



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday 12/02/2020

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 December 2, 2020 meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

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

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

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

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

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

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-agenda Matters

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

C. Comments from Library Unions

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

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

D. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of November 18, 2020

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the November 18, 2020 Regular Meeting of the Board of Library Trustees.

III. ACTION CALENDAR

A. Review and Possible Action on Budget Priorities for the FY 2022 & FY 2023 Biennial Budget Cycle

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve budget priorities for the Library for the FY 2022 and FY 2023 biennial budget cycle.

B. Discussion and Nominations for the Selection of Board President and Vice-President

From: Tess Mayer, Director of Library Services

Recommendation: Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 19, 2020, for a one-year term.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Central Library Improvements Project Update – Elliot Warren, Deputy Director

B. Presentation on Berkeley Business Bootcamp (BBB) – Perlita Payne, Supervising Librarian, Central Adult Services

C. Monthly Library Directors Report – Tess Mayer, Director of Library Services

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, tmayer@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 20, 2020.

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

**Communications:** none





## MINUTES

### Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, November 18, 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: 6:31 pm.

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

Absent: None.

Also Present: Tess Mayer, Director of Library Services; Elliot Warren, Deputy Director of Library Services; Alicia Abramson, Information Technology Manager; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Manager; Danielle McMillan, Associate Human Resources 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 Davenport** – Attended the All-Staff Meeting on October 30. Encourages other Board members to attend them in 2021. Staff is doing marvelous work.
- B. **Trustee Hunt** - Grateful for staff's continued upbeat morale and attitude. Libraries were so important during the recent election.
- C. **Trustee Hahn** – Gratitude to the library and staff for the work done during the pandemic.
- D. **President Selawsky** – Officer Election will be held at the December BOLT meeting. Gratitude to all library staff for amazing work in these trying times.

## II. CONSENT CALENDAR

**Action:** M/S/C Trustee Hunt / Trustee Roth to adopt resolution #R20-60 to approve the consent calendar.

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

### A. Approve Minutes of the October 14, 2020 Regular Meeting

**From:** Director of Library Services

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

**Financial Implications:** None

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

**Action:** Adopted resolution #R20-61.

### III. INFORMATION CALENDAR

#### A. Presentation Recruitment & Vacancies

**From:** Director of Library Services

**Contact:** Danielle McMillian, Associate Human Resources Analyst; Tess Mayer, Director of Library Services

**Action:** Received

#### B. Presentation of 2021 Priority Activities – Tess Mayer, Director of Library Services

**From:** Director of Library Services

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

**Action:** Received

#### C. FY 2021 – 1st Quarter Budget Report

**From:** Fiscal Services Manager

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

**Action:** Received

#### D. Library Reopening Status Oral Report

**From:** Director of Library Services

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

**Action:** Received

#### E. Monthly Library Director's Report

#### F. From: Director of Library Services

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

**Action:** Received

### IV. AGENDA BUILDING

- Officer Elections

### V. ADJOURNMENT

Adjourned at 8:06 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of November 18, 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. Presentation Recruitment & Vacancies



## 2019 Recruitment Status

- 2019 was an active year for recruitment.
- In the last quarter of 2019, 13 staff members were successfully recruited, with four additional pending employment offers that extended into 2020.
- In the beginning of the new year, the plan had been to recruit for the Library Director, Library Aides, the Accounting Office Specialist III position, and the Library Services Manager positions.
- The 2019 recruitment cycle had created vacancies through promotions that we intended to fill in 2020.

## Public Health Response

- Pandemic response: 47 staff were deployed to EOC, with at least 56 staff engaged in preparations for deployment.
- Activities included support to the shower program, 311, testing sites, shelters, monitoring parks/skateboard areas, and food/supply distribution.
- A number of staff trained to support the Office of Economic Development, and this work included assessing grant requests from local businesses, advising businesses on complying with the health order, surveying businesses, and other activities.
- Following deployments: planning for outdoor pickup, virtual programming, and other services commenced.

