, 2020

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative and Fiscal Services Manager

SUBJECT: FY 2020 ANNUAL GIFT REPORT

RECOMMENDATION

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2020 as mandated by CC Resolution No. 65,444-N.S.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Open Government Ordinance (Ord. 7,166-N.S.) approved by the City Council in 2011 includes a section on the acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept on behalf of the Library any gifts of funds, goods, or services up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2019 through June 30, 2020.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2019 through June 30, 2020 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: the Friends of the Berkeley Public Library for \$120,000, the Berkeley Public Library Foundation for \$19,079, and the Howard and Deborah Goodman Charitable Trust for \$1,000.

FY 2020 Gift Receipts

Report to CC	Donor	Value	Fund	Notes
No	Individual	\$50	104	A. and M. Mazetis
No	Individual	500	104	J.Kirkpatrick
No	Individual	100	104	W. Kimmerer and M. Weaver
No	Morgan Stanley Gift Fund	250	104	Fairy Godmother Society
No	Howard & Deborah Goodman Charitable Trust	1,000	104	Non-restricted
Yes	Friends of BPL	120,000	104	Library programs and materials support
Yes	BPL Foundation: Pass-through	3,500	105	N. Park & W. Green Fund for BKY Builds Readers
Yes	BPL Foundation	3,500	105	Program: BKY Builds Readers
Yes	BPL Foundation	12,079	105	Program: Charlie Cart
BPL	Total	\$140,979		

As indicated in the *Library's Gift / Donation Policy A.R. Number 10.11* (Attachment 2) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

FURTHER ACTION

None.

Attachments:

1. Resolution
2. Annual report to the City Council of gifts received in FY 2020

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-___

FY 2020 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL

WHEREAS, the Berkeley Public Library regularly accepts and receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as individuals and groups; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. , which included a requirement that the Board of Library Trustees report annually to Council gifts in excess of \$1,000 in aggregate; and

WHEREAS, this year's report covers the fiscal year period from July 1, 2019 through June 30, 2020; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Friends of the Berkeley Public Library for \$120,000, and the Berkeley Public Library Foundation for \$19,079; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the submission of the Library's annual gift report to the Berkeley City Council.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 14, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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



Office of the City Manager

CONSENT CALENDAR

October 14, 2020

To: Honorable Mayor and Members of the City Council
From: Board of Library Trustees
Submitted by: Tess Mayer, Director of Library Services, Acting as Secretary, Board of Library Trustees
Subject: Annual Report on Gifts Received in Excess of \$1,000 Aggregate Value

RECOMMENDATION

Accept the Library's annual gift report to the Berkeley City Council as presented and recommended by the Board of Library Trustees.

FISCAL IMPACT OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period July 1, 2019 through June 30, 2020 the following gifts equal to or in excess of the \$1,000 aggregate were received and accepted into Library Fund accounts: the Friends of the Berkeley Public Library for \$120,000, and the Berkeley Public Library Foundation for \$19,079.

Donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process per the *Library's Gift / Donation Policy A.R. Number 10.11*.

BACKGROUND

The Council has delegated the responsibility of acceptance and appropriation of Library gift funds to the Board of Library Trustees, such that the Library will be better able to honor the intent and wishes of the grantor/donor and fulfill identified community needs in a timely manner. The Council's delegation of authority to the Board of Library Trustees ensures that public noticing of gifts occurs on a regular basis and annual reporting ensures that the Council remains well-informed regarding gifts to the Library.

On September 20, 2011 the Council approved Resolution No. 65,444-N.S., "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular

meeting agenda.” Information relevant to the report was prepared by staff for Board of Library Trustee consideration and approved for communication to the City Council. The submitted report will fulfill the ordinance’s obligation covering the period from July 1, 2019 through June 30, 2020.

RATIONALE FOR RECOMMENDATION

The approval of this recommendation will satisfy the intent of the Council Resolution regarding acceptance of gift funds. In addition, the Board of Library Trustees has reviewed and recommends the report for acceptance. This action will have no negative implications and honors the original intent of the donor parties.

ALTERNATIVE ACTIONS CONSIDERED

No other alternative actions were considered.

CONTACT PERSON

Tess Mayer, Director of Library Services, 981-6195

Attachment:

1. Resolution

RESOLUTION NO.: ##,### N.S.

ANNUAL REPORT TO COUNCIL FROM THE BOARD OF LIBRARY TRUSTEES ON
GIFTS RECEIVED IN EXCESS OF \$1,000 AGGREGATE

WHEREAS, the Berkeley Public Library regularly receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as many individuals and groups; and

WHEREAS, the Open Government Ordinance, pursuant to section 2.06.150, stipulates that, *"Contributions to the City or any of its functionaries or Legislative Bodies, for the purpose of carrying out or assisting any City function, shall be disclosed and approved on the Agenda of a regular Meeting of the City Council"*; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S., which delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign and included a requirement that the Board of Library Trustees report to Council annually gifts in excess of \$1,000 in aggregate; and

WHEREAS, the submitted covers the period from July 1, 2019 through June 30, 2020, corresponding with the fiscal year calendar; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Friends of the Berkeley Public Library for \$120,000, and the Berkeley Public Library Foundation for \$19,079; and

WHEREAS, on October 14, 2020 at a special meeting of the Board, by Resolution 20-0## the board voted to approve the annual gift report to Council as presented.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley hereby accepts the annual report of gifts in excess of \$1,000 in aggregate from the Board of Library Trustees.

BE IT FURTHER RESOLVED that the following gifts to the Library are hereby approved:

1. The Friends of the Berkeley Public Library for \$120,000; and
2. The Berkeley Public Library Foundation for \$19,079.



CONSENT CALENDAR

October 14, 2020

To: Board of Library Trustees (BOLT)
From: Alicia Abramson, Manager, Library Information Technology
Subject: RFP: Lease of Public Photocopier and Printing System

RECOMMENDATION

Adopt the resolution to authorize the Library to issue a Request for Proposals for a new Public Photocopier and Print System.

