



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING**  
Wednesday 11/18/2020

**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 November 18, 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](mailto:BOLT@cityofberkeley.info) with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.*

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

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Eve Franklin, Administrative Secretary, \(510\) 981-6102](mailto:Eve.Franklin@cityofberkeley.info). 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 October 14, 2020**

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

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

**III. INFORMATION REPORTS**

All items for discussion only and no final action.

- A. Presentation Recruitment & Vacancies**– Danielle McMillian, Associate Human Resources Analyst and Tess Mayer, Director of Library Services
- B. Presentation of 2021 Priority Activities** – Tess Mayer, Director of Library Services
- C. FY 2021 – 1st Quarter Budget Report**– Dennis Dang, Administrative and Fiscal Services Manager
- D. Library Reopening Status Oral Report** – Tess Mayer, Director of Library Services
- E. Monthly Library Directors Report** – Tess Mayer, Director of Library Services

**IV. ITEMS FOR FUTURE AGENDAS**

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

**A. Discussion of items to be added to future agendas**

**V. ADJOURNMENT**

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This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Elliot Warren, 510-981-6195, ewarren@cityofberkeley.info.

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

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

**COMMUNICATION ACCESS INFORMATION:**



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

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I hereby certify that the agenda for this regular/special meeting of the Berkeley City Commission on Commissions was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library’s website, on November 10, 2020.

//s//

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

**Communications**

- 1 10/30/2020 Jim Powell collection contents and acquisitions
- 2 10/29/2020 Linda Fernandez Help LawHelpCA expand "Know Your Rights" to the Public



## MINUTES

### Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, October 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:** 6:30 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; Bae Smith, Collection Services Supervisor; Aimee Reeder; Ass't Management Analyst; Eve Franklin, Administrative Secretary.

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 Hunt** – Welcome to Tess Mayer. Commend staff and Berkeley Public Library Foundation on the Reading is Instrumental program.
- B. **Trustee Hahn** – Welcome Tess Mayer and thanks to staff for work. Really excited for next few years with our amazing team.
- C. **Trustee Davenport** – Welcome Tess Mayer. Starting a new era. Have been watching children's storytimes on Wednesday mornings. Thanks to all involved.
- D. **Vice President Roth** – Welcome Tess Mayer, we've been waiting a long time and are glad you are here. The Reading is Instrumental program is great. Staff is making lemonade out of lemons.
- E. **President Selawsky** – We have a new director whom we are really excited about. Welcome Tess.

#### II. CONSENT CALENDAR

**Action:** M/S/C Trustee Roth / Trustee Hahn to adopt resolution #R20-50 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 September 2, 2020 Regular Meeting**

**From:** Director of Library Services

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

**Financial Implications:** None

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

**Action:** Adopted resolution #R20-51.

**B. Approve Minutes of the September 14, 2020 Special Meeting – Closed Session**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the September 14, 2020 Special Meeting – Closed Session of the Board of Library Trustees as amended.

**Financial Implications:** None

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

**Action:** Adopted resolution #R20-52.

**C. Approve Minutes of the September 14, 2020 Special Meeting – Open Session**

**Recommendation:** Adopt a resolution to approve the minutes of the September 14, 2020 Special Meeting – Open Session of the Board of Library Trustees as amended.

**From:** Director of Library Services

**Financial Implications:** None

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

**Action:** Adopted resolution #R20-53.

**D. 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.

**From:** Director of Library Services.

**Financial Implications:** See report.

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

**Action:** Adopted resolution #R20-54.

**E. 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.

**From:** Director of Library Services.

**Financial Implications:** See report.

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

**Action:** Adopted resolution #R20-55.

**F. 2021 Berkeley Public Library Holiday & Early Closing Schedule**

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

**From:** Director of Library Services.

**Financial Implications:** See report.

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

**Action:** Adopted resolution #R20-56.

**G. 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.

**From:** Administrative and Fiscal Services Manager.

**Financial Implications:** See report.

**Contact:** Dennis Dang, Administrative and Fiscal Services Manager

**Action:** Adopted resolution #R20-57.

**H. 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 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.

**From:** – Alicia Abramson, Manager, Library Information Technology

**Financial Implications:** See report

**Contact:** Alicia Abramson, Manager, Library Information Technology

**Action:** Adopted resolution #R20-58.

### III. ACTION CALENDAR

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

Under spent in printing costs, vacancies have impacted staffing costs. Will provide more information next month on vacancies. Some vendor contracts were temporarily discontinued. Significant difference in expenditures during the first three months and second three months during the pandemic shut down. Construction project costs, significant costs have been incurred from July onward. Utilities costs went down during the first several months of the pandemic. There was a significant slow-down in the receipt of materials during the first months of the shutdown. Some unforeseen expenditures for PPE and bin to quarantine returned library materials.

**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.

**From:** Administrative and Fiscal Services Manager.

**Financial Implications:** See report.

**Contact:** Dennis Dang, Administrative and Fiscal Services Manager

**Action:** M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R20-059 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.

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

### IV. INFORMATION CALENDAR

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

**From:** Director of Library Services

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

**Action:** Received

#### B. Director Onboarding Subcommittee

**From:** Vice President, Board of Library Trustees

**Contact:** Amy Roth, Vice President, Board of Library Trustees

**Action:** Received

#### C. Key to Community Voter Engagement

**From:** Literacy Program Coordinator

**Contact:** Linda Sakamoto-Jahnke, Literacy Program Coordinator Services

**Action:** Received

### V. AGENDA BUILDING

- Update on Library openings and city processes

### VI. ADJOURNMENT

Adjourned at 7:51 PM.

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

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Tess Mayer, Director of Library Services, acting as secretary to BOLT

Attachments:

1. Key to Community Voter Engagement Presentation

DRAFT



## Berkeley READS and Voter Engagement



Key to Community  
Grow the good in your community



- The nonpartisan Key to Community Project is *by* the community, *for* the community.
- It started in California's Library Literacy Programs and serves new voters and busy voters across the state.

