



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday 9/1/21

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

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 September 1, 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, Administrative Secretary, \(510\) 981-6102](mailto:Eve.Franklin@cityofberkeley.info). The Board of Library Trustees may take action related to any subject listed on the agenda.

I. OATH OR AFFIRMATION OF OFFICE

A. Trustee Beverly Greene

II. 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

III. 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 July 7, 2021 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the July 7, 2021 Regular Meeting of the Board of Library Trustees.

B. FY 2021 Annual Gift Report

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2021 as mandated by CC Resolution No. 65,444-N.S.

C. Contract Amendment: No. 32100093, Pacific Site Management

From: Brian Gavin, Senior Building Maintenance Supervisor

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 32100093 with Pacific Site Management for the provision of landscape maintenance services at all Berkeley Public Library facilities in an incremental increase of \$95,000.00, thereby increasing the contracted total not-to-exceed amount to \$120,000.00, and to amend the Contract's date of expiration to December 31, 2024 from December 31, 2021.

D. Contract: Konica-Minolta for Public Printing and Photocopying Services

From: Alicia Abramson, Information Technology Manager

Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute a contract with Konica Minolta Business Solutions U.S.A., Inc. for implementation, maintenance and related services of a Lease for Public-Use Photocopy and Printing Equipment and Service for Berkeley Public Library, for an amount not to exceed \$55,079 from September 15, 2021 through June 30, 2024. The agreement will replace the previous agreement with Konica Minolta Business Solutions U.S.A., Inc. which expired on September 18, 2020.

E. Emergency Connectivity Fund Grant

From: Alicia Abramson, Information Technology Manager

Recommendation: Adopt a Resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$36,800 in funding from the FCC's Emergency Connectivity Fund (ECF). If awarded, the money will be used for the purchase of 100 4G LTE (cellular) enabled Chromebook computers. These devices will expand the Library's existing Chromebook and Wi-Fi hotspot lending program from 50 to a total of 150 circulating Chromebooks.

IV. ACTION CALENDAR

A. Format of Director Evaluation

From: Tess Mayer, Director of Library Services

Recommendation: Continue discussion of the format of the Director evaluation; determine next steps.

B. Resumption of Board of Library Trustee in person meetings

From: Tess Mayer, Director of Library Services

Recommendation: Discuss and determine whether or not the next Board of Library Trustees meeting, on October 6, 2021, will take place online or in the Meeting Room of the Central Library. Resolve that in the event that Executive Order N-29-20 is extended before the October 6, 2021 meeting, it will be held online. In the event that it is not, the meeting will be held in person.

V. INFORMATION REPORTS

All items for discussion only and no final action.

A. FYTD 2021 – 3rd Quarter YTD Budget Report – Dennis Dang, Administrative and Fiscal Services Manager

B. Outdoor Pickup Circulation Report – Bae Smith, Supervising Librarian

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

VI. 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

VII. 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 August 26, 2021.

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

**Communications:**





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, July 7, 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     |

**PRELIMINARY MATTERS**

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

1. **Call to order:** 6:32 pm.  
Present: Trustees Davenport, Hahn, Roth and Selawsky.  
Absent: None.  
Also Present: Tess Mayer, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Manager; Amanda Myers, Acting Library Services Manager; Aimee Reeder, Assistant Management Analyst; Danielle McMillian, Associate Human Resources Analyst; Amanda Myers, Acting Library Manager; Eve Franklin, Administrative Secretary;
2. **Public Comments:** 0 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**
  1. **Trustee Roth** – To any candidate listening, this was extremely difficult, we have many well qualified candidates. Thank you for applying.
  2. **Trustee Davenport** – Former Library Director Regina Minudri died June 18. She was our Director beginning in 1977. She’s known for many programs that Berkeley Public Library is still known for: Tool Lending Library, Berkeley Information Network, Berkeley READS Program. She encouraged the Library union to get organized and be a partner in the administration of the library. While she was doing that, she was also California Library Association President and American Library Association LA Vice President and was teaching at both library schools. Most known for thinking of the Library Relief Act, the first tax made with the public to pay for libraries only.
  3. **Trustee Hahn** – Expressed gratitude and acknowledgment of Regina Minudri’s passing. We closed last City Council meeting in her honor.
  4. **President Selawsky** – This pool of candidates was extremely strong. We can’t really lose. Thank you all candidates for your time and effort.

**I. CONSENT CALENDAR**

**Action:** M/S/C Trustee Davenport/Trustee Roth to adopt resolution #R21-98 to approve the consent calendar.

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

**A. Approve Minutes of the May 26, 2021 Special Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the May 26, 2021 Special Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** Adopted resolution #R21-99.

**B. Approve Minutes of the June 14, 2021 Special Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the June 14, 2021 Special Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** Adopted resolution #R21-100.

**C. Approve Minutes of the June 21, 2021 Special Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the June 21, 2021 Special Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** Adopted resolution #R21-101.

**D. Fiscal Year 2022 Purchase Authorization in Excess of Director of Library Services' Granted Authority**

**From:** Director of Library Services

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2022 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**Financial Implications:** see report.

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

**Action:** Adopted resolution #R21-102.

**E. Contract Amendment: No. 090510-1 Sentry Alarm Systems**

**From:** Senior Building Maintenance Supervisor

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to amend Contract No. 090510-1 with Sentry Alarm Systems to provide building intrusion alarm and fire systems service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental increase of \$40,000.00, thereby increasing the contracted total not-to-exceed amount to \$90,000.00, and to amend the Contract's date of expiration to September 30, 2024 from September 30, 2022.

**Financial Implications:** see report.

**Contact:** Brian Gavin, Senior Building Maintenance Supervisor

**Action:** Adopted resolution #R21-103.

**II. ACTION CALENDAR**

**A. Trustee interviews and recommendation to City Council on appointment of Trustee to serve a four-year term commencing September 15, 2021 to fill vacancy left by the ending of Judy Hunt's first term.**

The Trustees named their preferred candidates, followed by Board discussion. Trustees thanked all candidates and suggested ways they could get involved in the work of the library, such as the upcoming Strategic Plan, working with the organizations such as the Berkeley Public Library Foundation and Friends of the Library.

**From:** Director of Library Services

**Recommendation:** Trustees will discuss candidates interviewed on June 14 & 21, 2021, and adopt a resolution naming the recommended candidate to the City Council for appointment.

**Financial Implications:** none.

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

**Action:** M/S/C Trustee Hahn/Trustee Davenport to adopt resolution #R21-104 to recommend to the City Council of the City of Berkeley that the preferred candidate, Beverley Greene be appointed to the Board of Library Trustees beginning September 15, 2021.

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

### III. INFORMATION CALENDAR

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

**From:** Director of Library Services

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

**Action:** Received

### IV. AGENDA BUILDING

Next regular meeting will be held September 1, 2021.

Future topics:

- Director Evaluation
- Joint Labor Management Team update in the Fall
- Circulation patterns during the pandemic

### V. ADJOURNMENT

Trustee Davenport motioned, Trustee Hahn Seconded to adjourn the meeting. All in favor.

Adjourned at 7:34 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of July 7, 2021 as approved by the Board of Library Trustees

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

Attachments: None







**CONSENT CALENDAR**

September 1, 2021

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** FY 2021 Annual Gift Report

**RECOMMENDATION**

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2021 as mandated by CC Resolution No. 65,444-N.S.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

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

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2020 through June 30, 2021.

**CURRENT SITUATION AND ITS EFFECTS**

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2020 through June 30, 2021 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts; and of which, those in excess of \$1,000 will be reported to the City Council: the Friends of the Berkeley Public Library for \$90,000, the Berkeley Public Library Foundation for \$150,000, and the Howard and Deborah Goodman Charitable Trust for \$1,000.

