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

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

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

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

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-Agenda Matters

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

C. Comments from Library Unions

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

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

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

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

A. Minutes of 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.

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//

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

Communications

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Name</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/30/2020</td>
<td>Jim Powell</td>
<td>collection contents and acquisitions</td>
</tr>
<tr>
<td>2</td>
<td>10/29/2020</td>
<td>Linda Fernandez</td>
<td>Help LawHelpCA expand &quot;Know Your Rights&quot; to the Public</td>
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</tbody>
</table>
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.

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 Photocopyer and Printing System
   Recommendation: Adopt the resolution to authorize the Library to issue a Request for Proposals for a new Public Photocopyer 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.

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

//s// _______________________________
Tess Mayer, Director of Library Services, acting as secretary to BOLT
Attachments:

1. Key to Community Voter Engagement Presentation
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
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; 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

Helping people get ready to vote in
California’s March 3, 2020 Primary Election
December 19, 2019 Edition
II Consent Calendar
Item A, Attachment 1

Grow food for neighbors by Neighbors.

End Homelessness.

Grow the Good in Your Community

Grassroots leaders develop innovative engagement programs

Looking back to look forward

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
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) Nimbly 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 – 1st Quarter Budget Report

INTRODUCTION

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

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<th>Fund</th>
<th>Revenue</th>
<th>Expenditures (xcl Encmb)</th>
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<tr>
<td></td>
<td>Actual 1Q</td>
<td>YoY</td>
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<tr>
<td>Library Tax (101)</td>
<td>$118,198</td>
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<tr>
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<td>Foundation (105)</td>
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<tr>
<td>Total</td>
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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

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<tr>
<th>Object Description</th>
<th>Bdg ORG FY21</th>
<th>Bdg RVSD FY21</th>
<th>Lib Dscr FY21</th>
<th>Fnd/Gift FY21</th>
<th>Fndtn FY21</th>
<th>Actual FY21</th>
<th>% RVSD</th>
<th>Rcvd FY21</th>
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<tbody>
<tr>
<td>Special Assessment T</td>
<td>(20,342,539)</td>
<td>20,342,539</td>
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<td>111,331</td>
<td>0.5%</td>
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<td>Operating Grants - S</td>
<td>(60,000)</td>
<td>60,000</td>
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<td>Library Fines</td>
<td>(40,000)</td>
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<td>Rentals - Oth Short</td>
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<td></td>
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<td>Interest - Investments</td>
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<td>73</td>
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<td>Misc Rev - Donations</td>
<td>(205,000)</td>
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<td>15,100</td>
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<tr>
<td>Misc Rev - Over/Short</td>
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<td></td>
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</tr>
<tr>
<td>Misc Rev - Other</td>
<td>(32,000)</td>
<td>32,000</td>
<td></td>
<td></td>
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<td>Gain/Loss on Sale</td>
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<td>AAO Carryover</td>
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<td>Berkeley Public Library + CoB</td>
<td>(20,679,539)</td>
<td>20,679,539</td>
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## 1Q-FY 2021 EXPENDITURES BY FUND

### BERKELEY PUBLIC LIBRARY: EXPENDITURES SEP FY21

<table>
<thead>
<tr>
<th>Elmnt-Object</th>
<th>Description</th>
<th>Bdgt ORG FY21</th>
<th>Bdgt RVSD FY21</th>
<th>Lib Dscr ORG 101</th>
<th>Grants ORG 103</th>
<th>Frnd/Gift ORG 104</th>
<th>Fndtn ORG 105</th>
<th>Actual FY21</th>
<th>% RVSD FY21</th>
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<tbody>
<tr>
<td>511110</td>
<td>Wages - Reg - Monthly Misc</td>
<td>9,421,954</td>
<td>9,421,954</td>
<td>1,742,256</td>
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<td>511140</td>
<td>Wages - Reg - Other Work Com</td>
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<td>512110</td>
<td>Wages - Hourly</td>
<td>272,931</td>
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<td>6,364</td>
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<td>513110</td>
<td>Wages - OT - Miscellaneous</td>
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<td>53</td>
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<td>53</td>
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**Prsnl Svcs-Salaries and Wages**

