



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

AMENDED

REGULAR MEETING
Wednesday 03/03/21

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 February 3, 2021 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](mailto:Eve.Franklin@cityofberkeley.info), [Administrative Secretary](mailto:Administrative.Secretary@cityofberkeley.info), [\(510\) 981-6102](tel: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 February 3 6, 2021 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the February 3, 2021 Special Meeting of the Board of Library Trustees.

B. Revised 2021 Berkeley Public Library Holiday and Early Closing Schedule

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the revised 2021 Berkeley Public Library Holiday & Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Friday, May 21, 2021.

C. Reappointment of Judy Hunt to serve a four-year second term commencing April 4 2021.

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Judy Hunt for a four-year second term beginning on April 4, 2021 and ending on April 3, 2025.

III. INFORMATION REPORTS

All items for discussion only and no final action.

- A. **FYTD 2021 – 2nd Quarter YTD Budget Report** - Dennis Dang, Administrative and Fiscal Services Manager
- B. **Inside Outdoor Pickup (Oral Report)** - Jay Dickinson, Circulation Services Manager
- C. **Bylaws Subcommittee Update** – Tess Mayer, Director of Library Services
- D. **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

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.

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 February 24, 2021.

//s//

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

Communications:

1	2/19/2021	Lennon Hamilton	Read the message below
2	2/19/2021	Kelly Hammargren	I love our Berkeley Library



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, February 3, 2021 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>

- A. **Call to order:** 6:33 pm.
 - Present: Trustees Davenport, Hahn, Roth and Selawsky.
Trustee Hunt arrives at 6:36 pm.
 - Absent: None.
 - Also Present: Tess Mayer, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Alicia Abramson, Information Technology Services Manager; Jay Dickinson, Circulation Manager; Dan Beringhele, Supervising Librarian; Bae Smith, Supervising Librarian; Perlita Payne, Supervising Librarian; Aimee Reeder, Associate Management Analyst; Danielle McMillian, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.
- B. **Public Comments:** 1 speakers.
- C. **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
- D. **Comments from Board of Library Trustees**
 - 1. **Trustee Roth** – Staff is doing a great job.
 - 2. **Trustee Davenport** – San Francisco Public Library has posted their Racial Equity Action Plan on their website.
 - 3. **Trustee Hahn** – Continued gratitude to library staff.
 - 4. **Trustee Hunt** – Booklist mentioned San Francisco Public Library’s Poem for the day program. Black History Month, Black Women and Political Leadership Discussion happening tonight. Sun Reporter, highlighted Vice President Kamala Harris and Poet Amanda Gordon. Deborah Archer, a clinical law professor at New York University, has been elected as the new president of the American Civil Liberties Union. Black Lives Matter movement has been nominated for a Nobel Peace prize as has Stacey Abrams. Deborah Matthews, president of Berkeley Democratic Club.
 - 5. **Trustee Selawsky** – Day of Remembrance Event with George Takei at Tarea Hall Pittman South Branch in February.

II. CONSENT CALENDAR

Action: M/S/C Trustee Hahn/Trustee Davenport to adopt resolution #R21-74 to approve the consent calendar.

Vote: Ayes: Trustees Davenport, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None. Trustee Hunt had to leave the meeting at 7:02 and returned at 7:03.

A. Approve Minutes of the January 6, 2021 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the January 6, 2021 Special Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R21-75.

B. Approve Minutes of the January 6, 2021 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the January 6, 2021 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R21-76.

C. Approve Minutes of the January 20, 2021 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the January 20, 2021 Special Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R21-77.

III. INFORMATION CALENDAR

A. Culinary Tools Collection Update

From: Supervising Librarians

Contact: Bae Smith and Dan Beringhele, Supervising Librarians

Action: Received

B. Community Responsive Programming

From: Supervising Librarian

Contact: Perlita Payne, Supervising Librarian

Action: Received

C. Monthly Library Director's Report

From: Director of Library Services

Contact: Tess Mayer, Director of Library Services

Action: Received

IV. AGENDA BUILDING

- Bylaws Subcommittee
- Revised 2021 Berkeley Public Library Holiday and Early Closing Schedule

V. ADJOURNMENT

Adjourned at 8:02 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of February 3, 2021 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1. Culinary Tools Collection Update Presentation
2. Community Responsive Programming Presentation


DRAFT

KITCHEN TOOLS

BOLT Meeting February 2021

Timeline

- Spring 2019 Community Survey
- December 2019 Culinary Tools Survey
- January 2020 BPLF awards funding
- Planned launch for Spring 2020
- ILS Team worked on Cataloging Enhancements throughout 2020
- TLL Team purchased and processed Kitchen Tools
- Launching Soon!



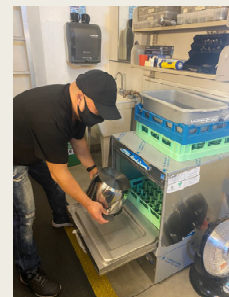
What's in the collection?

- Dehydrators & Canning Equipment
- Knife Sharpeners
- Ice Cream Makers
- Instant Pots
- Fryers (Air Fryers and Deep Fryers)
- Specialty Cake Pans and Cookie Cutters
- Sous Vide & more
- Planned expansion to include non-Western cookware
- Collection supports experimentation, curiosity and self-sufficiency



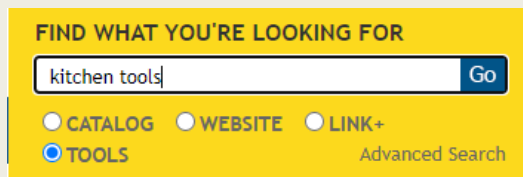
Patron Support

- Improved Searching and accessibility in the catalog
- Instructional Videos
- Culinary Instruction Programs
- New Cookbooks
- Same loan rules as other tools (1 week, 1 renewal)
- Dishwasher
- We are not accepting donations at this time
- Patrons can call TLL Staff direct at (510) 981-6101

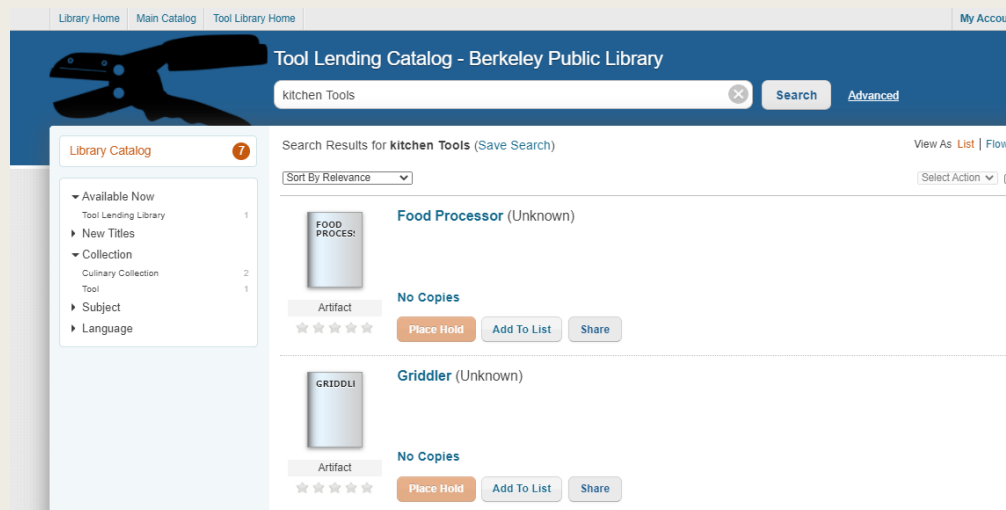


Catalog Changes

- OPAC has 2 configurations
 - Main Catalog (contains all physical items and e-resources)
 - Tools Catalog
 - Patrons can select from yellow search box to search Main Catalog or Tool Catalog



Searching OPAC



Patron Placed Holds

- Patrons who are registered with the Tool Lending Library will be able to place holds on all tools from the catalog
- Tool holds can be picked up at Tool Lending Library

A screenshot of a web form titled "Place a Hold" with a close button (X) in the top right corner. The form contains the text "Mini Muffin and Cupcake pan" and a "Pickup Location" dropdown menu set to "Tool Lending Library". At the bottom of the form are two buttons: "Submit Hold" and "Cancel".