**FY 2021 Gift Receipts**

| Report to CC | Donor                                     | Value          | Fund       | Notes                                                                  |
|--------------|-------------------------------------------|----------------|------------|------------------------------------------------------------------------|
| No           | Individual                                | \$100          | 104        | D. Woo                                                                 |
| No           | Individual                                | 100            | 104        | E. Enderton                                                            |
| No           | Individual                                | 300            | 104        | B. Devine                                                              |
| No           | Individual                                | 300            | 104        | S. Si for BKY Builds Readers                                           |
| No           | Howard & Deborah Goodman Charitable Trust | 1,000          | 104        | Non-restricted                                                         |
| <b>Yes</b>   | <b>Friends of BPL</b>                     | <b>90,000</b>  | <b>104</b> | <b>Library programs and materials support</b>                          |
| <b>Yes</b>   | <b>BPL Foundation: Pass-through</b>       | <b>4,000</b>   | <b>105</b> | <b>North Branch Memorial Bench</b>                                     |
| <b>Yes</b>   | <b>BPL Foundation</b>                     | <b>3,500</b>   | <b>105</b> | <b>Program: BKY Builds Readers</b>                                     |
| <b>Yes</b>   | <b>BPL Foundation</b>                     | <b>142,500</b> | <b>105</b> | <b>Library Materials, Central Improvement, Reopening, and Programs</b> |
| BPL          | Total                                     | \$241,800      |            |                                                                        |

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

FURTHER ACTION

None.

Attachments:

1. Resolution
2. Annual report to the City Council of gifts received in FY 2021

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R21- \_\_\_\_**

**FY 2021 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL**

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

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

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

WHEREAS, this year’s report covers the fiscal year period from July 1, 2020 through June 30, 2021; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Friends of the Berkeley Public Library for \$90,000, and the Berkeley Public Library Foundation for \$150,000; and

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

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on September 1, 2021 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 Trustees





Office of the City Manager

CONSENT CALENDAR  
###, 2021

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

RECOMMENDATION

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

FISCAL IMPACT OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period July 1, 2020 through June 30, 2021 the following gifts equal to or in excess of the \$1,000 aggregate were received and accepted into Library Fund accounts: the Friends of the Berkeley Public Library for \$90,000, and the Berkeley Public Library Foundation for \$150,000.

| Donor                        | Value   | Fund | Notes                                                           |
|------------------------------|---------|------|-----------------------------------------------------------------|
| Friends of BPL               | 90,000  | 104  | Library programs and materials support                          |
| BPL Foundation: Pass-through | 4,000   | 105  | North Branch Memorial Bench                                     |
| BPL Foundation               | 3,500   | 105  | Program: BKY Builds Readers                                     |
| BPL Foundation               | 142,500 | 105  | Library Materials, Central Improvement, Reopening, and Programs |

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

BACKGROUND

The Council has delegated the responsibility of acceptance and appropriation of Library gift funds to the Board of Library Trustees, such that the Library will be better able to honor the intent and wishes of the grantor/donor and fulfill identified community needs in a timely manner. The Council's delegation of authority to the Board of Library Trustees

ensures that public noticing of gifts occurs on a regular basis and annual reporting ensures that the Council remains well-informed regarding gifts to the Library.

On September 20, 2011 the Council approved Resolution No. 65,444-N.S., "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to the report was prepared by staff for Board of Library Trustee consideration and approved for communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2020 through June 30, 2021.

#### RATIONALE FOR RECOMMENDATION

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

#### ALTERNATIVE ACTIONS CONSIDERED

No other alternative actions were considered.

#### CONTACT PERSON

Tess Mayer, Director of Library Services, 981-6195

Attachment:

1. Resolution

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

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

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

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

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

WHEREAS, the submitted covers the period from July 1, 2020 through June 30, 2021, corresponding with the fiscal year calendar; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Friends of the Berkeley Public Library for \$90,000, and the Berkeley Public Library Foundation for \$150,000; and

WHEREAS, on September 1 at a special meeting of the Board, by Resolution 21-\_\_\_ the board voted to approve the annual gift report to Council as presented.

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

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

1. The Friends of the Berkeley Public Library for \$90,000; and
2. The Berkeley Public Library Foundation for \$150,000







**CONSENT CALENDAR**

September 1, 2021

To: Board of Library Trustees  
From: Brian Gavin, Senior Building Maintenance Supervisor  
Subject: Contract Amendment: No. 32100093, Pacific Site Management

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 32100093 with Pacific Site Management for the provision of landscape maintenance services at all Berkeley Public Library facilities in an incremental increase of \$95,000.00, thereby increasing the contracted total not-to-exceed amount to \$120,000.00, and to amend the Contract's date of expiration to December 31, 2024 from December 31, 2021.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding for this contract is budgeted in the adopted FY 2022 Library Tax Fund; and will be provided for in the FY 2023 and FY 2024 budgets of the Library Tax Fund.

**CURRENT SITUATION AND ITS EFFECTS**

Pacific Site Management, a full-service Bay-Friendly certified landscaping service, is the provider of landscaping services under the existing contract in effect from January 1, 2021 through December 31, 2021. Staff members of Pacific Site Management have completed training and qualification programs for experienced, local landscape maintenance professionals such as Bay-Friendly trainings offered and supported by the Alameda County Waste Management Authority & Alameda County Source Reduction and Recycling Board.

In the fall of 2020, the Library solicited bids from qualified vendors for landscaping services for the five Berkeley Public Library facilities. Of the six initial contacts, two vendors completed site visits and Pacific Site Management alone provided pricing quotes. Consequently, due to the unique market conditions imposed by the Covid-19 pandemic the Library elected to enter into an initial one-year term contract with Pacific Site Management to assess service provision and allow time for market conditions to possibly normalize. To date, Pacific Site Management is successfully providing services that meet the Contract's Scope of Services; local market conditions remain uncertain as the Covid-19 situation continues to evolve.

**BACKGROUND**

The Library, as the recipient of the City's library services parcel tax is accorded, in addition to the provision of providing City operated library services, the duty to maintain the physical plant inclusive of (Bay-Friendly) landscaping services for all City-owned library facilities consistent with City policy as adopted by City Council Resolution No. 64,507-N.S.

Bay-Friendly landscaping was integrated into the Library's current landscaping contract with Pacific Site Management effected on January 1, 2021 and set to expire on December 31, 2021. Furthermore, the City is committed as enunciated in City Council Resolution No. 64,507-N.S. to the concepts and principles outlined by Bay-Friendly landscaping practices and is committed to implementing and maintaining such sustainable practices. To date, Pacific Site Management has successfully fulfilled contracted tasks and obligations pursuant to Contract No. 32100093.

On June 10, 2008, the board adopted BOLT Resolution No. R08-56, amending the Director of Library Services' purchasing authority for services to \$50,000. And on October 14, 2009, the board adopted BOLT Resolution No. R09-94, amending the Director of Library Services' purchasing authority for goods, materials, and equipment to \$100,000. As a result, this required report to the board is for services in excess of \$50,000.

ENVIRONMENTAL SUSTAINABILITY

This contract shall employ certified Bay-Friendly landscaping services which incorporate use of permeable pavers, reuse of on-site recycled materials, and the replacement of small lawns with drought-tolerant natives and bio-filtration planters.

Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R21-\_\_\_**

**CONTRACT AMENDMENT: NO. 32100093, PACIFIC SITE MANAGEMENT**

WHEREAS, the City Council approved Resolution No. 64,507-N.S. establishing a Bay-Friendly landscaping policy for City projects; and

WHEREAS, Pacific Site Management is the provider of landscaping services as assigned under Contract No. 32100093 in effect through December 31, 2021; and

WHEREAS, due to the unique market conditions imposed by the Covid-19 pandemic the Library elected to enter into an initial one-year term contract with Pacific Site Management; and

WHEREAS, to date Pacific Site Management has successfully fulfilled tasks and obligations pursuant to the contracted Scope of Services; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 32100093 to provide for an increase of \$95,000.00, thereby, increasing the Contract’s allowable not-to-exceed amount to \$120,000.00, and to extend the term end date to December 31, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 1, 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





**CONSENT CALENDAR**

September 01, 2021

To: Board of Library Trustees  
From: Alicia Abramson, Information Technology Manager  
Subject: Contract: Konica Minolta Business Solutions U.S.A., Inc. for Lease for Public-Use Photocopy and Printing Equipment and Service

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to execute a contract with Konica Minolta Business Solutions U.S.A., Inc. for implementation, maintenance and related services of a Lease for Public-Use Photocopy and Printing Equipment and Service for Berkeley Public Library, for an amount not to exceed \$55,079 from September 15, 2021 through June 30, 2024. The agreement will replace the previous agreement with Konica Minolta Business Solutions U.S.A., Inc. which expired on September 18, 2020.