<table>
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<tr>
<th>Elmnt-Object</th>
<th>Description</th>
<th>Bdgt ORG FY21</th>
<th>Bdgt RVSD FY21</th>
<th>Lib Dscr ORG 101</th>
<th>Grants ORG 103</th>
<th>Frnd/Gift ORG 104</th>
<th>Fndtn ORG 105</th>
<th>Actual FY21</th>
<th>% RVSD FY21</th>
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<tbody>
<tr>
<td>520110</td>
<td>Emp FB - Medical</td>
<td>1,618,367</td>
<td>1,618,367</td>
<td>209,658</td>
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<td></td>
<td></td>
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<td>13.0%</td>
</tr>
<tr>
<td>520120</td>
<td>Emp FB - Dental</td>
<td>189,286</td>
<td>189,286</td>
<td>22,783</td>
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<td></td>
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<tr>
<td>520130</td>
<td>Emp FB - Cash-In-Lieu</td>
<td>123,235</td>
<td>123,235</td>
<td>19,126</td>
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<td></td>
<td></td>
<td>19,126</td>
<td>15.5%</td>
</tr>
<tr>
<td>520140</td>
<td>Emp FB - Life Insurance</td>
<td>7,092</td>
<td>7,092</td>
<td>974</td>
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<td></td>
<td>974</td>
<td>13.7%</td>
</tr>
<tr>
<td>520210</td>
<td>Emp FB - Medicare</td>
<td>113,180</td>
<td>113,180</td>
<td>22,343</td>
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<tr>
<td>520220</td>
<td>Emp FB - SRIP</td>
<td>303,240</td>
<td>303,240</td>
<td>22,880</td>
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<tr>
<td>520310</td>
<td>Emp FB - Pers - Misc</td>
<td>3,100,714</td>
<td>3,100,714</td>
<td>589,842</td>
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<td></td>
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<td>589,842</td>
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</tr>
<tr>
<td>520350</td>
<td>Emp FB - Pars</td>
<td>14,534</td>
<td>14,534</td>
<td>386</td>
<td>239</td>
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<td>624</td>
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<tr>
<td>520410</td>
<td>Emp FB - Opeb - Retiree Medica</td>
<td>208,327</td>
<td>208,327</td>
<td>36,523</td>
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<td></td>
<td>36,523</td>
<td>17.5%</td>
</tr>
<tr>
<td>520510</td>
<td>Emp FB - Workers Compensation</td>
<td>197,678</td>
<td>197,678</td>
<td>34,238</td>
<td>101</td>
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<td></td>
<td>34,340</td>
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<tr>
<td>520520</td>
<td>Emp FB - Terminal Payout</td>
<td>174,518</td>
<td>174,518</td>
<td>32,312</td>
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<td>18.5%</td>
</tr>
<tr>
<td>520530</td>
<td>Emp FB - Allowances</td>
<td>800</td>
<td>800</td>
<td>906</td>
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<td></td>
<td></td>
<td>906</td>
<td>113.2%</td>
</tr>
<tr>
<td>520540</td>
<td>Emp FB - Commuter Check</td>
<td>22,514</td>
<td>22,514</td>
<td>2,889</td>
<td></td>
<td></td>
<td></td>
<td>2,889</td>
<td>12.8%</td>
</tr>
<tr>
<td>520550</td>
<td>Emp FB - Other Fringe Benefits</td>
<td>230,157</td>
<td>230,157</td>
<td>42,504</td>
<td></td>
<td></td>
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<td>18.5%</td>
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**Prsnl Svcs-Fringe Benefits**

<table>
<thead>
<tr>
<th>Elmnt-Object</th>
<th>Description</th>
<th>Bdgt ORG FY21</th>
<th>Bdgt RVSD FY21</th>
<th>Lib Dscr ORG 101</th>
<th>Grants ORG 103</th>
<th>Frnd/Gift ORG 104</th>
<th>Fndtn ORG 105</th>
<th>Actual FY21</th>
<th>% RVSD FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>511160</td>
<td>Wages - Reg - Salary Savings</td>
<td>(800,000)</td>
<td>(800,000)</td>
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**Personal Services-Employee**

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<th>Elmnt-Object</th>
<th>Description</th>
<th>Bdgt ORG FY21</th>
<th>Bdgt RVSD FY21</th>
<th>Lib Dscr ORG 101</th>
<th>Grants ORG 103</th>
<th>Frnd/Gift ORG 104</th>
<th>Fndtn ORG 105</th>
<th>Actual FY21</th>
<th>% RVSD FY21</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>15,210,969</td>
<td>15,210,969</td>
<td>2,780,333</td>
<td>6,793</td>
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### 1Q-FY 2021 EXPENDITURES BY FUND

#### BERKELEY PUBLIC LIBRARY: EXPENDITURES SEP FY21

<table>
<thead>
<tr>
<th>Object Description</th>
<th>Bdgt ORG FY21</th>
<th>Bdgt RVSD FY21</th>
<th>Lib Dscr FY21</th>
<th>Grants FY21</th>
<th>Frnd/Gft FY21</th>
<th>Fndtn FY21</th>
<th>Actual FY21</th>
<th>% RVSD FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Svcs - Engineering Svcs</td>
<td></td>
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<tr>
<td>612310</td>
<td>167,033</td>
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<td>Prof Svcs - Miscellaneous</td>
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<td>612990</td>
<td>946,207</td>
<td>99,871</td>
<td>875</td>
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<td>Tech Svcs - Equipment Maint</td>
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<td>Tech Svcs - Hazmat Handling</td>
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<td>2,500</td>
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<td>Purchased Prof &amp; Tech Svcs</td>
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<td>875</td>
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<td>Utilities - Gas/Electric</td>
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<td>363,875</td>
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<td>Rental of Equipment</td>
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<td>Comm Svcs - Tele - Landline</td>
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<td>Comm Svcs - Tele - Cellular</td>
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<td>Travel - Lodging</td>
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<td>Travel - Other Transportation</td>
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# 1Q-FY 2021 EXPENDITURES BY FUND