## COVID-19 Leave Usage

- *Families First Coronavirus Response Act (FFCRA) \**
  - *Emergency Paid Sick Leave (increased from 80 hours to up to 160 hours)\**
  - *Emergency and Family Medical Leave Expansion Act (EFMLA)\**
- Family Medical Leave Act (FMLA)
- Non-FMLA Medical Leave
- Parental Leave
- Pregnancy Disability Leave
- Sabbatical Leave
- Other Personal Leaves

## Hiring Freeze (4/22/20)

### EXCEPTION PROCESS

#### 1. Rationale

Position must fill essential functions—See factors

- Is it necessary to protect the public health and safety?
- Does it perform a mandated function or essential municipal service?
- Is it necessary to respond to COVID-19 pandemic?
- Is it the only classification that performs a particular function, no other way to perform the function?

#### 2. Funding Source

#### 3. Impact

- General welfare and safety to the City and any organizational risk if left unfilled

## Positions Currently Open

### Current Vacant FTEs

- Accounting Office Specialist III
- Assistant Human Resources Analyst
- Building Maintenance Mechanic
- Mail Services Aide
- Librarian I (2.5 FTE)
- Library Aide (9.5 FTE)
- Library Assistant (1 FTE)
- Library Page (3.15 FTE)
- Library Services Manager (2 FTE)
- Library Specialist I
- Library Specialist II (3.5 FTE)
- Senior Librarian
- Supervising Librarian
- Tool Lending Specialist

## Next Steps in 2020/2021

- Progress with Accounting Office Specialist III position, which was in process when pandemic began
- Targeted recruitments coordinated with reopening planning and response
- Revised approach to Library Aide recruitment under new circumstances



## Questions?

*Contact info:*  
Danielle McMillian, Associate HR Analyst  
DMcMillian@cityofBerkeley.info  
510.981.6105



**ACTION CALENDAR**

December 2, 2020

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Review and Possible Action on Budget Priorities for the FY 2022 & FY 2023 Biennial Budget Cycle

**RECOMMENDATION**

Adopt the resolution adopting budget priorities for the Library for the FY 2022 and FY 2023 biennial budget cycle.

**INTRODUCTION**

The purpose of this report is to provide background relevant to setting the Library's budget priorities for the upcoming 2-year biennial budget cycle – fiscal years 2022 and 2023 – that begins on July 1, 2021. A proposed schedule for the budgetary process is also included.

**FISCAL IMPACT**

There is no direct fiscal impact from this report; however, adopted priorities will have budget implications.

**BACKGROUND**

Prior to the development of the budget for a 2-year fiscal cycle, the board establishes budget priorities to serve as the framework with which to achieve the optimum utilization of public and library resources over that biennial budget period.

At the December 12, 2018 regular meeting, the board by passage of BOLT Resolution No.: R18-059 adopted the following budget priorities for fiscal years 2020 and 2021:

1. Provide excellent, timely, easily-accessible services and information to the community
2. Champion and demonstrate social and racial equity
3. Provide state-of-the-art, well maintained infrastructure, amenities, and facilities
4. Develop and enhance policies, practices, services, and assignments that promote community wellness and the safety and comfort of all library users
5. Harmonize efforts of the board, management, and staff to improve library services by implementing recommendations of the November 2018 Organizational Evaluation report
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget

These budget priorities were used by the Acting Director of Library Services and Fiscal Manager to guide the development of the departmental budget recommended by BOLT and approved by City Council.

The City has not yet released budget instructions for the 2022 and 2023 biennial cycle. Instructions are expected to be released shortly. The proposed schedule reflects past practices and may be modified depending upon instructions from the City.

**CURRENT SITUATION AND ITS EFFECTS**

The board establishes budget priorities to serve as the framework with which to achieve the optimum utilization of public and library resources over a biennial budget period.