**FISCAL IMPACTS OF RECOMMENDATION**

The total cost of the contract at \$55,079 will be partially offset by miscellaneous revenue generated from copies, scans, and print jobs made by Library patrons. Based on the recommended fees and the average use of the previous photocopy machine and printer system, the anticipated revenue is approximately \$1,200 per month. The remainder of the cost of this project is funded in the FY 2022 budget and to be charged to (101-22-242-271-0000-000-463-625120 Rental of Equipment).

**BACKGROUND**

The Berkeley Public Library has offered its patrons the ability to make photocopies from hard copy material, such as non-circulating reference books or periodicals, and to print content from public computers for a fee for many years. In Fiscal Year 2019, the last fiscal year the Library was fully open to the public, there were 159,106 computer sessions and approximately 126,000 prints and photocopies made, in total, at all five Library locations. On September 18, 2020 when our then current Photocopy and Print contract with Konica Minolta Business Solutions U.S.A., Inc. expired, the Library elected not to renew the agreement due to the unknown length of time that the Library would be closed to the public due to the COVID-19 pandemic. Konica Minolta Business Solutions U.S.A., Inc. subsequently removed their equipment from all Library locations. This spring, with the Library preparing to reopen Library facilities for public access, on April 8, 2021, the Library issued public Request for Proposals (RFP) Specification No. 21-11451-C "For Library: Lease for Public-Use Photocopy and Printing Equipment and Service" in order to enable the Library to again provide this important service to the public. RFP Specification No. 21-11451-C was designed to enable the Library to compare different vendors' solutions on the market based on costs, quality of products offered, and customer service practices.

**ENVIRONMENTAL SUSTAINABILITY**

Reduction of waste and use of paper is a significant City of Berkeley priority. The Library therefore specified that only 100% recyclable paper be used for this contract.

**RATIONALE FOR RECOMMENDATION**

The Library engaged in an RFP for a Lease for Public-Use Print and Photocopy system as part of its fiduciary responsibility to oversee public funds; to ensure competitive pricing; to identify optimal service options and

**BERKELEY PUBLIC LIBRARY  
CONSENT CALENDAR REPORT**

Contract: Konica Minolta Business Solutions U.S.A., Inc. Lease for Public-Use Photocopy and Printing Equipment and Service

to capitalize upon the most up-to-date technology for public library services. As stated in Administrative Regulation 3.4 Purchasing Policy, it is City policy that “all City purchases, with only specified and approved exceptions, shall be made through a competitive process.” The primary means for fulfilling the requirement for a competitive process is to conduct a Request for Proposals (RFP). The RFP process is an open process to solicit proposed solutions from the marketplace. Responses are evaluated to determine whether a vendor is able to provide the Library with the required services at the best price. Unlike a simple bid, elements such quality of the proposed equipment, quality of customer support, and qualifications of the vendor are weighed in addition to costs.

Konica Minolta Business Solutions U.S.A., Inc. received the highest average weighted ranking score by the staff selection team comprised of four staff members (the Circulation Manager, the Administrative Secretary, an Assistant Management Analyst from Library Administration, and the Library’s Information Technology Manager). The following weights were utilized by the Library:

|                                                                                   |            |
|-----------------------------------------------------------------------------------|------------|
| <b>Cost</b>                                                                       | <b>35%</b> |
| <b>Quality of Proposed Equipment</b>                                              | <b>30%</b> |
| <b>Quality and comprehensiveness of proposed maintenance and support services</b> | <b>20%</b> |
| <b>References</b>                                                                 | <b>15%</b> |

The team independently evaluated and discussed the vendor proposals and, considering the above evaluative categories, identified three top candidates from whom to hear more details. Each identified vendor was offered and took the opportunity to present an overview of their products and services to the evaluation team via a presentation on Zoom.

Based on the final average weighted scores and an evaluation that integrates each of the above described processes, Konica Minolta Business Solutions U.S.A., Inc. is deemed the best overall fit and value for Berkeley Public Library’s Public-Use Photocopy and Print solution.

ALTERNATIVE ACTIONS CONSIDERED

Selection of Konica Minolta Business Solutions U.S.A., Inc. was the product of a thorough RFP process designed to enable the Library to systematically consider alternatives and identify a top solution, which, in this case, was determined to be Konica Minolta Business Solutions U.S.A., Inc.

CONTACT PERSON

Alicia Abramson, Information Technology Manager, (510) 981-6195

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 21- \_\_\_\_**

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN AGREEMENT AND ANY AMENDMENTS WITH KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. LEASE FOR PUBLIC-USE PHOTOCOPY AND PRINTING EQUIPMENT AND SERVICE**

WHEREAS, on September 18, 2020, when our then current Photocopy and Print contract with Konica Minolta Business Solutions U.S.A., Inc. expired, the Library elected not to renew the agreement due to the unknown length of time that the Library would be closed to the public due to the COVID-19 pandemic; and

WHEREAS, on October 20, 2020 at its regular meeting, the Board of Library Trustees of the City of Berkeley authorized the Director of Library Services to issue a Request for Proposal the Lease of a Public Photocopy and Printer System; and

WHEREAS, on April 8, 2021, the Library issued public Request for Proposals (RFP) Specification No. 21-11451-C "For Library: Lease for Public-Use Photocopy and Printing Equipment and Service" in order to provide this service to the public; and

WHEREAS, the Library's RFP review committee evaluated vendor proposals and, based upon their evaluation, the Library has determined that Konica Minolta Business Solutions U.S.A., Inc.'s proposal best meets the Library's operational, technological, and fiscal requirements; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees that the Director of Library Services is authorized to execute a contract with Konica Minolta Business Solutions U.S.A., Inc. for Public-Use Photocopying and Printing Equipment and Service in an amount not to exceed \$55,079 from September 15, 2021 through June 30, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Monday, September 1, 2021 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







**CONSENT CALENDAR**

September 1, 2021

To: Board of Library Trustees  
From: Alicia Abramson, Manager, Library Information Technology  
Subject: Emergency Connectivity Fund Grant

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to apply for and accept, if awarded, approximately \$36,800 in funding from the FCC's Emergency Connectivity Fund (ECF). If awarded, the money will be used for the purchase of 100 4G LTE (cellular) enabled Chromebook computers. These devices will expand the Library's existing Chromebook and Wi-Fi hotspot lending program from 50 to a total of 150 circulating Chromebooks.

**FISCAL IMPACTS OF RECOMMENDATION**

Acceptance of a grant of approximately \$36,800 to purchase 100 additional Chromebooks will be appropriated to 103-22-242-271-0000-000-463-651110, LB2133. Additionally, telecommunications costs are estimated to increase \$24,000 annually to provide cellular Wi-Fi access to the new Chromebooks; and of which existing funding in the Fiscal Year 2022 budget would be reallocated to cover those costs with charges going to 101-22-242-271-0000-000-463-632110 (Communication Services).

**INTRODUCTION**

Among the Berkeley Public Library's range of services aimed at providing public access to information is the availability of free and unrestricted Internet access via a high-speed broadband network accessed by no-charge public-use computers or, by Library-provided or patron-owned devices. Recognizing that access to these resources was lost to the public during the public health shutdown as a result of the COVID-19 pandemic, the Library wished to find a way to provide access to computer resources that could be used by patrons outside of Library facilities during this time.