Tool Lending Library Home Page

A screenshot of the Berkeley Public Library's Tool Lending Library home page. The page features a blue header with the library logo and navigation links for "MY ACCOUNT", "KIDS", and "TEENS". Below the header is a navigation bar with "EXPLORE", "EVENTS", "LOCATIONS", and "USING YOUR LIBRARY". A search bar is present with a "Go" button and options for "CATALOG", "WEBSITE", "LINK", and "TOOLS". The main content area includes a "Tool Lending Library" section with a photo of people working at a table, a "CURRENTLY CLOSED" status, and a list of hours: Monday (10:00 am - 6:00 pm), Tuesday (10:00 am - 6:00 pm), Wednesday (12:00 pm - 8:00 pm), Thursday (12:00 pm - 8:00 pm), Friday (10:00 am - 6:00 pm), Saturday (10:00 am - 6:00 pm), and Sunday (Closed). The address is 1901 Russell Street (at MLK), Berkeley, CA 94703, with a phone number 510-981-6101 for tool reservations. A "TOOL LIBRARY NOW OPEN" section provides information about the library's current status and social distancing practices. A "Tool Finder" search box is also visible.

Thank you

BPL Foundation	Dan Beringhele	Rosie Merlin
John Boggs	Angel Entes	Ilan Eyman
Elliot Warren	Robert Young	Marcus Bell
Alicia Abramson	Brian Gavin	Heather Cummins
Jay Dickinson	Heather Cummins	Andrea Mullarkey
Bae Smith	Vlad Kaplun	Kelsey Ockert
Jonathan Esmenjaud	Raffi Gregorian	Lilia Flores
Shiok Lim	Eve Franklin	Brian Galvin
Aimee Reeder		

Community Responsive Programming at BPL

Perlita Payne, Supervising Librarian
Central Adult Services
February 3, 2021


Background

• Here's what we assumed about the community in early shelter in place:

- 1) Patrons want to escape from the increasingly sad, scary, grinding, and dire everyday realities of the pandemic.
- 2) Patrons want to learn new DIY skills from baking sourdough to growing green onions on their window sills.
- 3) Patrons want to connect and interact safely with others.
- 4) Patrons lost their jobs or have legal issues because of the pandemic so now they needed help figuring out their finances, getting health insurance, and legal help.
- 5) Patrons want to re-connect with their public library and with library staff.
- 6) Patrons want to find fun and joy especially during these dark times.




Book clubs/Socializing

- LGBT+ Book Club
 - BPL Book Club
 - ESL Conversation Club
 - Making Myths
- 



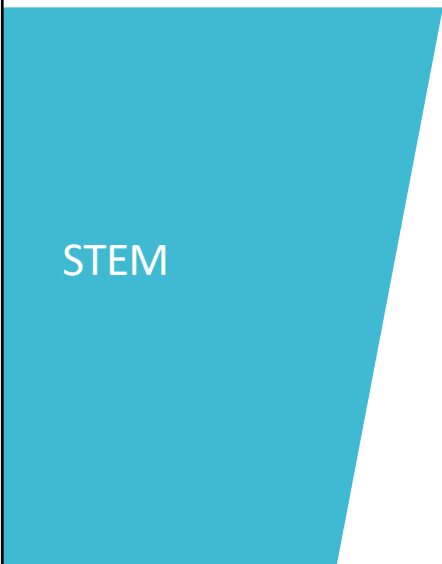
Mind/Body

- Cooking Matters
 - Yan Can Cook
 - Positive Thinking
 - Ayurveda
 - Chakras & Manifestations
- 



Finance/Jobs/
Legal/
Insurance/Tech
Help

- Resume workshop
- Financial Planning
- Covered CA Health Insurance Enrollments
- Lawyers in the Library
- One-on-One Tech Help



STEM

- Wonderfest
- Popping The Science Bubble

History/Social Studies/Current Events

- First Vote Documentary and Q&A
- Day of Remembrance Event w/ George Takei

Conclusion and Thank You!

Thank you to:

- Admin
- Friends of the Berkeley Public Library
- Collections Services
- IT
- Adult Services Staff



CONSENT CALENDAR

March 3, 2021

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

RECOMMENDATION

Adopt a Resolution to approve the revised 2021 Berkeley Public Library Holiday & Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Friday, May 21, 2021.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS

The 2021 Library Schedule of Holiday and Early Closures (attachment #3) approved by the Board of Library Trustees on October 14, 2020 via resolution R20-056 included Monday, May 17, 2021 as the Malcolm X Holiday. The City of Berkeley subsequently scheduled the Malcolm X Holiday for Friday, May 21, 2021.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule each fall for the upcoming year. This schedule, approved annually, results in the closure of all libraries, including the branches, on designated dates. Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays with the exception that the Library does not participate in approved VTO (voluntary time off) days and as recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, the Library may close on Christmas Eve in lieu of Lincoln's Birthday. The City of Berkeley's practice for the Malcolm X Day holiday is to close on the Monday or Friday closest to May 19.

RATIONALE FOR RECOMMENDATION

Approving the revised date of the Malcolm X Holiday as Friday, May 21, 2021 would allow the Library to match the City of Berkeley practice for Malcolm X Day holiday.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Revised 2021 Berkeley Public Library Holiday & Early Closing Schedule
- 3: 2021 Library Schedule of Holiday and Early Closures approved 10/14/2020

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 21-___

REVISED 2021 BERKELEY PUBLIC LIBRARY HOLIDAY AND EARLY CLOSING SCHEDULE

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

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

WHEREAS, for the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays; and

WHEREAS, the Board of Library Trustees approved the Library’s holiday schedule for 2021 at its regular meeting on October 14, 2020; and

WHEREAS, the City of Berkeley subsequently scheduled the Malcolm X Holiday for Friday, May 21, 2021.; and

WHEREAS, the schedule approved on October 14, 2020 does not match the City of Berkeley schedule for the Malcolm X Day holiday.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves the attached revised 2021 Berkeley Public Library Holiday and Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Friday, May 21, 2021.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, March 3, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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

Berkeley Public Library Revised 2021 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2021 (Friday)	New Year's Day	X	
2. January 18, 2021 (Monday)	Martin Luther King Jr. Day	X	
3. February 12, 2021 (Friday)*	Lincoln's Birthday	X	
4. February 15, 2021 (Monday)	President's Day	X	
5. May 21, 2021 (Friday)	Malcolm X Day	X	
6. May 31, 2021 (Monday)	Memorial Day	X	
7. July 4, 2021 (Sunday)	Independence Day	X	
8. July 5, 2021 (Monday)	Independence Day observed	X	
9. September 6, 2021 (Monday)	Labor Day	X	
10. October 11, 2021 (Monday)	Indigenous People's Day	X	
11. November 11, 2021 (Thursday)	Veterans' Day	X	
12. November 24, 2021 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
13. November 25, 2021 (Thursday)	Thanksgiving Holiday	X	
14. November 26, 2021 (Friday)	Thanksgiving Holiday	X	
15. December 24, 2021 (Friday) *	Christmas Day observed	X	
16. December 25, 2021 (Saturday)	Christmas Day	X	