## Key to Community Team and Partners



CommonKnowledge





## Berkeley READS and the Key to Community Project

Was one of the original sites to help launch this LSTA project in 1994

- Adult learners helped provide insights into voting challenges for those less likely to vote
- They helped co-design a successful voter engagement model that was shown to **double** voting turnout
- Instead of asking people “Why don’t you vote?” they asked **“What do you care about in your community?”**



## Key to Community: using adult education best practices instead of typical “Get out the Vote”

- Increase trust through peer-to-peer learning instead of “promoting” or “persuading”
- Rooted in the student’s issues; they choose the focus
- “Just enough” information to get started; accessible peer-reviewed language like the Easy Voter Guide
- Learning through “Talking About Voting” dialogues
- Provide choices about when/how to vote; reduce anxiety by assuring that you do NOT have to vote on everything



## EVERY STATEWIDE ELECTION: Berkeley READS learners help review content for the Easy Voter Guide with Common Knowledge



## For new voters and busy voters in California

- The Easy Voter Guide is a **starting point** to understand the issues.
- Free download in 5 languages at [easyvoter.org](http://easyvoter.org); library also distributes print copies
- An important element, but alone not sufficient to get people to vote

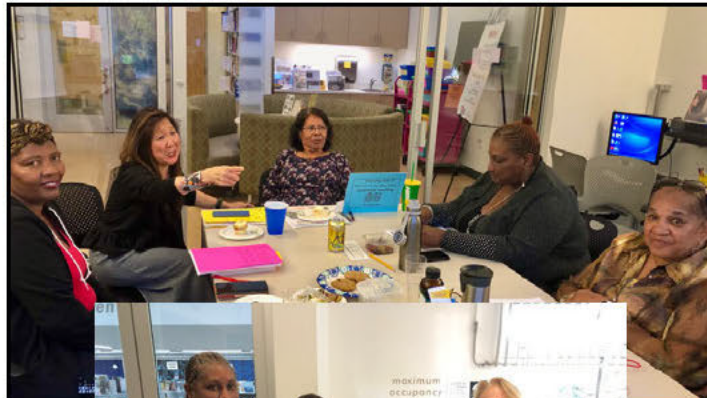
## Berkeley READS: Co-Led statewide project refresh



Summer/fall 2019 learner-led planning process hosted at Berkeley READS, plus input from statewide survey of CLLS coordinators

“Grow the Good” theme includes community member role as well as voting; puts elections in context

Berkeley READS and Common Knowledge led statewide training in Sacramento November 2019



Berkeley-based planning shared with state library





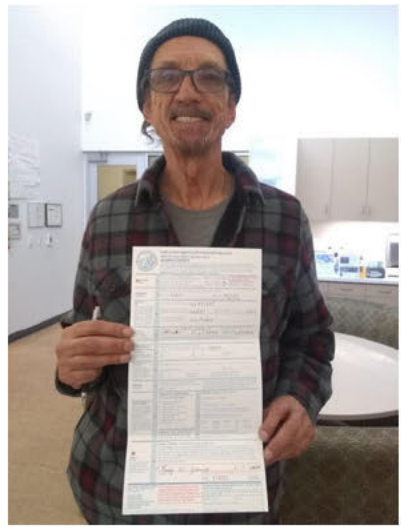
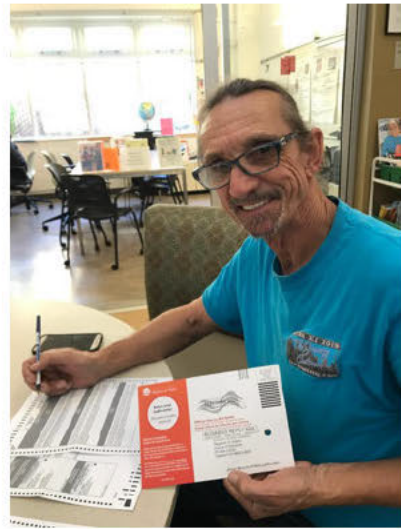
## Updated mission

Help people across California **Grow the Good** by:

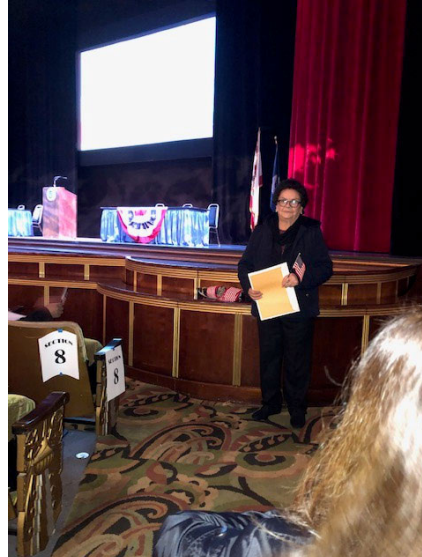
- Learning together about the issues
- Voting
- Sharing examples of people involved in their communities
- \*Learner-on-Staff “brand!”



## A Berkeley learner registered to vote for the first time



The mother of a learner-on-staff received her citizenship in January and registered to vote after 60 years in the United States



March input and challenges of Covid/Phased Opening combined with need to adapt to virtual environment helped shape updated program offerings for November 3 election.