Proposed priorities for fiscal years 2022 & 2023:

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 services and information to the community
4. Support community safety and wellness
5. Improve planning, procedures, and communications to support organizational development and responsiveness
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

On January 16, 2018, City Council adopted a 2018-19 Strategic Plan which identified nine long-term goals for the City. Each City department identified projects and developed a work plan designed around those goals. The Library performed similar work. The Library Council, composed of about 25 managers in lead roles, identified three of the citywide long-term goals that most resonated with the Library's commitment to public service. Those three goals as shown below were integrated into the Library's fiscal years 2020 & 2021 priorities:

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

#### ORGANIZATIONAL PURPOSE

Having mission and vision statements and a strategic plan are important tools in guiding an institution to meet and fulfill its public duties while also ensuring accountability for public funds. The Library currently does not have a strategic plan as it awaited hiring of a new Director prior to undertaking such an important and meaningful task. However, prior to my arrival in September as Director of Library Services the board did accept and adopt on July 1, 2020, the document Mission and Vision Statements. The Mission and Vision Statements encapsulate the aspirations of the Berkeley Public Library and will serve as the foundation for the Library's strategic plan.

*Mission and Vision Statements* adopted by the Board by BOLT Resolution No.: R20-040:

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

#### **VALUES**

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

#### **IMPACT – On Individuals**

1. *The Library opens people to new possibilities. The Library's staff and service approach help patrons find what they're looking for and discover new treasures.*

2. *Through our programs and services, library users experience personal growth, gain a sense of empowerment, and forge connections.*
3. *Patrons find that the Library is a peaceful place where they can relax, read, or just think.*
4. *People feel that the Library belongs to them and they have a right to be there.*

**IMPACT – On Community**

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

**VISION**

**Enhance Patrons' Experiences**

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

**Expand Library's Reach**

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

**Expand Love of Reading**

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

**Enhance Safety and Wellness**

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

**Strengthen Collections and Programs**

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

**Positive Organizational Culture**

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

### Library Work Plan

The process of developing the Library's biennial budget for fiscal years 2022 & 2023 incorporates a re-examination of the Library's work plan to identify projects that meet the board's established priorities.

An immediate objective upon my arrival as Director of Library Services has been to undertake one-on-one discussions with managers and staff, as well as within group settings such as the biweekly Library Council meetings, to produce a list of specific projects to meet the priorities as established by the board. Some of these are continued from this past year, while others are entirely new though informed by previous work or initiatives. Some activities will be accomplished during the biennial budget period, but others may extend beyond the two-year cycle, and perhaps require further development as they progress. To the extent possible, these operational goals are intended to be specific, measurable as applicable, and achievable.

In the midst of a public health crisis as brought about by the Covid-19 global pandemic, the Berkeley Public Library stands behind its commitment to serve all members of the community. Issues of lack of access to adequate mental health services and affordable housing continue to burden members of our community. Public libraries throughout California and the nation are finding themselves encountering patrons and neighbors experiencing significant challenges, of which notably is a strong need for housing and mental health assistance in addition to other services. Public libraries have a role to play to assist those most vulnerable among us and have responded to this in a variety of ways. The Berkeley Public Library, in spite of the reduction in public library services stemming from the local Shelter-in-Place order, adapted services, deploying almost 40% of Library staff to the City's Emergency Operations Center teams to participate in City sponsored Covid-19 response actions. Concurrently, the Library capitalized on its reach within the community to educate and inform about Covid-19 via the BPL website, newsletters, telephone, and direct public contact; installed portable toilets in front of the Central Library to service the most vulnerable; expanded its free online electronic offerings for books, newspapers, films, and music; transitioned public programming online including the always popular ESL Conversation Club and the highly anticipated annual Summer Reading Program; shifted Library events such as Family Storytime, Résumé Workshop, Business Bookcamp and many others to a virtual world; introduced online tutoring; and, as some of the constraints imposed by the Shelter-in-Place orders were eased the Library launched limited service outside pick-up points at all five facilities covering almost all of the full schedule of normal operating hours.

Extract from Covid-19 Response 2020 Summary Report to City Council on October 27, 2020

### **Library**

At the height of the COVID-19 response to date, the Library had 47 Disaster Service Workers deployed to the EOC or in training to prepare for deployment. Library staff supported all areas of the City's COVID response, including support to the shower program, 311, testing sites, shelters, monitoring parks/skateboard areas, and food/supply distribution. A number of staff trained to support the Office of Economic Development, and their work included assessing grant requests from local businesses and arts organizations, advising businesses on complying with the Health Officer Order, surveying businesses, and related activities. Besides direct deployment to the EOC, the Library also engaged in other COVID-19 response activities, including collaborating with other departments to develop an informed service response and deploying Library IT staff to support the City's IT pandemic response efforts.