FISCAL IMPACT

Estimated costs related to the purchase and installation of a new Public Photocopier and Print System are \$105,000 over a three year contract period. This includes the lease of equipment, equipment installation services, photocopier and printer supplies, and annual system support and maintenance fees. This project is funded in the FY 2021 budget and to be charged to (101-22-242-271-0000-000-463-625120 Rental of Equipment).

BACKGROUND

The Berkeley Public Library currently provides 132 public access computers, including laptops and desktop PCs, for use by Library patrons. These computers are configured with multiple software packages including the Microsoft Office suite of programs including Microsoft Word and Excel, web browsers such as Chrome and Firefox, image editing software, DVD playback software, and several other applications. Printing from Public computers as well as making photocopies and scanning documents is an important part of the public services that the Library provides.

The Library wishes to solicit a vendor to enter into an equipment-lease agreement for a “print and photocopy solution” that will provide multifunctional equipment for the public to make photocopies, print from public computers, and scan documents. The proposal shall include hardware maintenance for the equipment, toner and paper supplies, for public use.

The Library intends for the new agreement to replace the Library’s previous copy/print services and vending/fee recovery contract which expired on September 18, 2020. The Library opted not to renew the previous contract as the equipment was not current generation and included a fee recovery/vending system which the Library no longer requires since the acquisition in October 2019 of an integrated Public PC and Print Vending solution from Comprise Systems. The Comprise system, which the Library owns, offers coin, bill, credit-card, and electronic payment options, is easy for patrons to use, and interfaces with most major Photocopy/Print systems.

CURRENT SITUATION AND ITS EFFECTS

The RFP process is an open process to solicit proposed solutions from the marketplace. Responses are evaluated to determine whether a vendor is able to provide the Library with the required services at the best price. Conducting an RFP for a Public Photocopy and Printer System gives the Library an opportunity to survey the current market for current generation systems, obtain competitive quotes from qualified bidders and to select a customized solution that best meets the requirements for the management of the Library’s public access computers.

The Library anticipates releasing an RFP for a Public Photocopy and Printer System in November 2020 following Board approval in October 2020, and awarding a contract in winter 2021.

ALTERNATIVE ACTIONS

None.

FUTURE ACTION

Contracts exceeding the Director's authorized threshold will be returned to the Board for final approval.

CONTACT PERSON

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

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-

RECOMMENDATION TO BOARD OF LIBRARY TRUSTEES TO AUTHORIZE REQUEST FOR PROPOSAL FOR LEASE OF PUBLIC PHOTOCOPIER AND PRINTER SYSTEM

WHEREAS, the Berkeley Public Library operates 132 public access computers for which printing is an important function; and

WHEREAS, the users of the Berkeley Public Library's print collection frequently wish to photocopy or scan printed materials; and

WHEREAS, the Library's previous contract for the Lease of a Public Photocopier and Printer System has expired and was not renewed due to the age of the system and the inclusion of a fee recovery/vending system that is no longer required; and

WHEREAS, to provide printing services for users of the Library's public access computers, as well as photocopying and scanning services for users of the Library's print collection, the Library seeks to implement a current generation Photocopier and Printer System that integrates with the Library's Comprise Public PC Management and Print vending solution; and

WHEREAS, City of Berkeley administrative regulations require purchases to be made through a competitive process; and

WHEREAS, there is adequate competition among vendors offering Public Photocopy and Printer systems; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to issue a Request for Proposal the Lease of a Public Photocopy and Printer System.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 14, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, Chairperson

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



ACTION CALENDAR

October 14, 2020

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative and Fiscal Services Manager

SUBJECT: FY 2021 Budget Amendment (AAO) and FY 2020 Closing Budget Results

RECOMMENDATION

Adopt the resolution amending the FY 2021 approved Expenditures Budget for all Fund entities to \$25,077,606 based on appropriation of committed prior year funding and other adjustments totaling \$2,698,397.

FISCAL IMPACTS

Acceptance of the encumbered carry-over and other adjustments to the FY 2021 expenditures budgets would be effected as part of an amendment to the FY 2021 Annual Appropriations Ordinance to be brought before the City Council in late 2020.

Revisions to the FY 2021 expenditure budget by Fund entities are:

Fund	R20-031 FY21 Budget (6/3/20)	R20-038 FY21 Revision (7/1/20)	FY21 Revised (ERMA)	Encumbered C/O + Adjustments	Proposed FY21 Budget (Projected)	Prjctd FY-End Fund Balance
Library Tax (101)	\$21,567,259	-	\$21,567,259	\$2,643,014	\$24,210,273	\$6,732,062 *
Grants (103)	61,950	-	61,950	53,411	115,361	28,869
Friends & Gifts (104)	150,000	-	150,000	1,926	151,926	398,330
Foundation (105)	100,000	500,000	600,000	46	600,046	385,832 **
Total	\$21,879,209	\$500,000	\$22,379,209	\$2,698,397	\$25,077,606	-

*Net of \$1.5M in reserve funds.

**Nello and Mary Jo Pace Trust balance at FY20 year-end is \$570,893.

Prjctd FY-End Fund Balance: A projection only; subject to change.

BACKGROUND

Fiscal year-end (second closing) 2020 results and year-over-year percentage changes by Fund entities are:

FY 2020: Close #2 (27AUG20)

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (101)	\$20,487,115	98.8%	+3.9%	\$18,725,958	99.2%	+1.8%
Grants (103)	92,252	0.4%	+59.5%	38,841	0.2%	-43.6%
Friends & Gifts (104)	135,959	0.7%	+19.0%	64,117	0.3%	-39.6%
Foundation (105)	19,079	0.1%	-84.1%	64,041	0.3%	-59.2%
Total	\$20,734,405	100.0%	+3.6%	\$18,892,957	100.0%	+0.8%

FY 2020 is the first year of the two-year biennial budget cycle encompassing fiscal years 2020 and 2021. The two year biennial budget was adopted by the Board of Library Trustees on May 24, 2019 by Resolution No.: R19-024. On September 29, 2019, \$715,529 of fiscal year 2019 encumbered values were carried-over into the FY 2020 budget via the City's first amendment to the FY 2020 Annual Appropriations Ordinance.