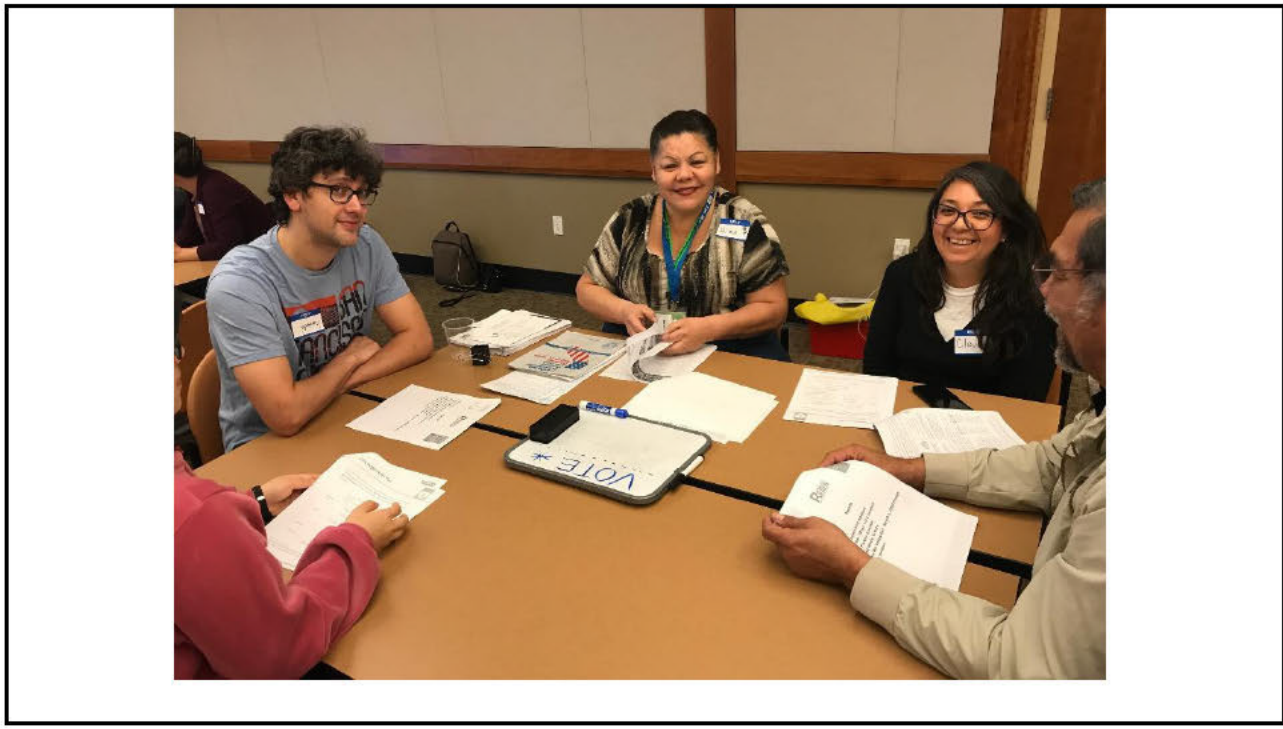
How to keep progress moving forward during the pandemic :

MORE learner-designed insights to be responsive to changing conditions



After the statewide training, Berkeley READS learner leaders conducted six voter information workshops at a local senior center, Library ESL Conversation Clubs, a church and a Head Start parents' meeting.





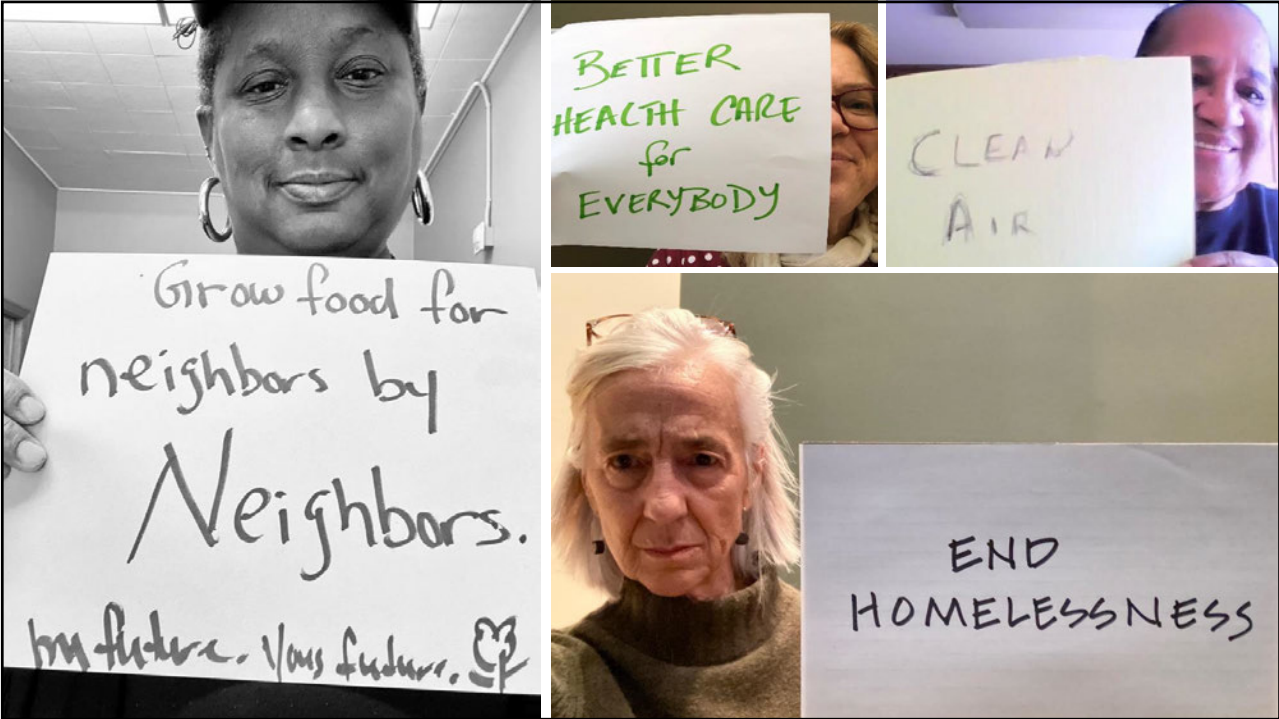
Key to Community  
**Voting Participation  
Toolkit**

HEALTH HAPPENS  
LIVE, LEARN, WORK, PLAY

Key to Community  
Voter Engagement  
**VOTE!**  
REGISTER TO VOTE  
READS

Helping people get ready to vote in  
California's March 3, 2020 Primary Election  
December 19, 2019 Edition

The complex block features a collage of images. On the left, a group of diverse people is posed for a group photo. In the center, there is a green square with a white heart containing a keyhole. On the right, a green sign with white text reads "Key to Community Voter Engagement VOTE!" and "REGISTER TO VOTE READS". At the bottom, a green banner contains the text "Helping people get ready to vote in California's March 3, 2020 Primary Election December 19, 2019 Edition".