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

Berkeley Public Library
2021 Schedule of Holidays & Early Closings
As Approved October 14, 2020

Date	Holiday	Closure	Early Closing
17. January 1, 2021 (Friday)	New Year's Day	X	
18. January 18, 2021 (Monday)	Martin Luther King Jr. Day	X	
19. February 12, 2021 (Friday)*	Lincoln's Birthday	X	
20. February 15, 2021 (Monday)	President's Day	X	
21. May 17, 2021 (Monday)	Malcolm X Day	X	
22. May 31, 2021 (Monday)	Memorial Day	X	
23. July 4, 2021 (Sunday)	Independence Day	X	
24. July 5, 2021 (Monday)	Independence Day observed	X	
25. September 6, 2021 (Monday)	Labor Day	X	
26. October 11, 2021 (Monday)	Indigenous People's Day	X	
27. November 11, 2021 (Thursday)	Veterans' Day	X	
28. November 24, 2021 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
29. November 25, 2021 (Thursday)	Thanksgiving Holiday	X	
30. November 26, 2021 (Friday)	Thanksgiving Holiday	X	
31. December 24, 2021 (Friday) *	Christmas Day observed	X	
32. December 25, 2021 (Saturday)	Christmas Day	X	

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



CONSENT CALENDAR

March 3, 2021

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Reappoint Trustee Judy Hunt to serve a four-year second term commencing April 4, 2021

RECOMMENDATION

Adopt a resolution approving the recommendation to City Council to reappoint Trustee Judy Hunt for a four-year second term beginning on April 4, 2021 and ending on April 3, 2025.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS

Trustee Hunt is currently serving as a Trustee as a result of her appointment to the board by City Council resolution 67,899-N.S. on April 4, 2017, which ends on April 3, 2021. The practice of the Board has been to support Trustees expressing an interest in serving a second term of office by putting forward a recommendation to the City Council in advance of the term's expiration to ensure continuity and a full complement of Trustees to conduct business.

Trustee Hunt has indicated a willingness and desire to serve a second term.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Judy Hunt's first term will end on April 3, 2021. The Board may choose to recommend to the City Council reappointment of Trustee Hunt to a second term or initiate a recruitment process to select a new applicant.

ENVIRONMENTAL SUSTAINABILITY

N/A

ALTERNATIVE ACTIONS CONSIDERED

The board may choose to initiate a recruitment process to select a new applicant.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 21-___

WHEREAS, Trustee Judy Hunt's first term as trustee will end on April 3, 2021; and

WHEREAS, Trustee Hunt is eligible for a second term for a duration of four years, which will end on April 3, 2025; and

WHEREAS, Trustee Hunt is currently serving as President of the Board of Library Trustees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the City Council of the City of Berkeley reappoint Trustee Judy Hunt for a four-year second term beginning on April 4, 2021 and ending on April 3, 2025.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 3, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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



INFORMATION REPORTS

March 3, 2021

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: FYTD 2021 – 2nd Quarter YTD Budget Report

INTRODUCTION

Library fiscal year 2021 results at end of 2Q by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 2Q	YoY	Actual 2Q	YoY
Library Tax (101)	\$10,629,388	0.9%	\$9,988,936	21.8%
Grants (103)	\$50,911	-2.8%	\$36,258	45.3%
Friends & Gifts (104)	\$192	-99.7%	\$27,758	-36.0%
Foundation (105)	\$88,000	628.5%	\$204,651	359.4%

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 June 3, 2020, fiscal year 2020 revenue and expenditure adjustments to the Library Tax Fund (101) were approved by Resolution No.: R20-031 in response to impacts of the Covid-19 pandemic and infrastructure needs at the Central Library. On July 1, 2020, expenditure appropriations to the Foundation Fund (105) were approved by Resolution No.: R20-038 to allow for procurement of Central Library interior renovation project furniture, fixtures, and equipment funded by the Berkeley Public Library Foundation. And, on October 14, 2020, via Resolution No.: R20-059, \$2,698,397 of fiscal year 2020 encumbered values and adjustments were approved for carry-over into the FY 2021 budget via the City's first amendment to the FY 2021 Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND (101)

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the second quarter, revenues at \$10,629,388 were relatively flat year-over with an increase of 0.9%. Second quarter year-to-date revenue from library tax receipts – set for FY 2021 at the FY 2020 rate of \$0.2272 per square foot for dwelling units and at \$0.3435 per square foot for industrial, commercial, and institutional buildings – ended up year-over at \$109,766, and was 4.4% above the annualized budgeted amount. Other revenue amounting to \$10,420 was fully attributable to library fines.

Library Tax Fund expenditures excluding encumbrances at \$9,988,936 rose 21.8% from the prior year period, an increase of \$1,784,789. In comparison to the prior fiscal year period, first-half combined salary and wage costs were up slightly at 1.7%; impacting activities included filling of the Director's position in late September 2020, and Covid-19 restrictions causing a significant drop in wages to \$661 from that of the prior year period at \$121,163. Fringe benefit cost rose 6.3%, up \$138,955, of which CalPERS expense was the largest component increasing \$133,253. Excluding encumbrances, non-labor year-over costs jumped \$1,580,815 to \$3,766,754 due to period spending of \$1,524,719 in Central Library interior renovation construction work that began in early calendar year 2020. Other larger non-staffing year-to-date actual expenditures include \$980,770 in library materials, \$150,008 in infrastructure maintenance costs, \$138,949 for software maintenance and licensing, and \$105,979 for miscellaneous professional services spanning items such as cost

reimbursement to other City departments for services rendered, and vendor landscaping, security guard, and alarm services, etc.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 50% second quarter benchmark, period spending at 82.5%, was favorable with contributed salary savings of \$1.3MM encompassing lower than budgeted costs for salary and wages, medical insurance, and CalPERS retirement expense. Non-labor expenditures were below the benchmark in miscellaneous professional services due largely to lower than expected cost reimbursements to other City departments and likely deferral to FY 2022 of construction costs for exterior stucco reapplication to the Central Library due to Covid-19 impacts and A/C unit replacement.

In the recently completed FY 2021 Mid-year Projections exercise, Fund revenue is projected to be unchanged from budgeted expectations. Full fiscal year expenditures reported in the Mid-year are anticipated to be consistent with the pattern currently seen to date with actual costs remaining favorably below the revised budget with savings primarily due to personnel savings – vacancies resulting from resignations, retirements, and the Covid-19 induced hiring freeze instituted on April 27, 2020 – and the likely deferral of reinstallation of exterior stucco to the Central Library and A/C unit replacement.

GRANTS FUND (103)

The Grants Fund is typically composed of funding from California State Library administered programs for the California Library Literacy Services (CLLS) program, the Library Services and Technology Act, as well as any other governmental or private grant awarded to the Library. Currently, the only grant program in the Fund is the California Library Literacy Services that targets its support to the BerkeleyREADS adult literacy program.