There are several revenue sources available to the Library to support operations. By far, the largest revenue source is the library tax, a (parcel based) property tax special assessment based on building square footage and use code. Much less sizable in terms of dollar value, but nonetheless of importance to the Library are allocations distributed by the California State Library typically through programs such as the California Library Literacy Services (CLLS) program. The Library also receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and private organizations and individuals.

Excluding Funds targeted primarily to special programs and projects, i.e., Friends & Gifts (104) and Foundation (105), FY 2020 revenues at \$20,579,367 ended 4.0% higher over the prior fiscal year period with an increase of \$793,215; expenditures at \$18,764,799 moved slightly higher by 1.5% or \$279,515. Among these operational Funds, FY 2020 revenues exceeded expenditures by \$1,814,568. The fiscal year-end surplus was higher by 39.5% than that of last fiscal year, gaining \$513,700 over the prior fiscal year result. The fiscal year's favorable revenue increase among these Fund groups was overwhelmingly due to \$760,509 in higher year-over library tax receipts. Additionally, grant revenue rose significantly at 59.5%, or \$34,400, as the California State Library released an unsolicited grant award of \$34,400 to promote family literacy programming, this was apart from the to-date recurring California Library Literacy Services (BerkeleyREADS adult literacy program). Staffing expenditures were down from the prior year by \$498,301, a decline of 3.6%, as savings were seen in career and hourly staff salary and wages as well as medical expense. Non-staffing expenses up \$777,817, saw large year-over increases for building facilities related to construction for the Central Library interior renovations project and for professional consulting services.

As a share of total revenue, library tax receipts represented 98.8% of revenue. Spending from the Library Tax Fund was 99.2% of all fiscal year expenditures.

1. Library Tax Fund

The Library Tax Fund (101) ended fiscal year 2020 with a surplus of \$1,761,157 as revenues exceeded expenditures yielding an estimated fund balance of \$9,686,705 at the beginning of fiscal year 2021 net of reserves of \$1.5M.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor's Office and may be indexed to the higher of the increase in the California Personal Income Growth (PIG) or the San Francisco Bay Area Consumer Price Index (CPI) rates. In FY 2020, the library tax rate was pegged to the CPI index increase of 4.015%, generating receipts of \$20,431,021 for an incremental gain of \$760,905 over that of the FY 2019 PIG rate of 3.67%; and, just missing the budget target by \$21,793. Proceeds from fines and fees and other miscellaneous revenue at \$56,094 represented just 0.3% of Fund receipts.

Fiscal year expenditures at \$18,725,958 rose 1.8%, up \$324,248 above last fiscal year; however, when measured against the Adjusted Budget, FY 2020 ended with a favorable variance of \$7,811,453. As in preceding fiscal years the favorable variance is in large part due to unexpected delays to initiating construction of the Central Library Improvement Project; and although project

construction began in early 2020, the Shelter-in-Place order declared in March temporarily suspended and subsequently slowed on-site activities. Consequently, with much of the fiscal year's Fixed Asset - Building budget having been targeted for this project actual project spending of \$625,297, significantly below budgeted appropriations, accounted for the bulk of the \$3.9M favorable variance for capitalized fixed assets. Secondarily, with savings of \$2.5M relative to the Adjusted Budget, personnel costs continued to contribute significant savings due to staffing vacancies and, a factor which was further reinforced by a city-wide hiring freeze instituted on April 27 in response to the impacts of the pandemic on the City's fiscal resources; and of which the Library has attempted to address by a \$500,000 incremental increase to \$800,000 of Salary Savings in the Revision to the FY 2021 Budget adopted by BOLT Resolution R20-030 dated June 3, 2020.

The pandemic's impacts touched other areas throughout the Library, halting and later transforming the breadth and delivery of public services with the closure of Library facilities, curtailing or slowing of city and vendor services, and further postponed the Library's efforts to engage or enlist an on-site social health worker. Effects encompassed the acquisition of library materials; professional and engineering services extending to infrastructure and equipment maintenance and upgrades such as the timing of public-use furniture upholstery replacement and the reinstallation of exterior stucco at the Central Library; software maintenance services in part related to a delay in the acquisition and installation of new security gates for Central; a reduction of office and field supply purchases; and lower electricity charges.

2. Grants Fund

The Grants Fund (103) 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.

Grants Fund revenues at \$92,252 consisted of \$57,852 from the California Library Literacy Services (CLLS) program that funds the BerkeleyREADS adult literacy program, and a second CA State Library unsolicited grant award of \$34,400 to promote family literacy programming. Fund expenditures at \$38,841 represented only 42.1% of revenues due to disruptions to literacy programs caused by the Covid-19 pandemic. The bulk of literacy programming spending is attributable to funding the offering of one-on-one tutoring services. The California State Library has extended the spend-out date for both programs to December 31, 2020.

3. Friends and Gifts Fund

The Friends and Gifts Fund (104), similarly impacted by service disruptions linked to Covid-19, recorded expenditures of \$64,117, falling year-over by 39.6% or \$42,088. The bulk of spending supported public programs across all Library locations and was largely provided from the Friends of the Library. Fund receipts included the fiscal year's award from the Friends of \$120,000, interest revenue of \$5,181, a recorded gain of \$3,636 on the sale of disposal of a retired vehicle, and \$2,342 in other donations.