Key to Community

About Us Resources Español

## Grow the Good in Your Community

- You & Your Community
- Learning About Your Community
- Voting
- Census Information
- Ways to Get Involved

**Grassroots leaders develop innovative engagement programs**  
 Literacy program staff and alumni help refresh the Key to Community Engagement Project  
[Read more >](#)

**Looking back to look forward**  
 Partnering with Betty Reid Soskin, our 99 year old guide to understanding progress on our rights  
[Read more >](#)

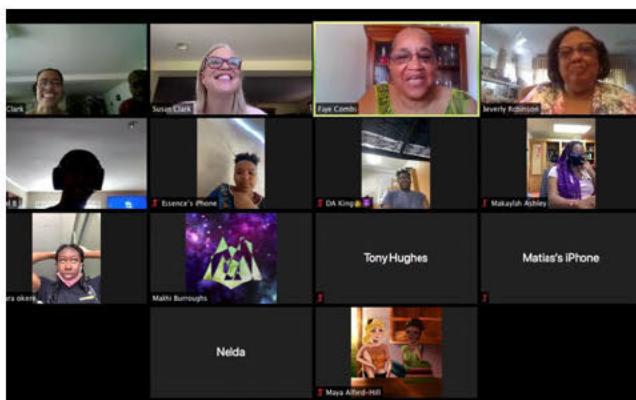


## Spreading the project in the community

- At BPL:
- With Berkeley Reads Partners: BBR outreach, BAS, Senior Centers, New Bridge.
- Through library's website, programming, newsletter/social media, email lists, curbside.



## Learners out in their own communities





## Learner-led at Berkeley READS

- The New Resume Project
- Our Time, family class, monthly learner network meetings
- Facilitators with CLLS –Adult Learner Leadership trainings
- Participation in library programs: Family Place, ESL Conversation Club



Visit us at [KeytoCommunity.org](http://KeytoCommunity.org)  
and on [YouTube](https://www.youtube.com/)



## **BERKELEY PUBLIC LIBRARY: 2021 PRIORITY ACTIVITIES**

Berkeley Public Library is an integral and beloved City of Berkeley service.

Despite the closure of Library facilities that began on March 16, 2020 in response to local Covid-19 health orders, the Library has continued to provide residents access to books, library programming, and information through different service models.

The Library's current activities in early 2021 revolve around developing and sustaining services in ways that protect and center community and staff safety and respond to ever-changing conditions as the global Covid-19 pandemic continues. The ongoing nature and scale of the Covid-19 pandemic offers Library staff an opportunity to re-envision 2021 work in the context of centering community safety, while providing excellent customer service and access to library materials, programming, information and resources.

Library staff can build upon the goals identified for FY 2020 adopted in Fall of 2019 by the Library Council (LC), a team of roughly twenty-five Library staff in lead roles (such as supervisors, senior librarians, and managers). LC members worked collaboratively to identify three key goals to be used in guiding planning processes, activities and work plans for FY 2020:

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

These goals were informed by both the City of Berkeley's strategic plan adopted in 2018 that guide City of Berkeley services overall as well as by the Board of Library Trustees (BOLT) adopted budget priorities for Fiscal Years 20-21.

A number of operational initiatives and activities were designed to help meet each of these broader goals. Some of these activities began in 2020 and are nearing completion, while others will require significant effort to complete or initiate for 2021.

### **2021 Initiatives and Activities**

#### **#1 PROVIDE STATE-OF THE-ART, WELL MAINTAINED INFRASTRUCTURE, AMENITIES, AND FACILITIES:**

- 1) Complete the Central Library Improvements project and open the Library with improved access to seating areas, laptops, programming spaces, bathrooms, teen services, and customer service.
- 2) Complete Bancroft wing external stucco replacement project.
- 3) Replace Central Library air conditioning unit as it nears end of life status.
- 4) Streamline printing services.
- 5) Identify opportunities for increased self-service laptop lending options at branches.
- 6) Initiate redesign of Central Library children's story room to optimize programming space.

#### **#2 CHAMPION AND DEMONSTRATE SOCIAL AND RACIAL EQUITY:**

- 1) Form a team to work on equity, diversity, equity, and inclusion (EDI) efforts, in concert with City of Berkeley strategic work in this area.
- 2) Identify racial equity training opportunities and recommend training for BPL staff and leadership.

- 3) Review the collections management plan and amend as necessary to ensure BPL collections are curated to best serve the diversity of backgrounds and interests of the Berkeley community.
- 4) Identify, implement, and sustain monthly public programs that support the learning and cultural interests of a diverse community.
- 5) Identify partners in the disability services and rights community with whom to collaborate to develop improved services for residents living with disabilities; ensure readiness for work by highlighting staff training opportunities.
- 6) Ensure adequate access to all-gender bathrooms at each facility.

### **#3 PROVIDE EXCELLENT, TIMELY, EASILY-ACCESSIBLE SERVICES AND INFORMATION TO THE COMMUNITY:**

#### *A. Responsive and Impactful Programming*

- 1) Develop and implement public programming plan intended to support improved public programming experiences and; develop methods to evaluate program offerings and assess outcomes of public programs.
- 2) Support community resilience and growth through offering programs that:
  - a. support the interest of entrepreneurs and small businesspeople to sustain their livelihoods under significantly changed conditions due to Covid-19
  - b. encourage development of growth mindset and informal STEM learning experiences
  - c. provide avenues for social-emotional learning and connection amongst youth and adults
  - d. enhance opportunities for community members to engage with authors via regular author events
- 3) Further develop infrastructure for producing virtual programming offerings across all age levels to support goals.