By the end of the 2nd quarter the Fund received payment of \$50,911, constituting the first of two installments for the FY 2020-2021 CLLS award of \$56,568. Additionally, during the period, by authority of BOLT Resolution No. R20-059, the Fund's FY 2021 expenditure appropriation was increased by an adjustment of \$53,411 to a revised budgeted amount of \$115,361 in response to a CA State Library extension of the deadline to spend down remaining funds from the FY 2019-2020 CLLS award due to Covid-19 service disruptions. Fund expenditures to date are running 60% for wages attributable to literacy tutoring (currently performed online) and 40% for program supplies and software licensing.

FRIENDS & GIFTS FUND (104)

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts.

The Fund's sole first half receipt was a private gift of \$100 from D. Woo in acknowledgement of the Claremont Branch. On December 16, 2020, the board of The Friends of the Berkeley Public Library gave final approval for the release of their FY 2021 award of \$90,000. Expenditures at \$27,578 declined on a year-over basis by 36% due to closure of Library facilities stemming from the pandemic and the resultant shift to exclusively online presentation of a reduced offering of public programming. Nonetheless, in this exceptional period of reduced programming, funding from the Friends continued to support programs that spanned the interests from Children to Adults, and sustained the Summer Reading and City Reads programs that promote reading as an activity.

FOUNDATION FUND (105)

This Fund captures all funding support received either directly from the Berkeley Public Library Foundation or passed through the Foundation.

During the first half, receipts from the Foundation totaling \$88,000 targeted support for the Library's effort to reopen limited in-person services to the public; procurement of *Brainfuse*, an online tutoring service that is available for free to

Library patrons; acquisition of equipment and materials constituting the Library's newest public lending service, the Culinary Collection, launching Spring 2021; and the purchase of equipment for an upcoming Chromebook and Hotspot Lending Pilot Project, a program designed to support the Library's work to bridge technology service gaps affecting those most vulnerable and underserved in the City of Berkeley. To date expenditures of \$204,651 supported Library programs as follows: Central Library interior renovation furniture, fixtures, and equipment at \$162,132, Chromebook and Hotspot Lending Pilot Project equipment at \$13,986, the Culinary Collection at \$13,769, *Brainfuse* at \$10,800, and supplies at \$3,963.

SUMMARY OF OPERATIONS EXPENSES

Library expenditures continued to trend below budget due to vacancies resulting from resignations, retirements, and the Covid-19 induced city-wide hiring freeze instituted on April 27, 2020 and other contributing factors including the likely deferral of exterior stucco reinstallation and A/C unit replacement at the Central Library. Stucco reinstallation and A/C unit replacement were programmed for initiation and partial completion during FY 2021; however, due to the imposition of public health measures to limit the spread of Covid-19 the pace of these major infrastructure programs are now unlikely to kick-off in a meaningful way this fiscal year. Nonetheless, major construction work was completed for the Central Library interior renovation project, the Director's position was filled after 3 years of vacancy, and a culinary cookware collection was assembled for offering as a new public lending service to be introduced early Spring. At end of the second quarter, actual expenses excluding encumbrances across all Library Funds were 18.1% below the revised budget. The Library projects in the recently completed Mid-year Budget Projection to end the fiscal year at 87.2% of the revised budget across all Fund groups.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager (email: ddang@cityofberkeley.info)

Attachments:

1. 2Q-FYTD 2021 Revenues by Fund
2. 2Q-FYTD 2021 Expenditures by Fund
3. Library Tax Fund (101): 5-Year Fund Analysis
4. Grants Fund (103): 5-Year Fund Analysis
5. Friends & Gifts Fund (104): 5-Year Fund Analysis
6. Foundation Fund (105): 5-Year Fund Analysis

2Q-FYTD 2021 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY : REVENUES DEC FY21								6	50.0%
Berkeley Public Library + CoB		Actuals						YTD FY21	
Elmnt- Object	Description	Bdgt RVSD FY21	Lib Dscr 101	TBR 102	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY21	% RVSD Rcvd
412110	Special Assessment T	20,342,539	10,618,968					10,618,968	52.2%
432110	Operating Grants - S	60,000			50,911			50,911	84.9%
451310	Library Fines	40,000	10,420					10,420	26.1%
471110	Interest - Investments					92		92	
481110	Misc Rev - Donations	205,000				100	88,000	88,100	43.0%
483990	Misc Rev - Other	32,000							
499100	AAO Carryover		12,027,795	84,246	84,231	445,378	885,875	13,527,525	
Berkeley Public Library + CoB		20,679,539	22,657,183	84,246	135,142	445,570	973,875	24,296,016	117.5%
Note: Fund 102 Fund Balance = \$84, 246 to transfer to Fund 101 at time of CoB AAO #2.									

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY21							6	50.0%
Berkeley Public Library + CoB			Actuals+Encumbrances				YTD DEC	
Elmnt- Object	Description	Bdgt RVSD FY21	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY21	% RVSD Spent
511110	Wages - Reg - Monthly Misc	9,421,954	3,869,646				3,869,646	41.1%
512110	Wages - Hourly	272,931	661	20,258			20,919	7.7%
513110	Wages - OT - Miscellaneous	12,442	142				142	1.1%
Prsnl Svcs-Salaries and Wages		9,707,327	3,870,449	20,258			3,890,707	40.1%
520110	Emp FB - Medical	1,618,367	541,203				541,203	33.4%
520120	Emp FB - Dental	189,286	57,195				57,195	30.2%
520130	Emp FB - Cash-In-Lieu	123,235	46,925				46,925	38.1%
520140	Emp FB - Life Insurance	7,092	2,396				2,396	33.8%
520210	Emp FB - Medicare	113,180	49,697	283			49,980	44.2%
520220	Emp FB - SRIP	303,240	39,603				39,603	13.1%
520310	Emp FB - Pers - Misc	3,100,714	1,284,656				1,284,656	41.4%
520350	Emp FB - Pars	14,534	823	760			1,583	10.9%
520410	Emp FB - Opeb - Retiree Medica	208,327	80,214				80,214	38.5%
520510	Emp FB - Workers Compensation	197,678	75,164	322			75,486	38.2%
520520	Emp FB - Terminal Payout	174,518	71,464				71,464	40.9%
520530	Emp FB - Allowances	800	906				906	113.2%
520540	Emp FB - Commuter Check	22,514	7,289				7,289	32.4%
520550	Emp FB - Other Fringe Benefits	230,157	94,199				94,199	40.9%
Prsnl Svcs-Fringe Benefits		6,303,642	2,351,733	1,365			2,353,097	37.3%
511160	Wages - Reg - Salary Savings	(800,000)						
Personal Services-Employee		15,210,969	6,222,181	21,622			6,243,804	41.0%