FY 2020 Gifts and Foundation Receipts (104 and 105)

Report to CC	Donor	Value	Fund	Notes
No	Individual	\$50	104	A. and M. Mazetis
No	Individual	500	104	J. Kirkpatrick
No	Individual	100	104	W. Kimmerer and M. Weaver
No	Morgan Stanley Gift Fund	250	104	Fairy Godmother Society
No	Howard & Deborah Goodman Charitable Trust	1,000	104	Non-restricted
Yes	Friends of BPL	120,000	104	Library programs and materials support
Yes	BPL Foundation: Pass-through	3,500	105	N. Park & W. Green Fund for BKY Builds Readers
Yes	BPL Foundation	3,500	105	Program: BKY Builds Readers
Yes	BPL Foundation	12,079	105	Program: Charlie Cart
BPL	Total	\$140,979		

As indicated in the Library's *Gift / Donation Policy* (A.R. Number 10.11) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

4. Foundation Fund

The Foundation Fund (105), funded by the Berkeley Public Library Foundation, recorded receipts totaling \$19,079. Awards from the Foundation are typically defined, and during FY 2020 targeted support for the Berkeley Builds Readers program at \$7,000, and \$12,079 for startup of the Charlie Cart cooking project. Expenditures at \$64,041 funded acquisition of the laptop kiosk at the Central Library, purchase of the Charlie Cart and Findaway Launchpads, and supplies for Shelter-in-Place reopening of limited services.

CURRENT SITUATION AND ITS EFFECTS

Throughout the year, the Board of Library Trustees takes actions that amend the fiscal year's revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to the adopted expenditure authority due to unanticipated needs and circumstances. The revised budget is also amended annually to reflect re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as carryover of unexpended funds previously authorized for one-time, non-recurring purposes.

The amended FY 2021 Budget, as presented for adoption herein (see table in *Fiscal Impacts* section), will be sent to the City's budget office for inclusion to the City's consolidated amendment of the Annual Appropriations Ordinance.

1. Library Tax Fund

The Library Tax Fund budget is requested to be increased by the carryover amount of \$2,643,014 (pertaining principally to building infrastructure and maintenance) yielding a revised budgeted amount of \$24,210,273. Incorporating this action results in a projected ending uncommitted Fund Balance of \$6,732,062, net of reserves of \$1.5M.

Carryover \$2,643,014

Primary Vendors:

- | | |
|---------------------------------|---|
| - D.L. Falk Construction, Inc. | Construction-Central Library renovation |
| - California Bank of Commerce | Escrow Account-Central Library renovation |
| - Construction Testing Services | Consultant-Central Library renovation |

- | | |
|--|---------------------------------------|
| - O'Connor Construction Management, Inc. | Consultant-Central Library renovation |
| - Thyssen Krupp Elevators | Facilities Maintenance |
| - Security Engineers | Facilities Maintenance-Fire Alarm |
| - Blaisdell's Business Products | Office Supplies |

2. Grants Fund

The Grants Fund budget is requested to be increased by the adjustment of \$53,411 to expense appropriations yielding a revised budgeted amount of \$115,361 to reflect the deadline extension to FY 2020 awards granted by the California State Library due to Covid-19 service disruptions. There is no carryover amount requested to the Grants Fund budget. An ending Fund Balance of \$28,869 is projected for FY 2021.

Adjustment	\$53,411
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3. Friends and Gifts Fund

The Friends and Gifts Fund budget is requested to be increased by the carryover amount of \$1,926 (pertaining to field supplies) yielding a revised budgeted amount of \$151,926. Incorporating this action results in a projected ending Fund Balance of \$398,330.

Carryover	\$1,926
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4. Foundation Fund

The Foundation Fund budget is requested to be increased by the carryover amount of \$46 (pertaining to furniture) yielding a revised budgeted amount of \$600,046. Incorporating this action results in a projected ending Fund Balance of \$385,832. The FY 2020 ending balance of the Nello and Mary Jo Pace Trust held within the Foundation Fund is \$570,893.

Carryover	\$46
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Attachments:

1. Resolution
2. FY 2020 Revenues by Fund: Close #2
3. FY 2020 Expenditures by Fund: Close #2
4. Library Tax Fund: 5-Year Fund Analysis
5. Friends and Gifts Fund: 5-Year Fund Analysis
6. Other Funds: 5-Year Fund Analysis
7. Foundation Fund: 5-Year Fund Analysis

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-___

AMEND THE FY 2021 EXPENDITURE BUDGETS TO \$25,077,606

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

WHEREAS, on June 3, 2020, the Board of Library Trustees by Resolution No.: R20-031 approved adjustments to the revenues and expenditures budgets of the Library Tax Fund to respond to impacts of the Covid-19 pandemic upon the Berkeley community; and

WHEREAS, on July 1, 2020, the Board of Library Trustees by Resolution No.: R20-038 approved adjustments revising the adopted BPL Foundation Fund (105) biennial budget for fiscal year 2021 to incorporate anticipated expenditures of \$600,000 for purchases of furniture, fixtures, and equipment funded by the Berkeley Public Library Foundation; and

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

WHEREAS, the FY 2021 expenditures budgets are requested to be amended to include fiscal year 2020 encumbered carry-over and adjustments of \$2,698,397; and

WHEREAS, the Board is committed to achieving a balanced budget that correlates expenditures with available funds.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2021 Expenditure Budgets are amended based upon a recommended value of \$25,077,606 in appropriated expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 14, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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

Attachment 2
FY 2020 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY : REVENUES JUN FY20 (CLOSE #2)								12	100.0%
Berkeley Public Library + CoB				Actuals				YTD FY20	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Rcvd
412110	Special Assessment T	20,452,814	20,452,814	20,431,021				20,431,021	99.9%
432110	Operating Grants - S	60,000	60,000	14,301	92,252			106,553	177.6%
451310	Library Fines	40,000	40,000	26,477				26,477	66.2%
471110	Interest - Investments					5,181		5,181	
481110	Misc Rev - Donations	370,000	370,000			122,342	19,079	141,421	38.2%
483110	Misc Rev - Over/Short			27				27	
483990	Misc Rev - Other	32,000	32,000	10,877				10,877	34.0%
493110	Gain/Loss on Sale			4,412		8,436		12,848	
499100	AAO Carryover								
Berkeley Public Library + CoB		20,954,814	20,954,814	20,487,115	92,252	135,959	19,079	20,734,405	98.9%