#### *B. Improve Access to Technology, Collection and Library information*

- 4) To enable internet access for a wide range of community members, offer integrated mobile wireless hotspot/laptop lending for patron check-out and use outside of the Library.
- 5) Identify current service gaps related to technology needs and identify community partners and outreach opportunities to strengthen access to technology.
- 6) Develop and offer access to culinary tools collection from the Tool Lending Library, including selection, procurement, cataloging, and lending.
- 7) Develop methods to evaluate culinary tools collections and receive community input to sustain and improve offerings.
- 8) Enhance access to local history collections.
- 9) Nimble adjust public website to reflect change in services and community need due to Covid-19, including availability of virtual programming, e-learning resources, and e-materials.
- 10) Identify long-term solutions for website user experience improvement.
- 11) Update and implement strategies identified in the draft Collection Management Plan, including ongoing collection refreshment needs and identification of new collection areas to satisfy diverse and changing community interests.
- 12) Deepen collaboration with Berkeley Unified School District (BUSD) towards a comprehensive student e-card program.

**#4 SUPPORT COMMUNITY SAFETY AND WELLNESS:***A. Emergency and Public Health Preparedness*

- 1) Prepare all Libraries for reopening under pandemic conditions that may require a greater degree of physical distancing between patrons and between patrons and staff.
- 2) Develop and maintain safe practices for service delivery during Covid-19 pandemic, including developing safety protocols and practices; ensuring adequate supplies of PPE; supporting staff input into improving practices.
- 3) Evaluate air filtration systems in all branches and develop methods to ensure effective air filtration during smoke events in view of Covid-19 pandemic conditions.

*B. Safe, Comfortable and Welcoming environments for everyone including staff and those in our community who are experiencing life challenges*

- 4) Develop a social worker in the Library program to support access to information and services for library patrons; to support staff's ability to respond to crises; and to coordinate service delivery with partnering agencies.
- 5) Prepare for reopening of the newly renovated Central Library by reviewing and updating safety and emergency procedures.

**#5 IMPROVE PLANNING, PROCEDURES, AND COMMUNICATIONS TO SUPPORT ORGANIZATIONAL DEVELOPMENT AND RESPONSIVENESS:**

- 1) Sustain Social Media and Public Communications Plan to improve clarity of messaging and provide for increased community awareness; per auditor recommendations, strengthen communications practices related to changes in collection practices and offerings.
- 2) Update Intranet to include monthly statistical reports that will help supervisors enhance services and operational decisions.
- 3) Develop ERMA departmental manual in support of City-wide transition in systems.
- 4) Develop and implement a reserve policy that guides how the fund can be used.
- 5) With Board participation, prepare to execute a strategic planning process in Q3-4 2021 or 2022, based upon a systematic community input process.
- 6) Develop statement of Berkeley Public Library culture and values, incorporating previous work in this area and input from staff system-wide.





**INFORMATION REPORTS**

November 18, 2020

To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: FY 2021 – 1<sup>st</sup> Quarter Budget Report

**INTRODUCTION**

Library fiscal year 2021 1Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (101)	\$118,198	-55.8%	\$4,674,852	+19.4%
Grants (103)	-	-	\$6,793	-26.4%
Friends & Gifts (104)	\$173	-99.7%	\$7,926	-76.2%
Foundation (105)	\$15,000	0.0%	\$12,941	-50.5%
Total	\$133,371	-59.5%	\$4,702,512	+18.1%

**BACKGROUND**

FY 2021 is the second 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 October 14, 2020, by approval of Resolution No.: 20-059, the board accepted into the expenditure budgets an adjustment of \$53,411, and of \$2,644,986 in fiscal year 2020 carry-over encumbered values into the FY 2021 budget via the City’s amendment to the FY 2021 Annual Appropriations Ordinance.

**CURRENT SITUATION AND ITS EFFECTS**

1. Library Tax Fund

The Library Tax Fund (101) includes revenue derived from the dedicated library tax, library fines, and miscellaneous revenue. At the end of the first quarter, revenues stood at \$118,198, a YoY decrease of 55.8%. First quarter revenue from the library tax was lower year-over by \$144,030, a decline of 56.4%. Receipts from library fines fell \$2,377, and by \$2,887 for miscellaneous revenue. With all Library facilities closed to public access since Monday, March 16, 2020 due to the Covid-19 pandemic, fines experienced a drop of 25.7% and there were no receipts attributable to miscellaneous revenue which normally include photocopier and printing revenue. The decline in tax receipts is likely due to timing as there is no current expectation of lower parcel tax receipts.

Library Tax Fund expenditures, excluding encumbrances at \$4,674,852, rose 19.4% above the prior year period, an increase of \$760,112; this spending increase was attributable to commencement of construction work for the interior renovation project at the Central Library consequent to the Notice to Proceed dated January 24, 2020. Sizable period reductions were realized in wages across all Library subdivisions for career and hourly (intermittent) staff – intermittent staff wages were almost nonexistent stemming from the Shelter-in-Place order; as well as in technical services maintenance for equipment and software which fell below Q1-FY20 due to prior year contracted service payments primarily to Bibliotheca, Innovative interfaces, and The

Library Corporation for system services. The year-over-year wage and technical systems reductions were offset by a largely similar increase in library materials spending of \$313,383.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 25% first quarter benchmark, period spending at 18.8% of the total expenditures budget ended with wages and benefits costs representing two-thirds of the total \$1,377,717 favorable variance with the remainder of the variance spread across the Library, and of which the largest component was related to ongoing construction at the Central Library. Wage and benefits favorable costs variances were most pronounced in Administration, Circulation Services, and Central Reference.

Whether reviewing FY 2021 1Q results against the prior year period or to the revised budget, primary impacts stem from the degree of position vacancies of which the Covid-19 induced city-wide hiring freeze instituted on April 27, 2020 contributes, and to having entered into the construction phase of Central Library interior renovation project in early 2020.

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.

There were no funds received into the Grants Fund at the close of the first quarter. During the period the Library submitted to the California State Library its request for Stage 1 funds, the first of two releases of the fiscal year 2020-2021 California Library Literacy Services (CLLS) grant. The CLLS grant supports the BerkeleyREADS adult literacy program and was awarded fiscal year funding of \$56,568 of which \$50,911 in Stage 1 funds was made available upon formal request in late August. Fund expenditures of \$6,793 during the period were fully attributable to online literacy tutoring costs.