As outlined in the work plan document, the Library has an opportunity to strengthen its response to community members experiencing challenges when the Central Library and other locations reopen. To this end, we propose to develop a social worker in the Library program to provide support to both community

and staff. The Library can also enhance partnerships and outreach to agencies and departments that provide support to people experiencing housing insecurity, leveraging off of previous initiatives that were explored in the past.

Additionally, during the current biennial cycle, the Library further advanced on many of the recommendations from the November 2017 Moss Adams organizational evaluation report. Mission and Vision Statements were adopted towards bolstering a governance model focusing the board on policy and strategy, the Director's position was filled, Library communications directed to staff and the community were further consolidated to enhance and reinforce messaging, and a collections management plan was refined. The Library will expand this work in the future, including embarking on a strategic planning process. Significant operational changes, such as the implementation of the City's new ERMA system which manages core financial, Human Resources, and payroll functions, will require the develop of new workflows and associated documentation for the Library as well. These developments exemplify a need to focus on planning and communications to support both strategic work as well as daily operations.

The Central Library interior improvements project entered the construction phase in early 2020. Despite a changed working environment imposed by Covid-19 conditions, construction generally progressed without significant delays. Once completed, the Central Library will be enhanced with a dedicated Teen Room, improved lighting and flooring throughout the 1st and 2nd floors, addition of gender neutral restrooms, an updated computer area, reconfigured service desks, and more spaces to gather and learn. These physical plant improvements will support new uses of the Library as well as different usage patterns, and staff will coordinate to welcome patrons into the newly renovated building when deemed safe to do so. With particular focus on the branch libraries, an ongoing furniture upholstery replacement program continues as the Library utilizes the time offered by the facility closures to refresh and contemporize all Library interiors.

Although so much significant work has been completed, there is more to come in the upcoming biennial period, including the renovation of the children's story room to address furniture needs and support flexible use. Significant repair work for the stucco replacement project is still outstanding, as is the need to replace a large air conditioning unit at the Central Library.

In order to support the City's strategic goal of "champion and demonstrate social and racial equity," the Library will continue to build capacity at all levels of the organization to engage in this work. This will emphasize training in the shorter term toward an eventual goal of creating a racial equity tool that can be applied in the development of the Library's internal processes as well as external programming.

Lastly, and even more so in an environment of unknowable challenges imposed by the Covid-19 crisis, the Library remains committed to maintaining the stability of the operating budget and planning for future needs such that expenditures are considered and balanced against revenues.

#### RATIONALE FOR RECOMMENDATION

Biennial budget progress reports and workshops will be conducted with staff and the board as outlined in the attached timetable.

#### CONTACT PERSON

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

#### Attachments

1. Resolution
2. 2022-2023 Work Plan – Priorities and Activities (Draft)
3. Timetable



**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO: R20-\_\_\_\_****REVIEW AND POSSIBLE ACTION ON BUDGET PRIORITIES  
FOR THE FY 2022 & FY 2023 BIENNIAL BUDGET CYCLE**

WHEREAS, on a biennial basis the Board of Library Trustees reviews and establishes budget priorities for the upcoming biennial budget cycle; and

WHEREAS, at the December 12, 2018 regular meeting, the Board of Library Trustees adopted priorities for FY 2020 and FY 2021 with passage of BOLT Resolution No.: R18-059; and

WHEREAS, with the kick-off of the FY2022 and FY 2023 biennial budget process, a review of priorities is recommended to achieve the optimum utilization of public and library resources throughout the biennial budget period and to ensure proposed budget changes are aligned with the board's priorities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley approves the Budget Priorities as follows:

Budget Priorities for FY 2022 and FY 2023:

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 services and information to the community
4. Support community safety and wellness
5. Improve planning, procedures, and communications to support organizational development and responsiveness
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 2, 2020 by the following vote:

AYES: .  
 NOES: .  
 ABSENT: .  
 ABSTENTIONS: .