Attachment 3
FY 2020 EXPENDITURES BY FUND (1 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY20 (CLOSE #2)								12	100.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD JUN	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Spent
511110	Wages - Reg - Monthly Misc	9,613,386	9,613,386	8,047,151				8,047,151	83.7%
511140	Wages - Reg - Other Work Com			5,440				5,440	
512110	Wages - Hourly	272,931	272,931	167,774	34,069			201,843	74.0%
513110	Wages - OT - Miscellaneous	12,442	12,442	5,697				5,697	45.8%
Prsnl Svcs-Salaries and Wages		9,898,759	9,898,759	8,226,062	34,069			8,260,131	83.4%
520110	Emp FB - Medical	1,726,231	1,726,231	1,334,349				1,334,349	77.3%
520120	Emp FB - Dental	190,856	190,856	145,447				145,447	76.2%
520130	Emp FB - Cash-In-Lieu	92,379	92,379	110,071				110,071	119.2%
520140	Emp FB - Life Insurance	7,018	7,018	6,062				6,062	86.4%
520210	Emp FB - Medicare	108,187	108,187	105,172	475			105,648	97.7%
520220	Emp FB - SRIP	306,953	306,953	257,702				257,702	84.0%
520310	Emp FB - Pers - Misc	3,042,924	3,042,924	2,519,509				2,519,509	82.8%
520350	Emp FB - Pars	14,534	14,534	7,654	1,278			8,931	61.5%
520410	Emp FB - Opeb - Retiree Medica	212,020	212,020	165,187				165,187	77.9%
520510	Emp FB - Workers Compensation	204,736	204,736	164,902	542			165,444	80.8%
520520	Emp FB - Terminal Payout	177,998	177,998	146,812				146,812	82.5%
520530	Emp FB - Allowances	1,012	1,012	1,128				1,128	111.4%
520540	Emp FB - Commuter Check	25,155	25,155	17,388				17,388	69.1%
520550	Emp FB - Other Fringe Benefits	239,433	239,433	197,050				197,050	82.3%
Prsnl Svcs-Fringe Benefits		6,349,436	6,349,436	5,178,431	2,295			5,180,726	81.6%
511160	Wages - Reg - Salary Savings	(300,000)	(300,000)						
Personal Services-Employee		15,948,195	15,948,195	13,404,493	36,364			13,440,856	84.3%

Attachment 3
FY 2020 EXPENDITURES BY FUND (2 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY20 (CLOSE #2)								12	100.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD JUN	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Spent
612310	Prof Svcs - Engineering Svcs	50,000	278,171	171,894				171,894	61.8%
612990	Prof Svcs - Miscellaneous	847,450	937,736	593,488		39,886		633,374	67.5%
613120	Tech Svcs - Equipment Maint	27,450	90,207	112,653				112,653	124.9%
613130	Tech Svcs - Software Maint	346,000	344,687	114,873				114,873	33.3%
613910	Tech Svcs - Hazmat Handling	2,500	2,500						
Purchased Prof & Tech Svcs		1,273,400	1,653,301	992,908		39,886		1,032,794	62.5%
621110	Utilities - Gas/Electric	300,000	300,000	261,429				261,429	87.1%
621120	Utilities - Water/Sewer	35,000	35,000	47,991				47,991	137.1%
621130	Utilities - Refuse	34,252	34,252	22,436				22,436	65.5%
622110	Custodial - Janitorial Svcs	416,667	481,783	362,798				362,798	75.3%
624110	Property Repairs & Maint	224,800	427,310	355,773				355,773	83.3%
625110	Rental of Real Property	1,500	1,500	1,618				1,618	107.9%
625120	Rental of Equipment	56,575	56,575	36,761				36,761	65.0%
632110	Comm Svcs - Tele - Landline	112,200	112,451	32,796				32,796	29.2%
632120	Comm Svcs - Tele - Cellular	14,550	14,550	2,517				2,517	17.3%
633110	Advertising	15,000	15,027	3,100				3,100	20.6%
634120	Train and Conf - Registration	40,000	40,000	11,964	200			12,164	30.4%
634210	Travel - Airfare	10,000	10,000	3,837	232			4,069	40.7%
634220	Travel - Lodging	10,000	10,000	8,376	530			8,906	89.1%
634230	Travel - Other Transportation			587	59	24		670	
634240	Travel - Meals			2,018				2,018	
635110	Printing and Binding	10,600	10,601	5,225		1,360		6,586	62.1%
637990	Gov Pmts - Misc Fee and Taxes	5,000	5,000	4,399				4,399	88.0%
639110	Fees - Bank Fees	4,500	4,500	1,366				1,366	30.4%
639120	Fees - Prof Dues and Fees	47,250	47,250	36,746				36,746	77.8%
639130	Courier and Delivery Services	27,000	27,000	9,801				9,801	36.3%
639990	Other Services	270,000	110,826				278	278	0.3%
Other Purchased Services		1,634,894	1,743,625	1,211,539	1,020	1,385	278	1,214,222	69.6%