3. Friends and Gifts Fund

The Friends and Gifts Fund (104) includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts. The Fund's first quarter receipts of \$173 were sourced from a single private donation and interest on the Fund's balance.

Expenditures at \$7,926 provided for public programming expenses funded by the Friends of the Berkeley Public Library. Program spending, including featured programming Summer Reading and City Reads, originated from either from Central Support or Children's Services, and were indicative of the Library's adaption of public programming moving entirely online in the midst of the Covid-19 pandemic and social distancing guidelines.

4. Foundation Fund

The Foundation Fund (307) captures all funding support received either directly from the Berkeley Public Library Foundation or funneled through the Foundation. The Foundation provided \$15,000 in funding support for reopening of limited public services via outside pickup points at all Library locations. Period spending in the Fund at \$12,941 purchased \$2,141 of reopening supplies and the acquisition of the online tutoring and job seeking tool "Brainfuse" for a one-year pilot program at a fee of \$10,800.

SUMMARY OF OPERATIONS EXPENSES

Providing for a maximum of safety to the public and staff during the pandemic, the Library significantly adapted activities with ramifications reflected in all Funds with the goal to provide continuing public library services either online or at outside pickup points. All programs, initiatives, and activities within the Library were significantly impacted by the effects and impacts of Covid-19 of which material impacts to two areas are highly evident during the first quarter, that being 1) staffing and the city-wide hiring freeze, and 2) the commencement of construction work for the Central Library interior renovation project.



A half-year financial report will be presented to the board in early 2021.

CONTACT PERSON

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

Attachments:

- 1: 1Q-FY 2021 Revenues by Fund
- 2: 1Q-FY 2021 Expenditures by Fund



## 1Q-FY 2021 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY : REVENUES SEP FY21							3	25.0%
Berkeley Public Library + CoB			Actuals			YTD FY21		
Elmnt- Object	Description	Bdgt ORG FY21	Bdgt RVSD FY21	Lib Dscr 101	Frnd/Gift 104	Fndtn 105	Actual FY21	% RVSD Rcvd
412110	Special Assessment T	(20,342,539)	20,342,539	111,331			111,331	0.5%
432110	Operating Grants - S	(60,000)	60,000					
451310	Library Fines	(40,000)	40,000	6,867			6,867	17.2%
461230	Rentals - Oth Short							
471110	Interest - Investments				73		73	
481110	Misc Rev - Donations	(205,000)	205,000		100	15,000	15,100	7.4%
483110	Misc Rev - Over/Short							
483990	Misc Rev - Other	(32,000)	32,000					
493110	Gain/Loss on Sale							
499100	AAO Carryover							
<b>Berkeley Public Library + CoB</b>		<b>(20,679,539)</b>	<b>20,679,539</b>	<b>118,198</b>	<b>173</b>	<b>15,000</b>	<b>133,371</b>	<b>0.6%</b>



## 1Q-FY 2021 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY21								3	25.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY21	Bdgt RVSD FY21	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY21	% RVSD Spent
511110	Wages - Reg - Monthly Misc	9,421,954	9,421,954	1,742,256				1,742,256	18.5%
511140	Wages - Reg - Other Work Com								
512110	Wages - Hourly	272,931	272,931	661	6,364			7,025	2.6%
513110	Wages - OT - Miscellaneous	12,442	12,442	53				53	0.4%
<b>Prsnl Svcs-Salaries and Wages</b>		<b>9,707,327</b>	<b>9,707,327</b>	<b>1,742,970</b>	<b>6,364</b>			<b>1,749,335</b>	<b>18.0%</b>
520110	Emp FB - Medical	1,618,367	1,618,367	209,658				209,658	13.0%
520120	Emp FB - Dental	189,286	189,286	22,783				22,783	12.0%
520130	Emp FB - Cash-In-Lieu	123,235	123,235	19,126				19,126	15.5%
520140	Emp FB - Life Insurance	7,092	7,092	974				974	13.7%
520210	Emp FB - Medicare	113,180	113,180	22,343	89			22,432	19.8%
520220	Emp FB - SRIP	303,240	303,240	22,880				22,880	7.5%
520310	Emp FB - Pers - Misc	3,100,714	3,100,714	589,842				589,842	19.0%
520350	Emp FB - Pars	14,534	14,534	386	239			624	4.3%
520410	Emp FB - Opeb - Retiree Medica	208,327	208,327	36,523				36,523	17.5%
520510	Emp FB - Workers Compensation	197,678	197,678	34,238	101			34,340	17.4%
520520	Emp FB - Terminal Payout	174,518	174,518	32,312				32,312	18.5%
520530	Emp FB - Allowances	800	800	906				906	113.2%
520540	Emp FB - Commuter Check	22,514	22,514	2,889				2,889	12.8%
520550	Emp FB - Other Fringe Benefits	230,157	230,157	42,504				42,504	18.5%
<b>Prsnl Svcs-Fringe Benefits</b>		<b>6,303,642</b>	<b>6,303,642</b>	<b>1,037,363</b>	<b>429</b>			<b>1,037,791</b>	<b>16.5%</b>
511160	Wages - Reg - Salary Savings	(800,000)	(800,000)						
<b>Personal Services-Employee</b>		<b>15,210,969</b>	<b>15,210,969</b>	<b>2,780,333</b>	<b>6,793</b>			<b>2,787,126</b>	<b>18.3%</b>