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY21							6	50.0%
Berkeley Public Library + CoB			Actuals+Encumbrances				YTD DEC	
Elmnt- Object	Description	Bdgt RVSD FY21	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY21	% RVSD Spent
612310	Prof Svcs - Engineering Svcs	167,033	87,006				87,006	52.1%
612990	Prof Svcs - Miscellaneous	951,207	150,307		5,450		155,757	16.4%
613120	Tech Svcs - Equipment Maint	27,450	24,420				24,420	89.0%
613130	Tech Svcs - Software Maint	346,000	144,337				144,337	41.7%
613910	Tech Svcs - Hazmat Handling	2,500						
Purchased Prof & Tech Svcs		1,494,190	406,070		5,450		411,520	27.5%
621110	Utilities - Gas/Electric	319,875	363,875				363,875	113.8%
621120	Utilities - Water/Sewer	35,532	46,532				46,532	131.0%
621130	Utilities - Refuse	34,252	11,146				11,146	32.5%
622110	Custodial - Janitorial Svcs	461,783	195,124				195,124	42.3%
624110	Property Repairs & Maint	188,633	220,747				220,747	117.0%
625110	Rental of Real Property	1,500	34				34	2.2%
625120	Rental of Equipment	56,575	22,509				22,509	39.8%
632110	Comm Svcs - Tele - Landline	176,367	486,405				486,405	275.8%
632120	Comm Svcs - Tele - Cellular	14,550	3,204				3,204	22.0%
633110	Advertising	15,000	460				460	3.1%
634120	Train and Conf - Registration	40,135	2,241				2,241	5.6%
634210	Travel - Airfare	10,000	434				434	4.3%
634220	Travel - Lodging	10,000						
634230	Travel - Other Transportation		29				29	
635110	Printing and Binding	10,600	1,000				1,000	9.4%
637990	Gov Pmts - Misc Fee and Taxes	5,000	4,007				4,007	80.1%
639110	Fees - Bank Fees	4,500	440				440	9.8%
639120	Fees - Prof Dues and Fees	47,250	36,946				36,946	78.2%
639130	Courier and Delivery Services	27,000	11,000				11,000	40.7%
639990	Other Services	261,296						
Other Purchased Services		1,719,848	1,406,131				1,406,131	81.8%

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY21							6	50.0%
Berkeley Public Library + CoB			Actuals+Encumbrances				YTD DEC	
Elmnt- Object	Description	Bdgt RVSD FY21	Lib Dscr 101	Grants 103	Frnd/Gift 104	Fndtn 105	Actual FY21	% RVSD Spent
641110	Supplies - Office	41,957	17,500				17,500	41.7%
641120	Supplies - Postage	36,000	1,129				1,129	3.1%
642120	Suppl - Field - Tools and Part	6,000	2,000				2,000	33.3%
642990	Suppl - Field - Other	262,747	73,189	36,871	8,983	5,165	124,207	47.3%
643110	Supplies - Books and Subscrip	1,757,500	1,713,486	260		26,415	1,740,161	99.0%
644110	Supplies - Food - Non-Employee	2,200	60		560		620	28.2%
Supplies		2,106,403	1,807,365	37,131	9,543	31,580	1,885,618	89.5%
651110	Non-Cap - Comp, Software, & OfE	158,000	233,858	3,026	3,951	15,232	256,067	162.1%
651120	Non-Cap - Furniture & Fixture	365,052	2,935			61,074	64,009	17.5%
Property Under Cap Limit		523,052	236,793	3,026	3,951	76,306	320,076	61.2%
662110	Cap - FA - Buildings	3,556,548	2,306,548				2,306,548	64.9%
664110	Cap - FA - Machinery & Equip	84,000						
664130	Cap - FA - Furniture & Fixture	125,046				106,244	106,244	85.0%
664140	Cap - FA - Computer Equipment	55,000	59,843				59,843	108.8%
666110	Cap - FA - Intangibles	15,000						
Property		3,835,593	2,366,390			106,244	2,472,634	64.5%
670140	Int Svc - Tech Cost Alloc Fund	179,624	89,814				89,814	50.0%
670150	Int Svc - Mail Services	1,764	882				882	50.0%
670180	Int Svc - City Vehicle Fuel/Ma	7,800	6,825				6,825	87.5%
670190	Int Svc - City Pkg Permits	500						
Internal Services		189,688	97,521				97,521	51.4%
Other Expenses		9,868,775	6,320,270	40,158	18,943	214,130	6,593,500	66.8%
Berkeley Public Library + CoB		25,079,744	12,542,451	61,780	18,943	214,130	12,837,304	51.2%

	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 MID-YR	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$10,266,639	\$12,027,796	\$12,027,796	\$12,027,796	\$11,278,203	\$ 7,606,169	\$ 6,058,471
Revenues							
Library Services Tax	\$ 20,431,021	\$ 20,861,870	\$ 20,342,539	\$ 20,342,539	\$ 20,749,390	\$ 21,164,378	\$ 21,587,665
Fines/Fees	26,477	40,000	40,000	40,000	40,000	40,000	40,000
Misc. Revenue / Interest / Refunds	29,617	32,000	32,000	32,000	32,000	32,000	32,000
TOTAL REVENUE	\$ 20,487,115	\$ 20,933,870	\$ 20,414,539	\$ 20,414,539	\$ 20,821,390	\$ 21,236,378	\$ 21,659,665
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 13,377,244	\$ 16,605,785	\$ 15,946,141	\$ 15,946,141	\$ 16,424,525	\$ 16,917,261	\$ 17,424,779
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		300,000	800,000	2,446,141	500,000	500,000	500,000
Personnel	\$ 13,377,244	\$ 16,305,785	\$ 15,146,141	\$ 13,500,000	\$ 15,924,525	\$ 16,417,261	\$ 16,924,779
Non-Personnel	1,247,772	1,209,910	1,392,429	1,211,563	2,103,710	2,291,780	2,490,330
Library Materials (incl Tool Lndng)	1,690,248	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000	1,725,000
Misc. Professional Services	765,382	872,450	896,707	863,740	850,000	850,000	850,000
Utilities+ Telephone	367,116	495,902	580,476	580,476	500,000	500,000	500,000
Janitorial	362,798	416,667	461,783	461,783	430,000	439,845	452,053
Software Maintenance	114,873	346,000	346,000	246,000	350,000	350,000	350,000
Computer & Software Purchase (CAP)	120,933	70,000	70,000	70,000	75,000	75,000	75,000
Building/Infrastructure	652,098	100,000	3,556,548	2,470,381	2,500,000	100,000	100,000
Subtotal:	\$ 18,698,464	\$ 21,541,714	\$ 24,175,084	\$ 21,128,943	\$ 24,458,235	\$ 22,748,886	\$ 23,467,162
Charges From Other Depts							
Finance - Billing (341)	\$ 18,977	\$ 19,739	\$ 19,441	\$ 19,441	19,441	\$ 19,441	\$ 19,441
Facilities - Enviro Compliance (693)	8,517	15,055	15,748	15,748	15,748	15,748	15,748
Interfund Transfers							
Subtotal:	\$ 27,494	\$ 34,794	\$ 35,189	\$ 35,189	\$ 35,189	\$ 35,189	\$ 35,189
TOTAL EXPENDITURES	\$ 18,725,958	\$ 21,576,508	\$ 24,210,273	\$ 21,164,132	\$ 24,493,424	\$ 22,784,075	\$ 23,502,351
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 1,761,157	\$ (642,638)	\$ (3,795,734)	\$ (749,593)	\$ (3,672,034)	\$ (1,547,697)	\$ (1,842,686)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 12,027,796	\$ 11,385,158	\$ 8,232,062	\$ 11,278,203	\$ 7,606,169	\$ 6,058,471	\$ 4,215,785
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 12,027,796	\$ 11,385,158	\$ 8,232,062	\$ 11,278,203	\$ 7,606,169	\$ 6,058,471	\$ 4,215,785
Annual Committed Reserve	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Uncommitted Fund Balance	\$ 10,527,796	\$ 9,885,158	\$ 6,732,062	\$ 9,778,203	\$ 6,106,169	\$ 4,558,471	\$ 2,715,785