Attachment 3
FY 2020 EXPENDITURES BY FUND (3 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY20 (CLOSE #2)								12	100.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD JUN	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Spent
641110	Supplies - Office	41,815	41,815	13,243				13,243	31.7%
641120	Supplies - Postage	36,000	36,000	4,445				4,445	12.3%
642120	Suppl - Field - Tools and Part	6,000	6,000	4,050				4,050	67.5%
642990	Suppl - Field - Other	186,930	281,221	126,672	770	14,680	5,046	147,169	52.3%
643110	Supplies - Books and Subscrip	1,830,000	1,880,882	1,690,248			10,206	1,700,453	90.4%
644110	Supplies - Food - Non-Employee	2,200	18,560	305	687	5,932		6,924	37.3%
Supplies		2,102,945	2,264,478	1,838,964	1,457	20,613	15,251	1,876,285	82.9%
651110	Non-Cap - Comp, Software, & OfE	109,400	234,808	219,244		2,234	7,547	229,025	97.5%
651120	Non-Cap - Furniture & Fixture	36,052	75,900	79,280			3,099	82,379	108.5%
Property Under Cap Limit		145,452	310,707	298,524		2,234	10,646	311,404	100.2%
662110	Cap - FA - Buildings	4,600,000	4,440,000	652,098				652,098	14.7%
664110	Cap - FA - Machinery & Equip	84,000	140,165				37,867	37,867	27.0%
664130	Cap - FA - Furniture & Fixture	100,000	100,046						
664140	Cap - FA - Computer Equipment	55,000	73,199	120,933				120,933	165.2%
666110	Cap - FA - Intangibles	15,000	15,000						
Property		4,854,000	4,768,411	773,031			37,867	810,898	17.0%
670140	Int Svc - Tech Cost Alloc Fund	179,624	179,624	179,624				179,624	100.0%
670150	Int Svc - Mail Services	1,764	1,764	1,764				1,764	100.0%
670160	Int Svc - City Vehicle Replace			14,983				14,983	
670180	Int Svc - City Vehicle Fuel/Ma	7,800	7,800	10,128				10,128	129.8%
670190	Int Svc - City Pkg Permits	500	500						
Internal Services		189,688	189,688	206,499				206,499	108.9%
Other Expenses		10,200,379	10,930,209	5,321,466	2,477	64,117	64,041	5,452,102	49.9%
Berkeley Public Library + CoB		26,148,574	26,878,404	18,725,958	38,841	64,117	64,041	18,892,958	70.3%

Attachment 4

LIBRARY TAX FUND (101): 5-YEAR FUND ANALYSIS

	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$10,266,639	\$10,266,639	\$10,266,639	\$12,027,796	\$12,027,796	\$12,027,796	\$ 8,232,062	\$ 5,960,028	\$ 4,412,330
Revenues									
Library Services Tax	\$ 20,452,814	\$ 20,452,814	\$ 20,431,021	\$ 20,861,870	\$ 20,342,539	\$ 20,342,539	\$ 20,749,390	\$ 21,164,378	\$ 21,587,665
Fines/Fees	40,000	40,000	26,477	40,000	40,000	40,000	40,000	40,000	40,000
Misc. Revenue / Interest / Refunds	32,000	32,000	29,617	32,000	32,000	32,000	32,000	32,000	32,000
TOTAL REVENUE	\$ 20,524,814	\$ 20,524,814	\$ 20,487,115	\$ 20,933,870	\$ 20,414,539	\$ 20,414,539	\$ 20,821,390	\$ 21,236,378	\$ 21,659,665
Expenditures									
Operations									
Salaries, Wages, Benefits	\$ 16,184,567	\$ 16,184,567	\$ 13,377,244	\$ 16,605,785	\$ 15,946,141	\$ 15,946,141	\$ 16,424,525	\$ 16,917,261	\$ 17,424,779
Salaries, Wages, Benefits									
less: Labor Vacancy Savings	300,000	300,000		300,000	800,000	800,000	500,000	500,000	500,000
Personnel	\$ 15,884,567	\$ 15,884,567	\$ 13,377,244	\$ 16,305,785	\$ 15,146,141	\$ 15,146,141	\$ 15,924,525	\$ 16,417,261	\$ 16,924,779
Non-Personnel	1,274,910	1,635,652	1,247,772	1,209,910	1,209,910	1,211,563	2,103,710	2,291,780	2,490,330
Library Materials (incl Tool Lndng)	1,830,000	1,880,882	1,690,248	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000
Misc. Professional Services	897,450	1,126,499	765,382	872,450	872,450	1,063,740	850,000	850,000	850,000
Utilities+ Telephone	495,902	496,153	367,116	495,902	495,902	580,476	500,000	500,000	500,000
Janitorial	416,667	461,783	362,798	416,667	416,667	461,783	430,000	439,845	452,053
Software Maintenance	346,000	344,687	114,873	346,000	346,000	346,000	350,000	350,000	350,000
Computer & Software Purchase (CAP)	55,000	73,199	120,933	70,000	70,000	70,000	75,000	75,000	75,000
Building/Infrastructure	4,600,000	4,600,000	652,098	100,000	1,250,000	3,570,381	1,100,000	100,000	100,000
Subtotal:	\$ 25,800,496	\$ 26,503,422	\$ 18,698,464	\$ 21,541,714	\$ 21,532,070	\$ 24,175,084	\$ 23,058,235	\$ 22,748,886	\$ 23,467,162
Charges From Other Depts									
Finance - Billing (341)	19,126	19,126	\$ 18,977	\$ 19,739	\$ 19,441	\$ 19,441	19,441	\$ 19,441	\$ 19,441
Facilities - Enviro Compliance (693)	14,863	14,863	8,517	15,055	15,748	15,748	15,748	15,748	15,748
Interfund Transfers									
Subtotal:	\$ 33,989	\$ 33,989	\$ 27,494	\$ 34,794	\$ 35,189	\$ 35,189	\$ 35,189	\$ 35,189	\$ 35,189
TOTAL EXPENDITURES	\$ 25,834,485	\$ 26,537,411	\$ 18,725,958	\$ 21,576,508	\$ 21,567,259	\$ 24,210,273	\$ 23,093,424	\$ 22,784,075	\$ 23,502,351
Projected Surplus/(Shortfall)									
{Rev - Exp}	\$ (5,309,671)	\$ (6,012,597)	\$ 1,761,157	\$ (642,638)	\$ (1,152,720)	\$ (3,795,734)	\$ (2,272,034)	\$ (1,547,697)	\$ (1,842,686)
GROSS FUND BALANCE									
{Bal + Rev - Exp}	\$ 4,956,968	\$ 4,254,042	\$ 12,027,796	\$ 11,385,158	\$ 10,875,076	\$ 8,232,062	\$ 5,960,028	\$ 4,412,330	\$ 2,569,644
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 4,956,968	\$ 4,254,042	\$ 12,027,796	\$ 11,385,158	\$ 10,875,076	\$ 8,232,062	\$ 5,960,028	\$ 4,412,330	\$ 2,569,644
Annual Committed Reserve	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Uncommitted Fund Balance	\$ 3,456,968	\$ 2,754,042	\$ 10,527,796	\$ 9,885,158	\$ 9,375,076	\$ 6,732,062	\$ 4,460,028	\$ 2,912,330	\$ 1,069,644