In October 2020, the Berkeley Public Library Foundation awarded the Library a grant of \$36,500 to start a Chromebook and Wi-Fi hotspot lending pilot project. This led to the purchase of 50 Chromebook computers and the lease of 50 Wi-Fi hotspots to provide computing power and internet connectivity to patrons who did not otherwise have the means to obtain these resources. These two devices would be loaned out as "laptop kits". On May 3, 2021, the Library launched the pilot program and it has been successful to date. The laptop kits are available to any patron to check out for a four week borrowing period with one renewal if there are any available Chromebooks to fulfil the renewal request. If no renewals are available, patrons can place a hold on the next available Chromebook in order to check-out the device again. To date there have been 175 checkouts.

Because the program has been popular with patrons, all available devices are currently checked out and there are currently 12 holds for laptop kits. A patron must generally wait between two and three weeks before their hold is fulfilled. The Library hopes to meet more of the apparent demand for these laptop kits by expanding the number of available devices to lend through participation in the FCC's Emergency Connectivity Fund program.

BACKGROUND

The FCC's Emergency Connectivity Fund (ECF) is a \$7.17 billion program that offers schools and libraries the opportunity to provide the tools and services their communities need for remote learning during the COVID-19 emergency period. ECF will help provide relief to millions of students, school staff, and library patrons and will help close the Homework Gap for students who currently lack necessary Internet access or the devices they need to connect to classrooms. For eligible schools and libraries, the ECF Program will cover reasonable costs of laptop and tablet computers; Wi-Fi hotspots; modems; routers; and broadband connectivity purchases for off-campus use by students, school staff, and library patrons.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, 510-981-6195

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R22-\_\_\_**

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO PARTICIPATE IN AND ACCEPT EMERGENCY CONNECTIVITY FUND FUNDING IN FISCAL YEAR 2022**

WHEREAS, the FCC administers the Emergency Connectivity Fund for the purchase of computers and Wi-Fi hotspots; and

WHEREAS, among the Berkeley Public Library’s range of services aimed at providing public access to information is the availability of free and unrestricted Internet access via a high-speed broadband network accessed by no-charge public-use computers or, by Library-provided devices.; and

WHEREAS, recognizing that access to these computing resources was lost to the public during the public health shutdown as a result of the COVID-19 pandemic, the Library explored ways to provide patrons with computer access outside of Library facilities; and

WHEREAS, the Berkeley Public Library Foundation awarded the library a grant of \$36,500 to start a Chromebook and Wi-Fi hotspot lending pilot project which was launched on May 3, 2021 with 50 Chromebooks and Wi-Fi hotspots; and

WHEREAS, the FCC is offering an opportunity to receive funding to purchase additional 4G LTE cellular enabled Chromebooks;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for, receive, accept, and appropriate in full, funds estimated at \$36,800, if so awarded by the FCC to the Berkeley Public Library in order to expand the current Chromebook lending program.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, September 1, 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





**ACTION CALENDAR**  
September 1, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Format of the Director Evaluation

**RECOMMENDATION**

Continue discussion of the format of the Director evaluation; determine next steps.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

The Board of Library Trustees participated in a workshop on July 21, 2020, to discuss the onboarding of the new Director with consultants from CPS HR Consulting.

The Board of Library Trustees held a special meeting on January 2, 2021 to discuss the structure of the director evaluation with Director of Library Services, Tess Mayer. BOLT discussed this item again during the agenda setting discussion at the March 3 regular BOLT meeting.

During these conversations, it was noted that it would be helpful to incorporate Mayer's work plan goals as described in the attachment Mayer Work Plan 2.11.

BOLT members also referenced the examples of Director Evaluations provided on the United for Libraries website, under Organizational Tools for Trustees:

<https://www.ala.org/united/trustees/orgtools>

**CURRENT SITUATION AND ITS EFFECT**

The Board of Library Trustees will be establishing the format of the director evaluation and determine next steps in completing the process.

**CONTACT PERSON**

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

Attachments:

1. Mayer work plan 2.11



## Director of Library Services, Priority Projects January 2021–January 2022

**Budget Priority: Provide state-of the-art, well maintained infrastructure, amenities, and facilities**

| Goal                                                                                                         | Stakeholders                                                                               | Description                                                                                                                                                                                                                                                                           | Comments |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Complete the Central Library Improvements project</b>                                                     | Facilities, Administration, Public Works, Noll & Tam, Falk, Foundation, Friends, CoB       | Complete construction and outstanding punch list; final safety + external reviews (fire, ADA), collection and furniture placement complete; wayfinding & signage; establish staff committee for reopening procedures, staffing and service models, staff training and communications. |          |
| <b>Restart Bancroft wing external stucco replacement project &amp; Central Library air conditioning unit</b> | Facilities, Administration, Public Works, vendor                                           | Preliminary assessment has taken place; permit extended; develop scope and timeline for completion of restoration.<br><br>Develop an air conditioning unit replacement plan.                                                                                                          |          |
| <b>Secure patron printing services in all locations</b>                                                      | IT staff, public services staff, vendor                                                    | Contract for printing services ended during closure and was not renewed due to evaluation of service. New vendor needs to be identified and equipment installed to provide for printing upon reopening. Develop staff training and patron communications before launch.               |          |
| <b>Initiate redesign of Central Library children's story room to optimize programming space</b>              | Children's and other public services staff, Foundation, administration, vendors, community | Initiate staff and community conversations around needs and ideas.                                                                                                                                                                                                                    |          |

|                                                                           |
|---------------------------------------------------------------------------|
| <b>Budget Priority: Champion and demonstrate social and racial equity</b> |
|---------------------------------------------------------------------------|

| Goal                                                                                                     | Stakeholders                                                                                                                                 | Description                                                                                                                                                                             | Comments |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Apply to CA Libraries Cultivating Race, Equity, and Inclusion Initiative (CREI)</b>                   | BPL staff, CA State Library, CALIFA, Marin County Free Library & Santa Monica Public Library                                                 | Apply to participate in CA Libraries CREI initiative; identify BPL staff team to participate in learning cohorts; caucus with Library Council on best practices for staff participation |          |
| <b>Identify racial equity training opportunities and recommend training for BPL staff and leadership</b> | BPL staff, CA State Library, CALIFA, Marin County Free Library & Santa Monica Public Library;<br><br>Other neighboring library systems + ULC | Staff core team reviews and evaluates training options in addition to offerings provided by City of Berkeley                                                                            |          |



**Budget Priority: Provide excellent, timely, easily-accessible services and information to the community**

| Goal                                                                                                     | Stakeholders                                                                                              | Description                                                                                                                                                                                                                                                           | Comments |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Launch mobile wireless hotspot/laptop lending for patron check-out and use outside of the Library</b> | IT, BPL staff team, staff in general, community stakeholders, Foundation                                  | Pilot laptop/hotspot lending program; work with community partners for promotion to vulnerable populations; assess expansion of pilot                                                                                                                                 |          |
| <b>Launch culinary tools collection access</b>                                                           | BPL staff, Tool Lending staff specifically, community, Foundation                                         | Develop and offer access to culinary tools collection from the Tool Lending Library, including selection, procurement, cataloging, and lending. Develop internal and external communications on processes. Expand culinary book collections and culinary programming. |          |
| <b>Deepen collaboration with Berkeley Unified School District (BUSD)</b>                                 | BUSD district librarian and other leadership; BPL and BUSD IT staff; Collection Services staff; BPL staff | Explore approaches to providing greater access to BPL resources and ease of use of BPL facilities, upon reopening, by BUSD students.                                                                                                                                  |          |

|                                                                          |
|--------------------------------------------------------------------------|
| <b>Budget Priority: Support community safety, wellness, and recovery</b> |
|--------------------------------------------------------------------------|

| Goal                                                          | Stakeholders                                                                                | Description                                                                                                                                                                                   | Comments                                                       |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Prepare all Libraries for reopening under pandemic conditions | BOLT, administration, BPL staff, labor partners                                             | Develop plans for reopening that align with guidance from City of Berkley Public Health Officer                                                                                               |                                                                |
| Prepare for reopening of the newly renovated Central Library  | Central Library staff, administration, additional BPL staff members, facilities, Foundation | Establish comprehensive planning committee responsible for safety and emergency procedures, all staff training, customer service plans and community outreach                                 |                                                                |
| Develop a social worker in the Library program                | BPL staff team, administration, City of Berkeley staff                                      | FTE intended 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. | Recruitment contingent on finalization of next biennial budget |
| Develop and continue programs that support community recovery | BPL staff, administration, Foundation, Friends, City partners such as OED and Chamber       | Support community resilience and growth through offering programs that respond to the community's ever-changing needs during the pandemic                                                     |                                                                |