	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 MID-YR	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 30,819	\$ 84,230	\$ 84,230	\$ 84,230	\$ 26,730	\$ 26,730	\$ 26,730
Revenues							
Literacy Services & LSTA	92,252	60,000	60,000	60,000	60,000	60,000	60,000
Miscellaneous Grant Revenue							
Other							
TOTAL REVENUE	\$ 92,252	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Expenditures							
Operations							
Personnel	\$ 36,364	\$ 31,500	\$ 33,639	\$ 33,639	\$ 31,500	\$ 31,500	\$ 31,500
Non-Personnel	2,477	30,450	83,861	83,861	28,500	28,500	28,500
Library Materials							
Transfer Out (PLF 305)							
Subtotal:	\$ 38,841	\$ 61,950	\$ 117,500	\$ 117,500	\$ 60,000	\$ 60,000	\$ 60,000
TOTAL EXPENDITURES	\$ 38,841	\$ 61,950	\$ 117,500	\$ 117,500	\$ 60,000	\$ 60,000	\$ 60,000
Projected Surplus/Shortfall (Rev - Exp)	\$ 53,411	\$ (1,950)	\$ (57,500)	\$ (57,500)	\$ -	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 84,230	\$ 82,280	\$ 26,730	\$ 26,730	\$ 26,730	\$ 26,730	\$ 26,730

GRANTS FUND (103): 5-YEAR FUND ANALYSIS

	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 MID-YR	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 373,536	\$ 445,378	\$ 445,378	\$ 445,378	\$ 365,566	\$ 320,566	\$ 275,566
Revenues							
Friends of BPL	\$ 120,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Donations/Private	10,778			188			
Interest/Misc. Revenues	5,181						
TOTAL REVENUE	\$ 135,959	\$ 105,000	\$ 105,000	\$ 105,188	\$ 105,000	\$ 105,000	\$ 105,000
Expenditures							
Operations							
Personnel							
Non-Personnel	24,231	150,000	97,426	135,000	150,000	150,000	150,000
Professional Services	39,886		54,500	50,000			
Library Materials							
Subtotal:	\$ 64,117	\$ 150,000	\$ 151,926	\$ 185,000	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 64,117	\$ 150,000	\$ 151,926	\$ 185,000	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ 71,842	\$ (45,000)	\$ (46,926)	\$ (79,812)	\$ (45,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 445,378	\$ 400,378	\$ 398,452	\$ 365,566	\$ 320,566	\$ 275,566	\$ 230,566

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

	FY 2020 FINAL (#2)	FY 2021 ADOPTED	FY 2021 REVISED	FY 2021 MID-YR	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
Beginning Fund Balance	\$ 930,840	\$ 885,878	\$ 885,878	\$ 885,878	\$ 535,878	\$ 535,878	\$ 535,878
Revenues							
Foundation	\$ 19,079	\$ 100,000	\$ 100,000	\$ 100,000			
Misc./ Interest							
TOTAL REVENUE	\$ 19,079	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
Expenditures							
Personnel							
Consultants							
Furniture and Fixtures	3,099		354,046	354,092			
Equipment	37,867		36,500				
Building							
Miscellaneous/Other	23,075	100,000	209,500	95,908			
Subtotal:	\$ 64,041	\$ 100,000	\$ 600,046	\$ 450,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 64,041	\$ 100,000	\$ 600,046	\$ 450,000	\$ -	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (44,962)	\$ -	\$ (500,046)	\$ (350,000)	\$ -	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 885,878	\$ 885,878	\$ 385,832	\$ 535,878	\$ 535,878	\$ 535,878	\$ 535,878
Other	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)	\$ (570,893)
Personnel COLA %age Change							
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 314,985	\$ 314,985	\$ (185,061)	\$ (35,015)	\$ (35,015)	\$ (35,015)	\$ (35,015)
Notes:						printed:	9-Feb-21
Pace Trust (14LB29, org=\$695,761) @ APR20 actual available=\$570,892.87							

FOUNDATION FUND (105): 5-YEAR FUND ANALYSIS



INFORMATION REPORTS

March 3, 2021

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Bylaws Subcommittee Update

INTRODUCTION

The Library is advancing the work initiated by the Bylaws Subcommittee in 2017 and extending into 2019.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The first Ad Hoc Subcommittee on Bylaws took place on December 12, 2017. The Subcommittee included Trustee Judy Hunt, Trustee Sophie Hahn, and then Acting Director of Library Services, Elliot Warren. Activities included the development and structuring of a process, the delineation of a working timeline, identification of appropriate source and reference materials, drafting of bylaws, coordination of staffing support and external City and legal review. The process carried forward, but given the critical demands posed by the public health crisis, the project was temporarily paused.

CURRENT SITUATION AND ITS EFFECTS

The most recent draft of the Bylaws document is included in the March 3 Board of Library Trustees regular meeting packet. It should be noted that this is not a *final* draft, and in the interest of offering a complete status update, the Subcommittee included the working draft for review. Subcommittee members Trustee Hunt, Trustee Hahn, and Mayer are recommending that the following further action be taken to complete this work.

FURTHER ACTION

Director of Library Services Mayer will closely review the document and recommend edits, given that this is her first opportunity to engage in this project. Then, Mayer will contract with an external consultant with appropriate expertise in municipal library systems to review the draft, and any relevant source materials, to recommend changes. Finally, the draft will be submitted again for legal review, to a party agreed upon by the Subcommittee. The draft will be finalized, and submitted to the Board of Library Trustees for Public Comment. Comments will be integrated into the draft, and the draft will again be presented to the Board of Library Trustees for Public Comment. Depending on the extent of additional comment and/or need for additional revisions, this item will be placed on the Board of Library Trustee agenda to finalize.

CONTACT PERSON

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

Attachments:

1. Draft Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

Berkeley Public Library strives to build community through its services, programs, and collections. The Library brings people together to share access to books, information, ideas, and culture. The Library is dedicated to building a community of lifelong learners who share an interest in personal and community development and enjoyment through literacies of all types. We serve a diverse community and our services celebrate that diversity through a wide array of programs and collections that welcome, reflect, and include the diversity of Berkeley.

Mission Statement: 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.

. – Board of Library Trustees. (2020, July)

The Board of Library Trustees (“BOLT”) shall endeavor to ensure that the mission of the Library is upheld, as well as the American Library Association Bill of Rights and the Urban Libraries Council Statement on Race and Social Equity.

BOLT is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries (the “Library”) on behalf of the City and citizens of Berkeley, and to provide leadership, governance and oversight.

Article I - Organization

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”) and Berkeley Municipal Code (“BMC”) Chapter 3.04, BOLT is the governing body of the Berkeley Public Library. BOLT’s duties are enumerated in the Charter and BMC. BOLT delegates duties and powers to the Library Director.

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.
2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
 - a. To manage and control the Library;
 - b. To make and enforce rules, regulations and bylaws necessary for the administration, governance and protection of the Library and Library property;
 - c. To appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
 - d. To recommend to the City Council the purchase or lease of real property;

3. Annually evaluate the job performance of the Library Director.
4. Participate in the formation and adoption of a strategic plan for the Library, and supporting achievement of such plan through the Library's programs and budget.
5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.
6. Approve by vote of the board Library purchases of materials, supplies or equipment of \$50,000 or more, and contracts for services of \$25,000 or more.
7. Purchase, lease and/or erect buildings, quarters and sites for the Library and its administration and controlling all Library property.
8. Communicate the mission, goals, needs and other important information about the Library to the City of Berkeley and to the public.
9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT's work over the course of the past year, as well as any other reports or information that may be requested by the City Council.