## 1Q-FY 2021 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY21								3	25.0%
Berkeley Public Library + CoB			Actuals+Encumbrances					YTD SEP	
Elmnt-		Bdgt ORG	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY21	FY21	101	103	104	105	FY21	Spent
612310	Prof Svcs - Engineering Svcs		167,033	226,804				226,804	135.8%
612990	Prof Svcs - Miscellaneous	872,450	946,207	99,871		875		100,746	10.6%
613120	Tech Svcs - Equipment Maint	27,450	27,450	24,311				24,311	88.6%
613130	Tech Svcs - Software Maint	346,000	346,000	41,410				41,410	12.0%
613910	Tech Svcs - Hazmat Handling	2,500	2,500						
<b>Purchased Prof &amp; Tech Svcs</b>		<b>1,248,400</b>	<b>1,489,190</b>	<b>392,396</b>		<b>875</b>		<b>393,271</b>	<b>26.4%</b>
621110	Utilities - Gas/Electric	300,000	319,875	363,875				363,875	113.8%
621120	Utilities - Water/Sewer	35,000	35,532	46,532				46,532	131.0%
621130	Utilities - Refuse	34,252	34,252	5,601				5,601	16.4%
622110	Custodial - Janitorial Svcs	416,667	461,783	104,610				104,610	22.7%
624110	Property Repairs & Maint	174,800	188,633	225,135				225,135	119.4%
625110	Rental of Real Property	1,500	1,500						
625120	Rental of Equipment	56,575	56,575	22,509				22,509	39.8%
632110	Comm Svcs - Tele - Landline	112,200	176,367	487,717				487,717	276.5%
632120	Comm Svcs - Tele - Cellular	14,550	14,550	3,204				3,204	22.0%
633110	Advertising	15,000	15,000	102				102	0.7%
634120	Train and Conf - Registration	40,000	40,135	1,339				1,339	3.3%
634210	Travel - Airfare	10,000	10,000	434				434	4.3%
634220	Travel - Lodging	10,000	10,000						
634230	Travel - Other Transportation			29				29	
635110	Printing and Binding	10,600	10,600	1,000				1,000	9.4%
637990	Gov Pmts - Misc Fee and Taxes	5,000	5,000	4,007				4,007	80.1%
639110	Fees - Bank Fees	4,500	4,500	192				192	4.3%
639120	Fees - Prof Dues and Fees	47,250	47,250	27,946				27,946	59.1%
639130	Courier and Delivery Services	27,000	27,000	11,000				11,000	40.7%
639990	Other Services	410,000	305,985						
<b>Other Purchased Services</b>		<b>1,724,894</b>	<b>1,764,537</b>	<b>1,305,231</b>				<b>1,305,231</b>	<b>74.0%</b>

## 1Q-FY 2021 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY21								3	25.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY21	Bdgt RVSD FY21	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY21	% RVSD Spent
641110	Supplies - Office	41,815	41,957	16,142				16,142	38.5%
641120	Supplies - Postage	36,000	36,000	981				981	2.7%
642120	Suppl - Field - Tools and Part	6,000	6,000	2,000				2,000	33.3%
642990	Suppl - Field - Other	196,930	232,247	55,612	7,000	6,134	4,000	72,746	31.3%
643110	Supplies - Books and Subscrip	1,725,000	1,738,500	1,696,832			10,800	1,707,632	98.2%
644110	Supplies - Food - Non-Employee	2,200	2,200						
<b>Supplies</b>		<b>2,007,945</b>	<b>2,056,903</b>	<b>1,771,567</b>	<b>7,000</b>	<b>6,134</b>	<b>14,800</b>	<b>1,799,501</b>	<b>87.5%</b>
651110	Non-Cap - Comp, Software, & OfE	109,400	118,400	182,236		3,951		186,186	157.3%
651120	Non-Cap - Furniture & Fixture	361,052	361,052	1,000				1,000	0.3%
<b>Property Under Cap Limit</b>		<b>470,452</b>	<b>479,452</b>	<b>183,236</b>		<b>3,951</b>		<b>187,186</b>	<b>39.0%</b>
662110	Cap - FA - Buildings	1,250,000	3,556,548	2,306,548				2,306,548	64.9%
664110	Cap - FA - Machinery & Equip	84,000	84,000						
664130	Cap - FA - Furniture & Fixture	125,000	125,046				46	46	0.0%
664140	Cap - FA - Computer Equipment	55,000	55,000	56,373				56,373	102.5%
666110	Cap - FA - Intangibles	15,000	15,000						
<b>Property</b>		<b>1,529,000</b>	<b>3,835,593</b>	<b>2,362,921</b>			<b>46</b>	<b>2,362,966</b>	<b>61.6%</b>
670140	Int Svc - Tech Cost Alloc Fund	179,624	179,624	44,907				44,907	25.0%
670150	Int Svc - Mail Services	1,764	1,764	441				441	25.0%
670180	Int Svc - City Vehicle Fuel/Ma	7,800	7,800	6,152				6,152	78.9%
670190	Int Svc - City Pkg Permits	500	500						
<b>Internal Services</b>		<b>189,688</b>	<b>189,688</b>	<b>51,500</b>				<b>51,500</b>	<b>27.1%</b>
<b>Other Expenses</b>		<b>7,170,379</b>	<b>9,815,364</b>	<b>6,066,850</b>	<b>7,000</b>	<b>10,960</b>	<b>14,846</b>	<b>6,099,655</b>	<b>62.1%</b>
<b>Berkeley Public Library + CoB</b>		<b>22,381,348</b>	<b>25,026,333</b>	<b>8,847,183</b>	<b>13,793</b>	<b>10,960</b>	<b>14,846</b>	<b>8,886,781</b>	<b>35.5%</b>







**INFORMATION REPORTS**

Wednesday, November 18, 2020

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

**Library Mission Clarification Project**

On July 1, 2020, the Board of Library Trustees adopted the Mission and Vision statements created through a collaborative process with the support of BuildingBlox Consulting, LLC. This was an inclusive process that engaged staff, including the Library's union leadership, and the Board of Library Trustees. This work fulfilled one element of the Board's commitment to adopting a governance model as recommended in the 2018 [Organizational Assessment report](#) from Moss Adams, LLC. One of the Tier 1 recommendations of that report was for the Board to "Establish the Library's mission, vision, and strategy, thereby defining the library's place in the Berkeley community and ensuring it serves residents' needs."

Since that important development occurred, the public health crisis drove the organization's attention toward the pandemic response, and some staff has not had the opportunity to learn more about this content. Library staff is making plans to share this content more broadly, in coordination with the Joint Labor Management team.