**Budget Priority: Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework**

| Goal                                                             | Stakeholders                                                                 | Description                                                                                                                                                                                                                                              | Comments |
|------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Planning and preparation to execute a strategic planning process | BOLT, administration, BPL staff, community stakeholders, Foundation, Friends | Initiate a strategic planning process that incorporates a systematic community input process;                                                                                                                                                            |          |
| Board development: Brown Act training                            | BOLT, City of Berkeley staff (potential partners), administration            | Coordinate/schedule training for BOLT and Library staff on the Brown Act                                                                                                                                                                                 |          |
| Board development: Budget workshop                               | BOLT, City of Berkeley staff, administration including finance team          | Conduct public workshop for BOLT and members of the public, highlighting key elements in budget planning process and documentation for Library                                                                                                           |          |
| Board development: bylaws                                        | BOLT, administration                                                         | Finalize and adopt bylaws for Board of Library Trustees                                                                                                                                                                                                  |          |
| Address outstanding Auditor recommendations                      | City of Berkeley Auditor, CoB staff, administration, BOLT                    | Outstanding deliverables include: <ol style="list-style-type: none"> <li>1. Implementation of a <b>reserve policy</b></li> <li>2. Public workshop on the Library budget</li> <li>3. Communications strategy around BPL collection development</li> </ol> |          |
| Complete transition to ERMA                                      | City of Berkeley staff, administration, finance team, all BPL staff          | Although the Library has partially transitioned to ERMA for some backend functions, Employee Self Service and a new timecard system must still be implemented and all staff trained on the new procedures                                                |          |
| Recruitment schedule                                             | Administration, City of Berkeley                                             | Create schedule and plans for ongoing Library recruitments to fill vacancies, incorporating the City of Berkeley's parameters around the current hiring freeze                                                                                           |          |
| Individual staff meetings                                        | Director, all BPL staff                                                      | One on one meetings between director and all BPL staff (who opt to participate)                                                                                                                                                                          |          |

| Goal                                                                       | Stakeholders                                         | Description                                                                                                                                                           | Comments |
|----------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Engage staff leadership teams in developing policies and procedures</b> | Union leadership, management, admin, library council | Actively engage and work with Union leadership and Supervisors on best practices and communications for pandemic-specific operations and reopening of the facilities. |          |

DRAFT

**Budget Priority: Maintain the stability of the operating budget and plan for future operational needs - including establishing / maintaining a balanced budget**

| Goal                                     | Stakeholders                                                         | Description                                                                                            | Comments |
|------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------|
| <b>Complete budget planning process</b>  | Finance team, City of Berkeley, Board of Library Trustees, BPL staff | Key deliverables to CoB, required over next 6 months                                                   |          |
| <b>Finalize proposed position roster</b> | Finance team, City of Berkeley, Board of Library Trustees, BPL staff | Includes comprehensive review of position control, including recommendations for additions and changes |          |

| Position Description: Community Relationships |  |  |  |
|-----------------------------------------------|--|--|--|
|-----------------------------------------------|--|--|--|

| Goal                                                                                                                | Stakeholders                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Comments |
|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Ongoing outreach conversations with key community stakeholders                                                      | Local community-based organizations and partners, including educational partners | These outreach conversations are a regular component of the position and will eventually become in-person meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |
| Develop relationships with City of Berkeley Senior Leadership Team                                                  | City of Berkeley Senior Leadership Team                                          | Virtual and then in-person meetings with each department lead                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |
| Regular meetings with Foundation Director and Friends leadership                                                    | Foundation Executive Director, Friends leadership                                | Ongoing meetings and check-ins with these key stakeholders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |
| Regular participation Pacific Library Partnership (PLP) and Urban Libraries Council (ULC) library director meetings | PLP; ULC<br><br>Regional and national library director forums                    | ULC provides an important forum for library leaders to share best practices and innovative ideas. The <b>Pacific Library Partnership</b> is a consolidation of four library systems, <b>BALIS (Bay Area Library and Information System)</b> , serving Alameda, Contra Costa, and San Francisco Counties; <b>PLS (Peninsula Library System)</b> , serving San Mateo County; <b>MOBAC (Monterey Bay Area Cooperative Library System)</b> , serving Monterey, Santa Cruz, and San Benito Counties; and <b>SVLS (Silicon Valley Library System)</b> , serving Santa Clara County |          |



**ACTION CALENDAR**  
September 01, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Resumption of Board of Library Trustee in person meetings

**RECOMMENDATION**

Discuss and determine whether or not the next Board of Library Trustees meeting, on October 6, 2021, will take place online or in the Meeting Room of the Central Library. Resolve that in the event that Executive Order N-29-20 is extended before the October 6, 2021 meeting, it will be held online. In the event that it is not, the meeting will be held in person.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, meetings of the Board of Library Trustees were conducted exclusively through teleconference and Zoom videoconference beginning on May 6, 2020. Pursuant to the Executive Order and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there was not a physical meeting location available during this time period. EO N-29-20 allows local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically without violating the open meeting laws found in the Bagley-Keene Act or the Brown Act.

**CURRENT SITUATION AND ITS EFFECTS**

At the time of this writing, it is not yet known whether or not the Executive Order will be extended. The City Council is currently planning and preparing for onsite meetings of Councilmembers to take place. There may be an extension of the EO that takes place after the September 1 BOLT meeting takes place. Therefore, the Board needs to determine what will occur in the event that an extension either does or does not take place.

**CONTACT PERSON**

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







**INFORMATION REPORTS**

September 1, 2021

To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: FYTD 2021 – 3<sup>rd</sup> Quarter YTD Budget Report

**INTRODUCTION**

Library fiscal year 2021 results at end of 3Q by Fund are as follows:

| Fund                  | Revenue      |        | Expenditures (xcl Encmb) |        |
|-----------------------|--------------|--------|--------------------------|--------|
|                       | Actual 3Q    | YoY    | Actual 3Q                | YoY    |
| Library Tax (101)     | \$13,685,584 | 0.1%   | \$14,715,617             | 11.7%  |
| Grants (103)          | \$50,911     | -44.8% | \$69,199                 | 78.2%  |
| Friends & Gifts (104) | \$91,905     | -29.8% | \$33,454                 | -36.6% |
| Foundation (105)      | \$89,000     | 471.3% | \$464,670                | 919.7% |

**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 2021 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. 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. And, on April 7, 2021, via Resolution No.: R21-084, an incremental increase of \$17,150 was approved to the Library Tax Fund (101) expenditure budget to accommodate the Library’s apportionment of a City Council authorized change to municipal electricity accounts.

**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 third quarter, revenues at \$13,685,584 were flat year-over with an increase of 0.1%. Third 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 – is down year-over by \$47,878, in line with expectations due to tax rates remaining unchanged from FY 2020. Measured against the revised budget, tax receipts to date are 66.7% of the budgeted amount. Other revenue, amounting to \$115,411, comprised primarily the transfer of remaining funds from the closure of the TBR Fund (102) as authorized by BOLT Resolution No. R19-012, and library fines.