Article II - Membership

1. **Membership** - The Board of Library Trustees shall consist of five (5) members ("Trustee" or "Trustees"), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.
2. **Appointment** - Four of the five Trustees shall be appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.
3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.
4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.
5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.
 - a. Each Trustee shall serve until a successor is appointed and qualified

- b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.
5. **Compensation** - Trustees shall serve without compensation.
6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk's Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.
7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings.
8. **Leaves of Absence** - In the event that a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary of the need for a Leave of Absence. A Leave of Absence of a period not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the agenda process for the Council to approve the absence prior to the actual absence.
9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the BOLT President and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the President and Secretary unless a future date is indicated. The Secretary shall then notify BOLT, the City Clerk and City Council that a vacancy exists.
10. **Recommendations of new BOLT members – [TO BE ADDED]**

Article III - General Responsibilities

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements
2. Abide by the requirements of the Brown Act, and be familiar with Robert's Rules of Order
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.
4. Understand and periodically review existing Berkeley Public Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.

5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council Statement on Race and Social Equity, [Freedom to Read/View, Intellectual Freedom, and customer privacy rights] [OTHERS?]
6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist the Board in carrying out its fiduciary responsibilities including, but not limited to, reviewing and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit Berkeley's Central and Branch Libraries.
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when possible, and maintain a willingness to undertake special assignments when requested.
13. Abide by uphold BOLT's decisions.

Article IV - Officers

BOLT Officers shall be the President, Vice President, and Secretary. BOLT shall elect one of its members President, and one of its members Vice-President. The President and Vice-President have full rights to make or second motions. The Director of Library Services shall be ex officio Secretary of the board.

1. **Terms of Office -**
 - a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.
 - b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.

- c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.
- d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President.
- e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.
- f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.
- g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

2. Procedures for Regular and Special Elections of the President and Vice President -

- a. Regular Elections:
 - i. In August of each year, an information report shall be included on the Regular BOLT Meeting Agenda explaining the rules for elections to the Offices of President and Vice President and the duties of such Officers, and calling for nominations to be made at the September BOLT meeting.
 - ii. At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.
 - iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices, but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.
 - iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the

next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

- b. Special Elections:
 - i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

3. Duties of the President

- a. Serve as the Presiding Officer at all meetings, and ensure BOLT's work is accomplished.
- b. Ensure that all viewpoints are heard and are considered in a fair and impartial manner, while exerting sufficient control to eliminate irrelevant, repetitious or otherwise unproductive discussion.
- c. Ensure that the Charter, Berkeley Municipal Code, BOLT Bylaws and other BOLT policies are followed. The President cannot make rules related to the conduct of meetings; only the full BOLT may do so.
- d. Approve the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by other Trustees or staff.
- e. Appoint Trustees to ad hoc subcommittees, subject to the approval of BOLT.
- f. Sign correspondence on behalf of BOLT.
- g. Represent BOLT before the City Council. Other Trustees may represent BOLT before the City Council, but only with formal approval by motion and majority vote of BOLT.
- h. Approve final BOLT reports to Council, without modifying content that was approved by the full BOLT.

4. Duties of The Vice President

- a. Serve as the Presiding Officer in the absence of the President, and perform all the functions of the President in their absence or disability.
- b. Perform such functions as may be assigned by the President or BOLT.

5. Duties of The Secretary

- a. Keep a full account of all receipts and expenditures.
- b. Keep a record and full minutes of all proceedings.
- c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner's Manual.

Article V - BOLT Meetings

- 1. **Brown Act:** All meetings must be conducted in compliance with the Brown Act.

2. **Regular Meetings:** A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution
3. **Agenda and Notice Requirements:** Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
 - a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, if any.
 - b. Agenda titles should fully describe the issue or action to be discussed and/or taken.
 - c. The agenda shall specify the time and location of the regular meeting.
 - d. The agenda shall include, but is not limited to, the following:
 - i. Call to Order
 - ii. Public Comment on Non-Agendized, Consent, and Information Items
 - iii. Comment from Unions
 - iv. Approval of Minutes
 - v. Consent Items
 - vi. Action Items
 - vii. Information Reports
 - viii. Communications
 - ix. Adjournment
 - e. The agenda must be posted in the following locations:
 - i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
 - ii. At the Central Library and all Branch Library locations
 - iii. The location where the meeting will be held if not held in one of the Library branches
 - iv. On the Berkeley Public Library website
 - f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
 - i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.
 - ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
 - iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

4. Special meetings

- a. Special meetings of BOLT may be called at any time by the President or by any three (3) Trustees, by written notice at least twenty-four (24) hours before the time of the proposed meeting, or at any time by the President with the written consent of all BOLT members.
 - b. Notice and agenda requirements for Special Meetings shall conform to the Commissioner's Manual.
 - c. Subcommittee meetings are considered Special Meetings for the purposes of noticing and agenda requirements.
- 5. Meeting Conduct:** All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).
- a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
 - b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.
- 6. Cancellation of Meetings**
- Upon notification that a quorum of Board members will not be present at a meeting, the President may elect to cancel or reschedule the meeting. Public notice of cancelled or rescheduled meetings shall conform to the Commissioner's Manual.

Article VI – General Conduct of Trustees

1. By accepting board membership, a trustee is committing to honor the following code of conduct:
 - a. As a trustee, I shall do my utmost to ensure that Berkeley Public Library performs its mission and achieves its goals. As a trustee I agree to:
 - b. Act with honesty and integrity.
 - c. Support in a positive manner all actions taken by the board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
 - d. Participate in annual strategic planning retreats and work sessions to evaluate the Library Director; participate in board self-evaluation programs; and participate in board development workshops, seminars, and other educational events that enhance my skills as a board member.
 - e. Keep confidential information confidential.

- f. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
 - g. Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions.
 - h. Always act for the good of the organization and represent the interests of all people served by the organization.
 - i. Represent this organization in a positive and supportive manner at all times.
 - j. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
 - k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
 - l. Accept my responsibility for providing oversight of the financial condition of the organization.
 - m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict.
 - n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library's policies related to ethical conduct of staff and officials.
 - o. Abide by these board operating practices.
2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.
 3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publically, they must state the following: "I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley."
 4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

Article VII - Quorum and Resolution Adoption of the Berkeley BOLT

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.

2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

Article VIII - Ad Hoc Subcommittees

1. From time to time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview and a tenure of up to one year, as established by BOLT.
2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner's Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee's work.
4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

Article IX - The Director

1. Duties of the Director
 - a. Duties of the Director shall be to oversee the day-to-day operation of the Library.
 - i. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff. The Director shall have the authority to appoint employees of the Library and to negotiate with the various collective bargaining units on ongoing workplace issues.
 - b. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000.
 - c. The Director shall also have the authority to appoint employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.
 - d. The Library Director shall act as secretary as defined in Article ## of these Bylaws. The Library Director shall also serve as a resource person to BOLT Committees.

Article X - Amendments of the Bylaws of the Berkeley BOLT

1. Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda.