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John Selawsky, President

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



## **BERKELEY PUBLIC LIBRARY: 2022-2023 WORK PLAN – PRIORITIES AND 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 been 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 either fiscal years 2020 or 2021 and are nearing completion, while others will continue into the upcoming biennial budget cycle.

### **#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.



**Timetable**  
**FY 2022 and FY 2023 Biennial Budget**

| Date             | Topic                                                                           |
|------------------|---------------------------------------------------------------------------------|
| 2 DEC 2020       | Discussion and Action on Budget Priorities for FY 2022 & FY 2023                |
| JAN 2021         | Extended Action on Budget Priorities for FY 2022 & FY 2023 ( <i>if needed</i> ) |
| FEB 2021         | BOLT FY21-2Q (mid-year) Report                                                  |
| TBD MAR 2021     | Internal Staff Workshop                                                         |
| MAR 2021         | BOLT Budget Workshop                                                            |
| APR 2021         | BOLT Recommendations on Draft Budget                                            |
| TBD MAY/JUN 2021 | BOLT Recommendations on Draft Budget, Tentative Adoption                        |
| JUN 2021         | BOLT Recommendation to City Council, Final Adoption                             |





**ACTION CALENDAR**  
December 2, 2020

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Discussion and Nominations for the Selection of Board President and Vice-President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing December 3, 2020, for a one-year term.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President elections occurred on November 14, 2019. Trustee Selawsky was elected President and Trustee Roth Vice-President, to serve through the time of the next election in November 2020 or until a successor is elected.

*Process*

In October or November of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees President and Vice-President one-year term to the Board of Library Trustees. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence December 3, 2020.

**FUTURE ACTION**

No future action is needed.

**CONTACT PERSON**

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

**Attachments:**

1. Resolution



**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO: R20-\_\_\_\_****APPOINTMENT OF A TRUSTEE TO SIT AS PRESIDENT AND A TRUSTEE TO SIT AS  
VICE-PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Berkeley Municipal Code, Section 3.04.040, Boards, Commissions and Committees - Board of Library Trustees - Organization of Board provides that "The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year."

WHEREAS, the Board of Library Trustees has taken up and considered the offices of President and Vice President separately.

WHEREAS, for each office, the Board of Library Trustees has taken all nominations "from the floor," including Trustee nominations of other Trustees or of themselves, and has conducted a public, roll call vote on each nomination for such office, taken up in the order in which such nominations were made, until a majority vote for each office has been achieved.

WHEREAS, the outcome of each roll call vote has been announced publicly.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee \_\_\_\_\_ has been duly elected and shall serve as President commencing on December 3, 2020, until the first meeting of the board in November 2021, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 2, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee \_\_\_\_\_ has been duly elected and shall serve as Vice President commencing on December 3, 2020, until the first meeting of the board in November 2021, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 2, 2020 by the following vote:

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John Selawsky, President

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





**INFORMATION REPORTS**

Wednesday, December 2, 2020

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

**Safe Reopening Update**

Alameda County's Covid-19 risk level classification, per the State of California's *Blueprint for a Safer Economy*, has been changed back to "Widespread" (Tier 1) after having been lowered to "Moderate" in October. This rapid transition exemplifies the need to evaluate each phase of reopening carefully, including adjustments to existing service models. Outdoor pickup services will continue, consistent with the activity level permitted under Tier 1. A robust array of virtual programming continues, and planning is underway for the addition of printing services as well as limited technology access in the form of laptops and Wi-Fi hotspots for loan.

Additional heaters, lighting, and canopies have been distributed to each location, and needs assessment will continue in terms of how to best support the staff and public using outdoor services as the weather gets colder.

**Social Media Update**

A robust staff team, coordinated by Assistant Management Analyst Aimee Reeder, is collaborating to provide a vibrant social media presence for Berkeley Public Library:

<https://www.instagram.com/berkeleypubliclibrary>

<https://www.facebook.com/berkeleypubliclibrary>

Since this past summer, Library staff has increased the scope and range of content. Last month, BPL followers on Facebook increased by 700—the current average per month is 100.