Library Tax Fund expenditures excluding encumbrances at \$14,715,617 were up 11.7% from the prior year-to-date period, an increase of \$1,538,356. In comparison to the prior fiscal year period, year-to-date combined salary and wage costs were down by 5.8%, or \$352,633, driven by vacancies across the system and the continued City-wide ordered suspension of intermittent staffing due to Covid-19. Yet, fringe benefit costs ticked up slightly at 0.1%, up \$5,821, primarily due to CalPERS contributions recording an unfavorable increase of \$60,592. Excluding encumbrances, non-

labor year-over costs jumped \$1,885,708 to \$5,375,669 as building property costs hit \$2,306,548 with the Central Library interior renovation construction work progressing towards completion. Other non-staffing expenditures continued to be subject to a heightened degree of non-predictability as the Library adjusted services to an evolving environment guided by federal, state, municipal, and professional, e.g., American Library Association, recommendations for navigating the Covid-19 public health crisis. Library materials expense at \$1,333,654 was higher year-over by \$131,806 due to heightened demand for electronic materials; as well, lower value computer equipment and system software purchases at \$236,344 exceeded the prior fiscal year period by \$76,835. Offsetting expenditures recording favorable year-over variances were in general a result of timing delays as health guidance and recommendations caused internal and external bottlenecks in regards to staffing resources, and vendor and equipment availability; impacted activities included building repair and maintenance, professional services, and higher value computer equipment and services.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 75% third quarter benchmark, period spending at 81% to the budget, was favorable with total staffing costs lagging by \$2.0MM across all areas of compensation inclusive of salary and wages, medical insurance, and CalPERS retirement expense as major items. Non-labor expenditures, \$1.4MM below the budget benchmark, was characterized by the adjustment in delivery of library services in response to the present public health crisis, as material savings were seen in miscellaneous professional, security, and custodial services; field supplies; as well as building and infrastructure with the deferral to FY 2022 of the Central Library's exterior stucco reapplication and A/C unit replacements.

#### *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.

At the end of the 3<sup>rd</sup> quarter the Fund had received \$50,911, the first of two payments to be issued towards the FY 2020-2021 CLLS grant award of \$56,568. Additionally, on October 14, 2020, 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, measured against the 75% budget benchmark, are running at 126% for wages attributable to literacy tutoring (currently performed online) – reaching 100% of the FY 2021 budget amount. The spend-down for program supplies and software licensing stood at 58% of the 75% benchmark.

#### *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 has to date received \$1,800 in private gifts and in full The Friends of the Berkeley Public Library FY 2021 award of \$90,000. Expenditures at \$33,454 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. Funding from the Friends continues to support programs that span the interests of Children to Adults, sustains the Summer Reading and City Reads programs that promote reading as an activity, and supports staff acknowledgement and recognition activities such as Library Workers' Day.

*FOUNDATION FUND (105)*

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

The Foundation, through the 3<sup>rd</sup> quarter, has provided \$89,000 in targeted funding to support a diverse panoply of Library initiatives ranging from in-person outside public services; procuring *Brainfuse*, an online tutoring service available free to Library patrons; funding for equipment and materials for the Culinary Collection lending service; supporting the Children’s Services *Lego Challenge* educational program; and sponsoring the *Chromebook and Hotspot Lending Pilot Project*, a program designed to support bridging the digital divide affecting those most vulnerable and underserved in the City of Berkeley. Financial support from the Foundation paid for \$464,670 of expenditures of which included were \$414,716 for Central Library interior renovation furniture, fixtures, and equipment, \$17,111 for *Chromebook and Hotspot Lending Pilot Project* equipment, and \$14,066 for provisioning the Culinary Collection.

SUMMARY OF OPERATIONS EXPENSES

Library expenditures continued to trend below budget due to vacancies resulting from resignations, retirements, Covid-19 impacts stemming from mandated to general public behavioral adjustments, and other more specific factors such as the deferral of exterior stucco reinstallation and A/C unit replacements at the Central Library – stucco reinstallation and A/C unit replacements’ costs have been reprogrammed for FY 2022. In spite of this evolving and tumultuous background, the Library through the 3<sup>rd</sup> quarter has completed the Central Library’s first and second floors interior renovation project, was a leading contributor of staff to the City’s Covid-19 emergency response efforts, pivoted to providing outdoor public services and a more robust on-line presence, publicly launched the highly requested culinary lending service in the midst of a pandemic, and filled the Director’s position in the 1<sup>st</sup> quarter after 3 years of vacancy. At the end of the third quarter, actual expenses excluding encumbrances across all Library Funds were 18.8% below the benchmarked revised budget.

CONTACT PERSON

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

Attachments:

- 1: 3Q-FYTD 2021 Revenues by Fund
- 2: 3Q-FYTD 2021 Expenditures by Fund



### 3Q-FYTD 2021 REVENUES BY FUND

| BERKELEY PUBLIC LIBRARY : REVENUES MAR FY21 |                        |                   |                   |               |                |                  |                | 9                 | 75.0%          |
|---------------------------------------------|------------------------|-------------------|-------------------|---------------|----------------|------------------|----------------|-------------------|----------------|
| Berkeley Public Library + CoB               |                        | Actuals           |                   |               |                |                  |                | YTD FY21          |                |
| Elmnt-<br>Object                            | Description            | Bdgt RVSD<br>FY21 | Lib Dscr<br>101   | TBR<br>102    | Grants<br>103  | Frnd/Gift<br>104 | Fndtn<br>105   | Actual<br>FY21    | % RVSD<br>Rcvd |
| 412110                                      | Special Assessment T   | 20,342,539        | 13,570,173        |               |                |                  |                | 13,570,173        | 66.7%          |
| 432110                                      | Operating Grants - S   | 60,000            |                   |               | 50,911         |                  |                | 50,911            | 84.9%          |
| 451310                                      | Library Fines          | 40,000            | 14,015            |               |                |                  |                | 14,015            | 35.0%          |
| 471110                                      | Interest - Investments |                   |                   |               |                | 105              |                | 105               |                |
| 481110                                      | Misc Rev - Donations   | 205,000           |                   |               |                | 91,800           | 89,000         | 180,800           | 88.2%          |
| 483990                                      | Misc Rev - Other       | 32,000            |                   |               |                |                  |                |                   |                |
| 491011                                      | Xfr fr 010             | 17,150            | 17,150            |               |                |                  |                | 17,150            | 100.0%         |
| 491102                                      | Xfr Out fr 102         | 84,246            | 84,246            |               |                |                  |                | 84,246            | 100.0%         |
| 499100                                      | AAO Carryover          |                   | 12,027,795        | 84,246        | 84,231         | 445,378          | 885,875        | 13,527,525        |                |
| <b>Berkeley Public Library + CoB</b>        |                        | <b>20,780,935</b> | <b>25,713,379</b> | <b>84,246</b> | <b>135,142</b> | <b>537,283</b>   | <b>974,875</b> | <b>27,444,925</b> | <b>132.1%</b>  |



| BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY21 |                                |                   |                      |               |                  |              | 9                | 75.0%           |
|-------------------------------------------------|--------------------------------|-------------------|----------------------|---------------|------------------|--------------|------------------|-----------------|
| Berkeley Public Library + CoB                   |                                |                   | Actuals+Encumbrances |               |                  |              | YTD MAR          |                 |
| Elmnt-<br>Object                                | Description                    | Bdgt RVSD<br>FY21 | Lib Dscr<br>101      | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105 | Actual<br>FY21   | % RVSD<br>Spent |
| 511110                                          | Wages - Reg - Monthly Misc     | 9,421,954         | 5,675,353            |               |                  |              | 5,675,353        | 60.2%           |
| 512110                                          | Wages - Hourly                 | 272,931           | 661                  | 30,411        |                  |              | 31,072           | 11.4%           |
| 513110                                          | Wages - OT - Miscellaneous     | 12,442            | 142                  |               |                  |              | 142              | 1.1%            |
| <b>Prsnl Svcs-Salaries and Wages</b>            |                                | <b>9,707,327</b>  | <b>5,676,156</b>     | <b>30,411</b> |                  |              | <b>5,706,566</b> | <b>58.8%</b>    |
| 520110                                          | Emp FB - Medical               | 1,618,367         | 891,566              |               |                  |              | 891,566          | 55.1%           |
| 520120                                          | Emp FB - Dental                | 189,286           | 90,705               |               |                  |              | 90,705           | 47.9%           |
| 520130                                          | Emp FB - Cash-In-Lieu          | 123,235           | 72,889               |               |                  |              | 72,889           | 59.1%           |
| 520140                                          | Emp FB - Life Insurance        | 7,092             | 3,777                |               |                  |              | 3,777            | 53.3%           |
| 520210                                          | Emp FB - Medicare              | 113,180           | 72,954               | 424           |                  |              | 73,378           | 64.8%           |
| 520220                                          | Emp FB - SRIP                  | 303,240           | 160,851              |               |                  |              | 160,851          | 53.0%           |
| 520310                                          | Emp FB - Pers - Misc           | 3,100,714         | 1,887,617            |               |                  |              | 1,887,617        | 60.9%           |
| 520350                                          | Emp FB - Pars                  | 14,534            | 1,185                | 1,113         |                  |              | 2,299            | 15.8%           |
| 520410                                          | Emp FB - Opeb - Retiree Medica | 208,327           | 116,535              | 14            |                  |              | 116,550          | 55.9%           |
| 520510                                          | Emp FB - Workers Compensation  | 197,678           | 111,056              | 484           |                  |              | 111,539          | 56.4%           |
| 520520                                          | Emp FB - Terminal Payout       | 174,518           | 103,865              |               |                  |              | 103,865          | 59.5%           |
| 520530                                          | Emp FB - Allowances            | 800               | 918                  |               |                  |              | 918              | 114.8%          |
| 520540                                          | Emp FB - Commuter Check        | 22,514            | 11,542               |               |                  |              | 11,542           | 51.3%           |
| 520550                                          | Emp FB - Other Fringe Benefits | 230,157           | 138,331              |               |                  |              | 138,331          | 60.1%           |
| <b>Prsnl Svcs-Fringe Benefits</b>               |                                | <b>6,303,642</b>  | <b>3,663,792</b>     | <b>2,035</b>  |                  |              | <b>3,665,828</b> | <b>58.2%</b>    |
| 511160                                          | Wages - Reg - Salary Savings   | (800,000)         |                      |               |                  |              |                  |                 |
| <b>Personal Services-Employee</b>               |                                | <b>15,210,969</b> | <b>9,339,948</b>     | <b>32,446</b> |                  |              | <b>9,372,394</b> | <b>61.6%</b>    |

3Q-FYTD 2021 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY21 |                               |                   |                      |               |                  |              | 9                | 75.0%           |
|-------------------------------------------------|-------------------------------|-------------------|----------------------|---------------|------------------|--------------|------------------|-----------------|
| Berkeley Public Library + CoB                   |                               |                   | Actuals+Encumbrances |               |                  |              | YTD MAR          |                 |
| Elmnt-<br>Object                                | Description                   | Bdgt RVSD<br>FY21 | Lib Dscr<br>101      | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105 | Actual<br>FY21   | % RVSD<br>Spent |
| 612310                                          | Prof Svcs - Engineering Svcs  | 167,033           | 140,286              |               |                  |              | 140,286          | 84.0%           |
| 612990                                          | Prof Svcs - Miscellaneous     | 772,307           | 300,878              |               | 17,450           |              | 318,328          | 41.2%           |
| 613120                                          | Tech Svcs - Equipment Maint   | 35,450            | 30,095               |               |                  |              | 30,095           | 84.9%           |
| 613130                                          | Tech Svcs - Software Maint    | 346,000           | 170,874              |               |                  |              | 170,874          | 49.4%           |
| 613910                                          | Tech Svcs - Hazmat Handling   | 2,500             |                      |               |                  |              |                  |                 |
| <b>Purchased Prof &amp; Tech Svcs</b>           |                               | <b>1,323,290</b>  | <b>642,132</b>       |               | <b>17,450</b>    |              | <b>659,582</b>   | <b>49.8%</b>    |
| 621110                                          | Utilities - Gas/Electric      | 337,025           | 363,875              |               |                  |              | 363,875          | 108.0%          |
| 621120                                          | Utilities - Water/Sewer       | 35,532            | 51,982               |               |                  |              | 51,982           | 146.3%          |
| 621130                                          | Utilities - Refuse            | 34,252            | 16,691               |               |                  |              | 16,691           | 48.7%           |
| 622110                                          | Custodial - Janitorial Svcs   | 461,783           | 286,692              |               |                  |              | 286,692          | 62.1%           |
| 624110                                          | Property Repairs & Maint      | 188,633           | 225,381              |               |                  |              | 225,381          | 119.5%          |
| 625110                                          | Rental of Real Property       | 1,500             | 68                   |               |                  |              | 68               | 4.6%            |
| 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            | 1,118                |               |                  |              | 1,118            | 7.5%            |
| 634120                                          | Train and Conf - Registration | 40,135            | 4,634                |               |                  |              | 4,634            | 11.5%           |
| 634210                                          | Travel - Airfare              | 10,000            | 426                  |               |                  |              | 426              | 4.3%            |
| 634220                                          | Travel - Lodging              | 10,000            |                      |               |                  |              |                  |                 |
| 634230                                          | Travel - Other Transportation |                   | 29                   |               |                  |              | 29               |                 |
| 635110                                          | Printing and Binding          | 10,600            | 1,000                |               | 1,000            |              | 2,000            | 18.9%           |
| 637990                                          | Gov Pmts - Misc Fee and Taxes | 5,000             | 4,400                |               |                  |              | 4,400            | 88.0%           |
| 639110                                          | Fees - Bank Fees              | 4,500             | 631                  |               |                  |              | 631              | 14.0%           |
| 639120                                          | Fees - Prof Dues and Fees     | 47,250            | 36,946               |               |                  |              | 36,946           | 78.2%           |
| 639130                                          | Courier and Delivery Services | 27,000            | (2,559)              |               |                  |              | (2,559)          | -9.5%           |
| 639990                                          | Other Services                | 261,296           |                      |               |                  |              |                  |                 |
| <b>Other Purchased Services</b>                 |                               | <b>1,736,998</b>  | <b>1,503,432</b>     |               | <b>1,000</b>     |              | <b>1,504,432</b> | <b>86.6%</b>    |



| BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY21 |                                 |                   |                      |               |                  |                | 9                 | 75.0%           |
|-------------------------------------------------|---------------------------------|-------------------|----------------------|---------------|------------------|----------------|-------------------|-----------------|
| Berkeley Public Library + CoB                   |                                 |                   | Actuals+Encumbrances |               |                  |                | YTD MAR           |                 |
| Elmnt-<br>Object                                | Description                     | Bdgt RVSD<br>FY21 | Lib Dscr<br>101      | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105   | Actual<br>FY21    | % RVSD<br>Spent |
| 641110                                          | Supplies - Office               | 41,957            | 18,394               |               |                  |                | 18,394            | 43.8%           |
| 641120                                          | Supplies - Postage              | 36,000            | 1,180                |               |                  |                | 1,180             | 3.3%            |
| 642120                                          | Suppl - Field - Tools and Part  | 6,000             | 2,195                |               |                  |                | 2,195             | 36.6%           |
| 642990                                          | Suppl - Field - Other           | 268,647           | 84,177               | 37,602        | 14,909           | 239,962        | 376,649           | 140.2%          |
| 643110                                          | Supplies - Books and Subscrip   | 1,892,500         | 1,859,629            | 130           |                  | 26,415         | 1,886,174         | 99.7%           |
| 644110                                          | Supplies - Food - Non-Employee  | 2,200             | 60                   | 300           | 560              |                | 920               | 41.8%           |
| <b>Supplies</b>                                 |                                 | <b>2,247,303</b>  | <b>1,965,636</b>     | <b>38,032</b> | <b>15,469</b>    | <b>266,377</b> | <b>2,285,513</b>  | <b>101.7%</b>   |
| 651110                                          | Non-Cap - Comp, Software, & OfE | 308,000           | 250,100              | 4,186         | 3,951            | 21,157         | 279,394           | 90.7%           |
| 651120                                          | Non-Cap - Furniture & Fixture   | 365,052           | 3,768                | 1,512         |                  | 81,748         | 87,028            | 23.8%           |
| <b>Property Under Cap Limit</b>                 |                                 | <b>673,052</b>    | <b>253,868</b>       | <b>5,698</b>  | <b>3,951</b>     | <b>102,905</b> | <b>366,422</b>    | <b>54.4%</b>    |
| 662110                                          | Cap - FA - Buildings            | 3,421,548         | 2,306,548            |               |                  |                | 2,306,548         | 67.4%           |
| 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   | 70,000            | 69,633               |               |                  |                | 69,633            | 99.5%           |
| 666110                                          | Cap - FA - Intangibles          | 15,000            |                      |               |                  |                |                   |                 |
| <b>Property</b>                                 |                                 | <b>3,715,593</b>  | <b>2,376,181</b>     |               |                  | <b>106,244</b> | <b>2,482,425</b>  | <b>66.8%</b>    |
| 670140                                          | Int Svc - Tech Cost Alloc Fund  | 179,624           | 134,721              |               |                  |                | 134,721           | 75.0%           |
| 670150                                          | Int Svc - Mail Services         | 1,764             | 1,323                |               |                  |                | 1,323             | 75.0%           |
| 670180                                          | Int Svc - City Vehicle Fuel/Ma  | 7,800             | 9,005                |               |                  |                | 9,005             | 115.5%          |
| 670190                                          | Int Svc - City Pkg Permits      | 500               |                      |               |                  |                |                   |                 |
| <b>Internal Services</b>                        |                                 | <b>189,688</b>    | <b>145,049</b>       |               |                  |                | <b>145,049</b>    | <b>76.5%</b>    |
| <b>Other Expenses</b>                           |                                 | <b>9,885,925</b>  | <b>6,886,299</b>     | <b>43,729</b> | <b>37,869</b>    | <b>475,527</b> | <b>7,443,424</b>  | <b>75.3%</b>    |
| <b>Berkeley Public Library + CoB</b>            |                                 | <b>25,096,894</b> | <b>16,226,247</b>    | <b>76,176</b> | <b>37,869</b>    | <b>475,527</b> | <b>16,815,818</b> | <b>67.0%</b>    |





**INFORMATION REPORTS**

Wednesday, July 7, 2021

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

**Reopening Update**

On August 2, eight Bay Area health officers including the City of Berkeley's Health Officer, Dr. Lisa Hernandez, issued Health Orders requiring masks indoors in public places. These orders went into effect on August 3, as a response to the COVID-19 Delta variant surge infecting a small percentage of vaccinated people as well as many unvaccinated people.

The Library continues to follow the health and safety protocols established by the City and had continued to require masking indoors prior to the August health order. The Library's COVID infection response protocols, based on the City's procedures, continue to be more conservative than current CDC guidelines which do not require asymptomatic vaccinated people to quarantine if they have been exposed to someone with a COVID infection.

On August 11, City Manager Dee Williams-Ridley sent out a communication to all City employees, indicating that with a more contagious variant of COVID-19 driving a surge, the City would be meeting and conferring with labor unions over implementation of a policy that would require employees to be fully vaccinated by a designated date as a condition of employment. More details on this will be following soon.

By the end of June, the Library had reopened all locations for indoor service, restoring most of the original operating hours. The reopening teams continue to meet to discuss operational changes as the pandemic landscape continues to evolve.

It has been so exciting to see the teens from Berkeley High School exploring the newly renovated building, and of course, the teen area! They have expressed appreciation for the new spaces, and are also using the furniture that is placed in front of the library to facilitate outdoor access to library services like wifi.

We are grateful to our staff for their contributions on our two reopening teams, whose work continues:

Central: Armin Arethna, Marcus Bell, Leticia Cendejas, Barry Futterman, Brian Gavin, Sierra Gribble, Perlita Payne, Aimee Reeder, Canitha Walker, Heather Cummins and Rudy Tapia

Branch: Dan Beringhele, Jay Dickinson, Angel Entes, Gabriela Fernandez, Pema Lhakey, Amanda Myers, Aimee Reeder and Noah Rosenthal

**Vacancies and Recruitment**

The Library has completed the recruitment of nine Library Aide positions, which are reporting to each of the branches and the Central Library. All except one of these positions has been working in each location for at least one week.

The recruitment for a Fiscal and Administrative Services Manager position is underway.

The next recruitment scheduled, for the Supervising Librarian position, has already been initiated.

Once this is completed, the Library will be able to initiate a Librarian recruitment for all specialty areas.

### **Shiok Lim Remembrance**

Shiok Lim, a member of the Library's Technical Services and Collections team, passed away on August 3. Shiok was a valued member of the BPL community for more than 14 years, and staff is experiencing the impact of this loss. Staff is collecting pictures and remembrances at Shiok that will be shared at an upcoming staff meeting and eventually shared with her family.

### **Scavenger hunt**

In July, Sierra Gribble, Kasey Breien, and Aimee Reeder launched a social media scavenger hunt to engage patrons virtually, but also to get them outside and highlight some of the places that make Berkeley a great place to be! Each Tuesday, Wednesday, and Thursday clues were posted about certain spots in Berkeley. Each Monday the spots were revealed and included a list of library resources about that location. Patrons were encouraged to visit the spots and tag #BerkeleyPublicLibrary in selfies photos for a chance to win some fun prizes. Winners were announced this past week. They could choose their prize - gift certificates to some of the businesses that were in the hunt including [Peet's Coffee](#) [Amoeba](#) [BioFuel](#) [Oasis](#) [East Bay Vivarium](#) as well as the option for [Pegasus Books](#).

@bayareaoutdoormomma was our grand prize winner (\$100 gift card) because they found every single clue! Runners up included @michellerossette @tijerashomesewn @aidanvote (\$30 gift cards). The team is planning subsequent scavenger hunts including a toad-themed one in the Fall to compliment programming the Central children's team is preparing, a winter break scavenger hunt for places inside our libraries and a spring break outdoors mini-hunt that will feed into a Summer 2022 larger scale Berkeley-wide scavenger hunt. This summer's hunt was a test to see if there was patron interest and there definitely was!



### **Outdoor, In-person Programming**

Children's librarians Michael Kwende, Sheila Lew, and Josh Lachman have received accolades from the public for their outdoor storytimes. The community is thrilled to be able to participate library programming in both a safe and fun way!

*"Just wanted to express my immense gratitude that the library has offered outdoor story time gatherings this summer. I have a 4.5 month old and even though she is on the younger side, we attend the events regularly at all of your locations and absolutely love them! You are doing a huge service to the community by offering these live and outdoors (rather than virtually), especially when raising small children during Covid can be rather isolating for both children and parents. From my experience, everyone has been masked and distanced and so respectful. I hope you keep this wonderful set of programming going and I am just so grateful!"*

On September 18, Tarea Hall Pittman South Branch will be hosting a performance of La Mezcla, a polyrhythmic, multidisciplinary San Francisco-based dance and music ensemble rooted in Chicana, Latina and Indigenous traditions. This event will be held outdoors in the Tool Library Parking Area, and is sponsored by the Friends of the Berkeley Public Library.

### **Ballot Drop Boxes and Gubernatorial Recall Election Voting**

For the September 14, 2021 Gubernatorial Recall, the election will be conducted via vote-by-mail.

Ballot drop boxes are available at **Claremont, North** and **West Branches**. Additional ballot drop box locations can be found at [https://www.acgov.org/rovapps/maps/balldropbox\\_map.htm](https://www.acgov.org/rovapps/maps/balldropbox_map.htm).

Library staff will direct all inquiries from voters to the Alameda County Registrar of Voters - <https://www.acvote.org/index>; (510) 272-6973.

### **CONTACT PERSON**

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