INFORMATION REPORTS

Wednesday, March 3, 2021

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

Staff Meetings

The Director of Library Services has met individually with over 25 staff members representing every branch and Central department. In March, Mayer will focus on scheduling appointments with the Central Circulation team, because it is a large department with complex scheduling needs. The purpose of the meetings has been to get to know a wider range of staff a little better, and to learn more about staff's strengths, interests, and perspectives. Staff has shared their concerns, ideas, and questions, and some themes introduced have addressed communication, transparency, diversity, inclusion, teamwork, and the Library's future.

Alameda County/City of Berkeley COVID Response

Vaccine distribution efforts are underway in Alameda County and the City of Berkeley, and Alameda County is approaching eligibility for the red tier, or "Substantial" risk level classification per the State of California's *Blueprint for a Safer Economy*, with some metrics reaching the orange tier or "Moderate" level (<https://www.cityofberkeley.info/covid19-data/#indicators>). The Library will continue to operate its Outdoor Pickup service.

Library staff will be engaging in reopening planning work in the weeks and months to come. Two separate teams will form, one focused on the Central Library and another focused on branch libraries, with some common membership to avoid duplication of effort in such areas where operational approaches will be consistent across locations.

Recruitment

The Library has successfully completed another recruitment, for a six-month temporary Library Services Manager position. This recruitment was open to internal candidates only, and temporarily fills one of two regular Library Services Manager positions that are currently vacant. This position will provide additional support to frontline supervisors and enhanced capacity to manage important projects relating to public services and reopening planning. At the time of this writing, the announcement to all staff informing them of the appointment has not yet but will soon be provided.

Public Programming: February and March programming highlights the creativity amongst staff across the system

Programming in February and March reflects the Library's timely responsiveness to the community's current needs and interests, and much is geared to support our community in responding to various challenges amplified by the pandemic. The Library also demonstrated its strong commitment to offering programming that reflects the diversity of the identities and the interests of the communities we serve.

Some of the events in February included:

1. The Tarea Hall Pittman South social justice series returns... virtually!

The beloved series kicked off with a panel discussion about the Rainbow Sign, Berkeley's iconic Black Cultural Center from 1971-77. The Rainbow Sign hosted talks by James Baldwin, concerts by Nina

Simone, exhibits of world-class Black Art, and civic meetings with everyone from the Black Panthers to Warren Widener, Berkeley's first Black mayor. The center served as an inspiration to Vice President Kamala Harris who called her family's visits "a citizen's upbringing."

The moderator of the panel was Tessa Rissacher who was part of the digital archive project at UC Berkeley that included the Rainbow Sign. The panelists were:

- Eugene Redmond, Poet Laureate of East St. Louis, Illinois & Emeritus Professor of English at Southern Illinois University Edwardsville
- Halifu Osumare, Professor Emerita of African American Studies at UC Davis
- Dezie Woods-Jones, President of Black Women Organized For Political Action

The series will continue this Spring with events celebrating the **Disability Rights Movement** and the founding of the **Pacific Center**.

2. **The Day of Remembrance Event** with actor, activist and New York Times best-selling author, George Takei.

Patrons streamed the award-winning documentary *And Then They Came for Us*.

Then they attend a live discussion and Q&A with Mr. Takei who during WWII, as a child, was incarcerated in Japanese-American internment camps in Arkansas and California.

And Then They Came for Us is an award-winning documentary directed by the Peabody Award winning team of Abby Ginzberg and Ken Schneider, which tells the story of the internment camps while highlighting Japanese American activists as they speak out against the Trump administration's Muslim registry and travel ban.

These programs are both available on the [Library's YouTube channel](#).

3. A culinary program, aimed at teen but inclusive of all ages, is with the co-founders of the Ohlone Café on Bancroft Way. Vincent Medina and Louis Trevinolead host a discussion on their **work to preserve and promote Ohlone food traditions as well as conduct a cooking demonstration**.
4. The 5th in the series of our collaboration with the Berkeley Chamber of Commerce is on strategies to help boost small business' visibility in google search results. This collaboration, **the Berkeley Business Bootcamp**, was created to help support small businesses and entrepreneurs especially during this challenging economic time during the pandemic.
5. Launch of a fun, interactive 6-part series **Making Myths New** combines learning, entertainment and an opportunity for a creative outlet. Patrons will read ancient Greek myths, discuss the works of art and literature that they have inspired, and make myth-inspired stories, poems, and songs.
6. In January several book discussion groups began. One fun example is the **Berkeley-Portland LGBT book club** where patrons can connect virtual for a lively discussion on the month's designated read. They read a wide range of lgbt+ books and genres.

Due to popularity, there was also a second ESL Conversation Club scheduled in February.

March includes a wonderful array of programming, including a children's author talk with [Lourdes Rivas, author of They Call Me Mix](#) and a [Chinese New Year celebration in Mandarin and English](#). [Part 6 of the Berkeley Business Bootcamp](#) focuses on marketing and competitors using ReferenceUSA.

Traditionally held in the library as the LEGO in the Library program, this year, kids have been invited to participate in a series of LEGO challenges at home and share them via the Library's Instagram. Each Friday a new challenge is posted on Instagram and Facebook. Librarian Andrea Mullarkey's Teen Advisory Group has been submitting some wonderfully creative responses to the challenge, and BPL has also gotten some entries from kids around town. Library staff would like to thank and acknowledge the Berkeley Public

Library Foundation for funding some extra LEGO sets to be provided at no cost to families to support their participation in the program.

Librarian Andrea Mullarkey and Tool Specialist Angel Entes received high praise for a recent outreach presentation to a Zoom class led by Cal Engineering Students and one of our Community Repair Partners, Transition Berkeley, last week. The class was composed of local high school students who are learning basic electronics and appliance repair skills. Andrea and Angel filmed a tour of the Tool Lending Library and answered questions about repair and tool availability. Representatives from Transition Berkeley shared:

"Thank you so much for sharing information about the library and especially the Tools you have available. I think the students were impressed. One said, "Those kitchen tools and saws look rad!" Another student asked if we were going to use the Tool Lending Library in this class...oh darn I sure wish we could. We are hoping to run the class in-person next year and take advantage of all you have to offer!! We really appreciated your time and effort to make the information informative and fun!"

The Farm to Shelf series of programming continues to be very popular and well-received. This series was initiated by Supervising Librarians Heather Cummins and Dan Beringhele in November in response to the culinary series of events originally planned for an in-person format last May. It has become a great way for the Library not only to promote its cookbook collection but also the upcoming culinary tools collection. Staff has also been able to highlight and bring awareness to the area's local, small businesses through our hosts (including Sweet Maria's Coffee Roasting supplies, local farmer's markets, local organic food growers, and in March, the owner of Oakland's Cosecha restaurant, Dominica Rice-Cisneros. Rice-Cisneros is a contributor of the celebratory book of female culinary professionals, *Cherry Bombe*.



Last Saturday's Farm to Shelf event was the most engaging. 145-159 attendees participated throughout the whole hour. Local author, chef, and chocolatier, Alice Medrich (BPL has many of her books in its collection) was called a "goddess," "queen," and a "hero" multiple times throughout the event. Alice answered over 60 questions in one hour. Attendees came from Japan, Australia, Detroit, and Atlanta. The outpouring of appreciation of the Library was ongoing in the Zoom chat.

We would like to acknowledge Information Technology's Vlad Kaplun and Alicia Abramson for purchasing the high-quality equipment that staff uses when they film these culinary demonstrations. Dan and Heather would also like to acknowledge Andrea Mullarkey, who has edited the last several videos filmed.

These videos are also being uploaded to the [Library's YouTube channel](#).

CONTACT PERSON

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