The overall objectives for the Library's social media presence are to:

- extend excellent customer service beyond the physical library
- highlight library services, collections and offerings available from BPL
- entertain, inform, engage and delight our followers

Library staff showcase their subject knowledge and expertise in collections through regular social media posts: the following thematic content is offered on a regular schedule:

- #mylibrarystory – Each Sunday the team shares a story about why a specific individual loves libraries and library staff.
- #mondaypoetrypause – each Monday staff selects a poem to share to highlight and drive followers to the Library's extensive poetry collection
- #turntabletuesday – features BPL's vinyl collection
- Wednesdays spotlight the children's series and books that are usually very popular but haven't been circulating as much lately during shelter-in-place
- #throwbackthursday – this beloved series continues to delight our followers and features BPL History Room resources

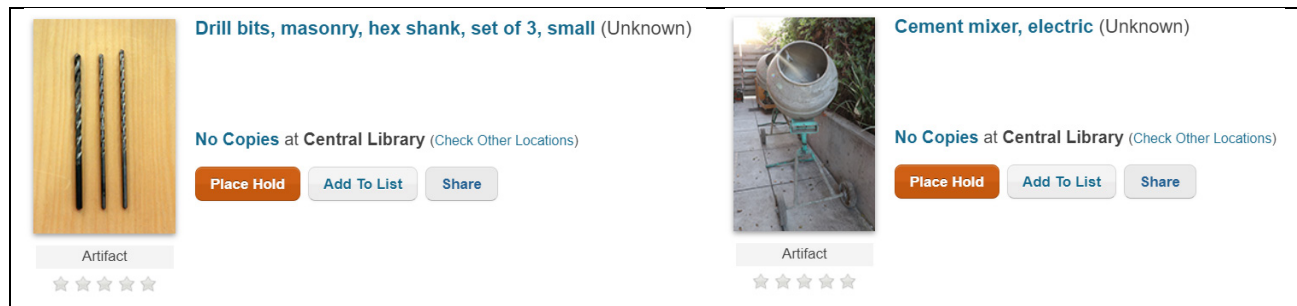
- #visualtreats on Fridays or Saturdays – colorful book jacket pictures (sometimes with other visuals as well) showcasing titles that would be on the Library's "Lucky Day" shelf
- Special social media campaign just for November – 30 days of library card gratitude. November is National Gratitude Month so every day this month, staff is highlighting a library service or resource that we are grateful to provide to the community.

All this original social media content is possible due to a talented team of social media content contributors, some who submit occasionally and some who do so weekly or even multiple times a week.

### Culinary Tools Lending Collection

The latest enhancement to the online catalog is the addition of images to bibliographic tool records.

For over a year, Collection staff working with Tool Lending Library (TLL) staff has been photographing each tool in the TLL collection. IT staff created a server where the photos are stored. Work is ongoing; as new tools are added to the collection, each bibliographic record will include an image of the tool.



This project is nearing completion with photos now available for about 90% of the collection. The next step is for IT staff to enable self-service holds for tools which will require some additional work with the catalog. This development will help remote library users understand what the tool actually is without having to see it in person or rely on a written description; this will support TLL staff during the pandemic period because it will reduce some of the in-person interaction that would have taken place at this time.

### Public Programming

The Berkeley Public Library is offering a virtual author program with [Kevin Noble Maillard](#) on November 21 at 10:30am.

Maillard is the award-winning debut author of the picture book [Fry Bread: A Native American Family Story](#). This author talk and reading is for kids ages 3-6 and their caregivers, and is in observance of Native American Heritage Month. *Fry Bread: A Native American Family Story* is a picture book illustrated by Juana Martinez-Neal, which won the Sibert Medal and the American Indian Youth Literature Honor. Maillard is a law professor at Syracuse University and contributor to the New York Times who lives with his family in Manhattan. Originally from Oklahoma, he is an enrolled citizen of the Seminole Nation.

### CONTACT PERSON

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