Attachment 5
GRANTS FUND (103): 5-YEAR FUND ANALYSIS

	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 30,819	\$ 30,819	\$ 30,819	\$ 84,230	\$ 84,230	\$ 84,230	\$ 28,869	\$ 28,869	\$ 28,869
Revenues									
Literacy Services & LSTA	60,000	60,000	92,252	60,000	60,000	60,000	60,000	60,000	60,000
Miscellaneous Grant Revenue									
Other									
TOTAL REVENUE	\$ 60,000	\$ 60,000	\$ 92,252	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Expenditures									
Operations									
Personnel	\$ 33,639	\$ 33,639	\$ 36,364	\$ 31,500	\$ 31,500	\$ 84,911	\$ 31,500	\$ 31,500	\$ 31,500
Non-Personnel	30,450	30,591	2,477	30,450	30,450	30,450	28,500	28,500	28,500
Library Materials									
Transfer Out (PLF 305)									
Subtotal:	\$ 64,089	\$ 64,230	\$ 38,841	\$ 61,950	\$ 61,950	\$ 115,361	\$ 60,000	\$ 60,000	\$ 60,000
TOTAL EXPENDITURES	\$ 64,089	\$ 64,230	\$ 38,841	\$ 61,950	\$ 61,950	\$ 115,361	\$ 60,000	\$ 60,000	\$ 60,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (4,089)	\$ (4,230)	\$ 53,411	\$ (1,950)	\$ (1,950)	\$ (55,361)	\$ -	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 26,730	\$ 26,589	\$ 84,230	\$ 82,280	\$ 82,280	\$ 28,869	\$ 28,869	\$ 28,869	\$ 28,869

Attachment 6
FRIENDS AND GIFTS FUND (104): 5-YEAR FUND ANALYSIS

	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 373,414	\$ 373,414	\$ 373,414	\$ 445,256	\$ 445,256	\$ 445,256	\$ 398,330	\$ 353,330	\$ 308,330
Revenues									
Friends of BPL	\$ 120,000	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Donations/Private			10,778						
Interest/Misc. Revenues			5,181						
TOTAL REVENUE	\$ 120,000	\$ 120,000	\$ 135,959	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Expenditures									
Operations									
Personnel									
Non-Personnel	150,000	86,145	24,231	150,000	150,000	151,926	150,000	150,000	150,000
Professional Services		64,408	39,886						
Library Materials									
Subtotal:	\$ 150,000	\$ 150,553	\$ 64,117	\$ 150,000	\$ 150,000	\$ 151,926	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 150,000	\$ 150,553	\$ 64,117	\$ 150,000	\$ 150,000	\$ 151,926	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (30,000)	\$ (30,553)	\$ 71,842	\$ (45,000)	\$ (45,000)	\$ (46,926)	\$ (45,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 343,414	\$ 342,861	\$ 445,256	\$ 400,256	\$ 400,256	\$ 398,330	\$ 353,330	\$ 308,330	\$ 263,330

Attachment 7
FOUNDATION FUND (105): 5-YEAR FUND ANALYSIS

	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 930,840	\$ 930,840	\$ 930,840	\$ 885,878	\$ 885,878	\$ 885,878	\$ 385,832	\$ 385,832	\$ 385,832
Revenues									
Foundation	\$ 250,000	\$ 250,000	\$ 19,079	\$ 100,000	\$ 100,000	\$ 100,000			
Misc./ Interest									
TOTAL REVENUE	\$ 250,000	\$ 250,000	\$ 19,079	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
Expenditures									
Personnel									
Consultants									
Furniture and Fixtures		46	3,099		350,000	350,046			
Equipment		56,165	37,867						
Building									
Miscellaneous/Other	100,000	70,000	23,075	100,000	250,000	250,000			
Subtotal:	\$ 100,000	\$ 126,211	\$ 64,041	\$ 100,000	\$ 600,000	\$ 600,046	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 100,000	\$ 126,211	\$ 64,041	\$ 100,000	\$ 600,000	\$ 600,046	\$ -	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ 150,000	\$ 123,789	\$ (44,962)	\$ -	\$ (500,000)	\$ (500,046)	\$ -	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,080,840	\$ 1,054,629	\$ 885,878	\$ 885,878	\$ 385,878	\$ 385,832	\$ 385,832	\$ 385,832	\$ 385,832
Other	\$ (550,893)	\$ (550,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)
Personnel COLA %age Change									
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 529,947	\$ 503,736	\$ 314,985	\$ 314,985	\$ (185,015)	\$ (185,061)	\$ (185,061)	\$ (185,061)	\$ (185,061)



INFORMATION REPORTS

Wednesday, October 14, 2020

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

Library Website

To be as responsive to community interests as possible, the Library has invested much time since March reworking its website. The Library is working iteratively to update the site and a staff team has reconvened to develop ways to accentuate Library services that are currently available to patrons.

Initially, when facilities were closed due to the shelter-in-place order, the Library focused upon providing informational updates about the pandemic and library services, while also accentuating available electronic resources. Both the front page and deeper links were reworked significantly. Staff also removed such content as event listings, irrelevant contact information, Link+ details and other content that could have misled people into believing that these services were available.

Over time, as the Library opened for outdoor pickup and offer more online programming, the Library updated the information available, but did not make any additional structural changes

In September, staff identified a need to make more significant changes to the website to accentuate the following:

- How to get a library card
- Access to information about online library programs
- Tool Lending Library information
- Teen and children's services information
- Link+ content
- Voting information

A staff team was convened and each of these areas is now easier to find on the website.

Adult Services staff created a voting information page which aggregates information from a number of sources, particularly the County Registrar and City Clerk, and offers online access to the Easy Voter Guides that are a collaboration between the California State Library and the League of Women Voters.