As part of the director's orientation to the library, she will be meeting with staff members individually. The purpose of these conversations is to learn more about each staff member's perspective on library services, describe their work, and provide an opportunity for them to ask questions. Mayer will also be discussing the Library's values with each staff member. Although this will not represent a dramatic or substantive suggested change to the original Mission and Values statement, if there appears to be a significant theme that surfaces in the staff conversations that reflects a broad cross-section of staff opinion, Mayer will be presenting that content to the Board for consideration of adoption and integration into the original statement.

**Safe Reopening Update**

Alameda County's Covid-19 risk level classification, per the State of California's *Blueprint for a Safer Economy*, dropped in September from "Widespread" to "Substantial" and then to "Moderate" in October. In November, Alameda County remains at the "Moderate" level, in what is commonly referred to as the "Orange Tier."

Because Berkeley is in the "Orange Tier," under the health orders released in October by Dr. Lisa Hernandez, the Health Officer for the City of Berkeley, the Library is authorized to open its facilities to the public at 50% capacity. As the Library responds to the Health Officer's order and guidance, staff explore next steps in this provision of library services during the pandemic and remain committed to a labor and management partnership in establishing plans for reopening.

Many factors must be taken into account to determine what configuration of reopening library buildings to the public will provide for the greatest amount of public use and access while still providing the highest level of safety possible for both staff and the public.

BPL has not established a firm date for reopening, as staff continue this complex decision-making process. Factors under consideration include the timing of the upcoming holiday season, traditionally marked by an increase of travel and of in-person gatherings; the onset of colder weather and the rainy season; the onset of flu season that may increase pressure on health care systems; and the uncertainty of whether or not the Bay Area will see a corresponding increase in Covid-19 infections commonly termed, "the second wave."

Also key to reopening planning is optimizing staffing levels. Other library systems that are beginning to offer modified in-building services are also continuing to offer outdoor service options to accommodate the widest cross-section of the public. The physical size of several of Berkeley's library buildings, along with the current staffing levels, impacts the Library's ability to provide both of these service models at the same time.

In addition, opening buildings under emergency conditions will require public-facing staff roles that normally would not be required, such as staff monitoring the entrance to buildings at all times, increased cleaning requirements, etc. The City's hiring freeze continues to affect recruitment efforts and thus potentially affects facility reopening timelines.

Staff is carefully analyzing the health orders with respect to maximum occupancy permitted, incorporating staff into those numbers and how that translates into indoor usage of our smaller library buildings. Physical distancing of at least 6 feet, in a variety of configurations of physical spaces, must be factored into maximum occupancy as well.

All of these factors must be taken into account to determine what configuration will provide for the greatest amount of public use and access, while still providing the highest level of safety possible for staff and the public.

A number of neighboring agencies including large urban public library systems such as San Francisco Public Library (SFPL) and Oakland Public Library (OPL) are taking a similar approach to BPL; they are observing what occurs over the next few months, and using the time to make detailed plans for successfully supporting both patrons and staff when re-opening of the facilities to the public is implemented. Libraries do not want to be in a position of having to unnecessarily reverse public access to the facilities shortly after implementation.

The Library's current service models have successfully centered safety while providing access to physical materials, a robust e-library and virtual programming but expansions in access to technology and enhanced access to the Library's rich collections are being explored.

For example, the Berkeley Public Library Foundation has awarded the Library with a \$36,314 grant for a pilot program that responds to the community needs for greater access to technology. This funding will support the purchase of 50 laptops and Wi-Fi hotspots initially. The Library is forming a staff team to determine how to best manage access to the equipment and to explore outreach partnerships to better reach vulnerable populations.

### **Branch and Department Visits**

Director of Library Services Tess Mayer has completed her first cycle of branch and Central Library department visits. Some of these have taken place in person, depending on the number of staff present and the circumstances. For example, the team meeting at Tarea Hall Pittman South Branch was held outside. While it would have been wonderful to meet all staff in person, video conferencing technology has the benefit of facilitating participation in a wide variety of meetings, sometimes more quickly than would have otherwise been possible. Staff has offered a very warm welcome! The Library team has demonstrated a thoughtful commitment to public service under highly unpredictable conditions, in addition to a conscientious attitude toward safety and upholding health and safety guidelines established by the City of Berkeley in response to the pandemic.

The Library also hosted a virtual quarterly all-staff meeting on Friday, October 30 which had a high level of staff participation. Topics covered included priorities for 2021, staff reopening planning, and team reports and recognition. Many thanks to the Friends of the Berkeley Public Library which supported staff recognition gift cards for refreshments, and The Berkeley Public Library Foundation, for its ongoing support of equipment for the safe reopening process.

The next phase of staff meetings will be individual meetings with each BPL staff member.

### **Public Programming**

#### ***Berkeley Business Bootcamp with Berkeley Public Library***

The 6-part program series that the Library has launched in partnership with the Berkeley Chamber of Commerce is off to a terrific start. The first class, addressing the topic of business plans, had 21 participants, and many more are registered to participate in the next class, "Finding Your Profitable Niche," scheduled for November 12 at 10am. Many thanks to Perlita Payne, Acting Supervising Librarian of Central Adult Services, as well as librarians Julia Wiswell and Jef Findley, for coordinating this important work.

#### ***"Take and Make" activities***

Children's Services staff along with staff across the system have identified a strong interest in parents and caregivers for fun and hands-on activities to do at home with children. Senior Librarian Erica Glenn created a Halloween-themed "make a monster" craft that branches could distribute as well, and Supervising Librarian Heather Cummins developed guidelines around this kind of work that will help staff operationalize it and incorporate it into regular programming offerings.

#### ***Farm to Shelf series***

The first program of this monthly author series, "Farm to Shelf with Carolyn Federman," took place on Saturday, November 7. During this program, cookbook author, educator, and Charlie Cart Project founder Carolyn Federman demonstrated making pesto and responded to questions during a Q&A after the demonstration. Supervising Librarians Heather Cummins and Dan Beringhele coordinated this program and the series, with the significant technical support of Vlad Kaplan of Information Technology and Kelsey Ockert of Central Adult Services.

#### **CONTACT PERSON**

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