<table>
<thead>
<tr>
<th>Elmnt- Object Description</th>
<th>BDGT ORG FY21</th>
<th>BDGT RVSD FY21</th>
<th>LIB DSCR 101</th>
<th>GRANTS 103</th>
<th>FRND/GIFT 104</th>
<th>FNDTN 105</th>
<th>ACTUAL FY21</th>
<th>% RVSD</th>
<th>YTD SEP 2021</th>
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<td>Supplies - Office</td>
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<td>41,957</td>
<td>16,142</td>
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<td>981</td>
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<td>981</td>
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<td>Suppl - Field - Tools and Part</td>
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<td></td>
<td></td>
<td>2,000</td>
<td>33.3%</td>
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<tr>
<td>Suppl - Field - Other</td>
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<td>7,000</td>
<td>6,134</td>
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<td>72,746</td>
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<td>Supplies - Books and Subscrip</td>
<td>1,725,000</td>
<td>1,738,500</td>
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<td><strong>Supplies</strong></td>
<td>2,007,945</td>
<td>2,056,903</td>
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<td>6,134</td>
<td>14,800</td>
<td>1,799,501</td>
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<tr>
<td>Non-Cap - Comp, Software, &amp; OIE</td>
<td>109,400</td>
<td>118,400</td>
<td>182,236</td>
<td>3,951</td>
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<td>186,186</td>
<td>157.3%</td>
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<tr>
<td>Non-Cap - Furniture &amp; Fixture</td>
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<td>361,052</td>
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<td></td>
<td>1,000</td>
<td>0.3%</td>
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<tr>
<td><strong>Property Under Cap Limit</strong></td>
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<td>3,951</td>
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<td></td>
<td>187,186</td>
<td>39.0%</td>
<td></td>
</tr>
<tr>
<td>Cap - FA - Buildings</td>
<td>1,250,000</td>
<td>3,556,548</td>
<td>2,306,548</td>
<td></td>
<td></td>
<td></td>
<td>2,306,548</td>
<td>64.9%</td>
<td></td>
</tr>
<tr>
<td>Cap - FA - Machinery &amp; Equip</td>
<td>84,000</td>
<td>84,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cap - FA - Furniture &amp; Fixture</td>
<td>125,000</td>
<td>125,046</td>
<td>46</td>
<td></td>
<td></td>
<td></td>
<td>46</td>
<td>0.0%</td>
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</tr>
<tr>
<td>Cap - FA - Computer Equipment</td>
<td>55,000</td>
<td>55,000</td>
<td>56,373</td>
<td></td>
<td></td>
<td></td>
<td>56,373</td>
<td>102.5%</td>
<td></td>
</tr>
<tr>
<td>Cap - FA - Intangibles</td>
<td>15,000</td>
<td>15,000</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>Property</strong></td>
<td>1,529,000</td>
<td>3,835,593</td>
<td>2,362,921</td>
<td>46</td>
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<td>2,362,966</td>
<td>61.6%</td>
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<tr>
<td>Int Svc - Tech Cost Alloc Fund</td>
<td>179,624</td>
<td>179,624</td>
<td>44,907</td>
<td></td>
<td></td>
<td></td>
<td>44,907</td>
<td>25.0%</td>
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</tr>
<tr>
<td>Int Svc - Mail Services</td>
<td>1,764</td>
<td>1,764</td>
<td>441</td>
<td></td>
<td></td>
<td></td>
<td>441</td>
<td>25.0%</td>
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<tr>
<td>Int Svc - City Vehicle Fuel/Ma</td>
<td>7,800</td>
<td>7,800</td>
<td>6,152</td>
<td></td>
<td></td>
<td></td>
<td>6,152</td>
<td>78.9%</td>
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</tr>
<tr>
<td>Int Svc - City Pkg Permits</td>
<td>500</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Internal Services</strong></td>
<td>189,688</td>
<td>189,688</td>
<td>51,500</td>
<td></td>
<td></td>
<td></td>
<td>51,500</td>
<td>27.1%</td>
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<tr>
<td><strong>Other Expenses</strong></td>
<td>7,170,379</td>
<td>9,815,364</td>
<td>6,066,850</td>
<td>7,000</td>
<td>10,960</td>
<td>14,846</td>
<td>6,099,655</td>
<td>62.1%</td>
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</tr>
<tr>
<td><strong>Berkeley Public Library + CoB</strong></td>
<td>22,381,348</td>
<td>25,026,333</td>
<td>8,847,183</td>
<td>13,793</td>
<td>10,960</td>
<td>14,846</td>
<td>8,886,781</td>
<td>35.5%</td>
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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**

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