The Library has also invested effort into identifying ways to magnify access to collections and has begun integrating "book rivers" into various pages on the website. The front page now includes a book river that accentuates the purchase of many new biographies as part of a significant update to that collection:



All Library staff have been encouraged to provide feedback about the website changes, and the team is starting to integrate suggestions. Next steps are identifying how to make it easier to access the Library's Books by Mail services, and performing significant updates to the Kids and Teen areas of the website. Staff will be holding focus groups with librarians to gather input and develop a plan for these in the next month.

Safe Reopening

Protecting community and staff safety guides the Library's practices related to access to facilities. All businesses are encouraged to provide as much of their services outside as possible, and the Library's Outdoor Pickup services are designed with this intent.

From July through the month of September (Q1 of FY 2021), over 216,000 physical items were checked out by Berkeley Public Library patrons via the outdoor pickup process. This is a huge accomplishment for a three month period as it represents (extrapolated) an annual per capita use of about 8 physical items checked out via the service per community member. It is clear that the community appreciates the efforts of staff to make this service operate safely and efficiently. See below for information on use of the Library's e-collections during the same time period.

The Library's Safe Reopening Team continues to perform work to help the Library prepare for cooler and wetter months, while also identifying ways to enhance community access to collections and services.

Currently there are three sub-teams working on the following:

- Identifying what equipment and practices are necessary to sustain outdoor pickup services into the winter, particularly with the continued construction work at the Central Library
- Identifying ways in which the Library can expand access to the internet; one idea is to provide wifi/laptop checkout via outdoor services. Maximizing staff safety is a primary consideration in this work
- Identifying ways to enable patrons who miss browsing to engage in browsing experiences at the facilities and online

Alameda County dropped in late September from "Widespread" to "Substantial" risk level, per the State of California's Blueprint for a Safer Economy. As a result, a new health order was issued by the City of Berkeley Public Health officer that permits but does not require libraries in the City to open at up to 25% capacity. The Library, in conjunction with labor groups, will assess this Health Order and the possible consequences and strategies.

No changes related to patron access to facilities are in the current plans. Many factors will be integrated into identifying when the library may be able to reopen its doors for community access and to what extent, including such factors as staff availability, completion of Central Library construction, risk levels, and availability of safety-related equipment, among much else.

Library Collections:

The Library continues to enhance community access to e-materials. RBDigital, the Library's online magazine service has greatly increased the range of titles available to Berkeley Public Library patrons. Over 3,700 magazines can be read digitally on the platform. The collection is extremely deep, ranging from art magazines to children's magazines to travel magazines to literary reviews and more.

In September, Simply-E, the Library's e-book app that aggregates e-book content from various e-book services, developed and now offers access to all of the Library's Overdrive audiobooks, thus making that app much more useful for patrons.

Lastly, use of the Library's e-collections has grown significantly in quarter one. Over 360,000 items from the Overdrive, Enki, and Hoopla collections circulated from July through September (i.e. not including Kanopy or a number of other e-collections that are aggregated for annual statistics). This would represent an estimated 1.4 million circulations if extrapolated out for the entire year. One factor for this growth is increased use of the Library's e-collections by BUSD students, particularly high schoolers, whose librarians and teachers have been reached out to by BPL librarians to accentuate how to access this content. In September, BUSD

students checked out more than 2.5K items via the Sora/Overdrive system that enables BUSD students with easy access to the library's audiobooks and e-books. This represents a doubling of use by BUSD students. The Library is also offering drop-in one-on-one Zoom meetings with patrons to support their accessing the Library's e-collections and using their devices for reading or listening to the Library's materials.

The Library is in the process of updating its biography book collections. The primary goal is to improve the user experience of the Library's collections by making it easier for patrons to find materials of interest. Another goal is to ensure improved subject matter diversity. The elements of this project include the following:

- Identification of stand-alone shelving areas for biographical materials in all branches and the Central Library (juvenile and adult).
- Changing of call numbers at bibliographic and item levels in library catalog
- Relabeling of materials
- Per the Library's collection management plan, librarians are assessing the current collections, identifying subject gaps, superseded content, materials in poor condition, and the like.
- Librarians are selecting and purchasing thousands of new biographies (juvenile and adult) as well as replacements for many of the high-use items that are found in poor condition as librarians assess collections.

At the Central Library, once the project is complete, adult Biographies will be shelved in a discrete area on the second floor, which will free up room on the first floor for other nonfiction materials.

Lastly, the Library is in the procurement phase of its culinary tools collection for the Tool Lending Library, with a wide range of vendors identified for the many tools, including coffee roasters, cake pans, dehydrators, and much more!

Public Programming

The Library continues to provide access to dynamic online programming, including the popular weekly storytime developed by BPL's Librarians. Almost 1,000 people watched these storytimes during the month of September. Each week's program is developed by a team of two librarians who record them. Librarians trade off doing this work. The goal is to provide early literacy experiences, including songs, new concepts, guided movement, books, and other ways to engage children's imagination, such as via felt board storytelling.

To celebrate Hispanic Heritage month, the Library offered cultural programming in the form of a virtual program called *Baila Baila*. Approximately 30 attendees heard and watched musicians playing a wide range of Latin American music for children

Also in September, a number of new programs were initiated by the Central Library Adult Services team, including a STEM program in which a UC astronomer provided an overview of the search for extraterrestrials (SETI) program, attended by 75 people, a resume workshop attended by 23 patrons, and one-on-one technology support attended by ten people. Many more programs for adults will be initiated in October, including culinary programming and film discussions.

During September, the Berkeley Public Library Foundation initiated a collaboration with the Berkeley Symphony to provide Reading is Instrumental, a musical storytime featuring a special guest each week, and available from the Library's website and social media. 2,400 people viewed these during the month of September. The Library's social media and website teams devoted much effort into publicizing this offering.

Lastly, Berkeley Reads and Central Adult Services staff have revived the very popular English as a Second Language Conversation club via Zoom, with a high degree of success: 57 people attended the first session in September.

CONTACT PERSON

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