



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING**  
Wednesday 10/06/21

**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, Beverly Greene, 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 October 6, 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](mailto:BOLT@cityofberkeley.info) with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.*

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

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

**I. PRELIMINARY MATTERS**

**A. Roll Call**

**B. Public Comment on Non-agenda Matters**

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

**C. Comments from Library Unions**

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

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

**D. Comments from Board of Library Trustees**

## II. CONSENT CALENDAR

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

### A. Minutes of September 1, 2021 Regular Meeting

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

**Recommendation:** Adopt the resolution to approve the minutes of the September, 1, 2021 Regular Meeting of the Board of Library Trustees.

### B. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

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

**Recommendation:** Adopt a resolution to open the Central Library and all Branch Libraries one hour later on April 29, July 29, and September 30, 2022 to allow adequate time for the all-staff meeting.

### C. 2022 Regular Meeting Schedule for the Board of Library Trustees

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

**Recommendation:** Adopt a resolution approving dates, times and locations for the 2022 regular meeting schedule for the Board of Library Trustees.

### D. 2022 Berkeley Public Library Holiday & Early Closing Schedule

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

**Recommendation:** Adopt the resolution approving the 2022 Berkeley Public Library Holiday & Early Closing Schedule.

### E. Reappoint Trustee Amy Roth to serve a four-year second term commencing January 4, 2022

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

**Recommendation:** Adopt a resolution approving the recommendation to City Council to reappoint Trustee Amy Roth for a four-year second term beginning on January 4, 2022 and ending on January 3, 2026.

## III. ACTION CALENDAR

### A. Format of the Director Evaluation

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

**Recommendation:** Continue discussion of the format of the Director evaluation; review draft evaluation format.

## IV. INFORMATION REPORTS

*All items for discussion only and no final action.*

### A. Summer Reading Update – Erica Glenn, Senior Librarian

### B. FY 2021 Closing Budget Results – Dennis Dang, Administrative and Fiscal Services Manager

### C. Report on Progress on Annual Goals – Tess Mayer, Director of Library Services

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

## V. ITEMS FOR FUTURE AGENDAS

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

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

## VI. ADJOURNMENT

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, [tmayer@cityofberkeley.info](mailto: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 September 29, 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, September 1, 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 | Beverly Greene  |
|                          | Sophie Hahn     |

#### I. OATH OR AFFIRMATION OF OFFICE

**A. Trustee Beverly Greene** – Trustee Beverly Greene was sworn into office.

#### II. PRELIMINARY MATTERS

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

1. **Call to order:** 6:31 pm.  
Present: Trustees Davenport, Greene, Roth and Selawsky.  
Absent: Trustee Hahn.  
Also Present: Tess Mayer, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Amanda Myers, Acting Library Services Manager; Alicia Abramson, Information Systems Manager; Bae Smith, Supervising Librarian; Aimee Reeder, Assistant Management Analyst; Eve Franklin, Administrative Secretary;
2. **Public Comments:** 1 speakers.
3. **Comments from Library Unions:**
  - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
  - C. Public Employees Union, LOCAL 1 – 0 speakers
4. **Comments from Board of Library Trustees**
  - A. **Trustee Selawsky** – Welcome to new Trustee Beverly Greene. Thank you to staff for efforts during an uneasy time.
  - B. Trustee Davenport – Timed a trip to a Central after high school got out and was amazed to see how many patrons were in the new teen room and the mystery rooms. Thank you to Berkeley Public Library Foundation. Welcome to Beverly Greene.
  - C. Trustee Roth – Welcome to Beverly Greene. Appreciation of the staff and their efforts. Appreciation for Director Mayer.
  - D. Trustee Greene – Looking forward to the opportunity to give back to the city of Berkeley and to work with you on the board of library trustees. I am really honored and appreciate the opportunity to be able to serve with you on behalf of the library.

#### III. CONSENT CALENDAR

**Action:** M/S/C Trustee Roth /Trustee Davenport to adopt resolution #R21-105 to approve the consent calendar.

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

**A. Approve Minutes of the July 7, 2021 Regular Meeting**

**From:** Director of Library Services

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

**Financial Implications:** None

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

**Action:** Adopted resolution #R21-106.

**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.

**Financial Implications:** see report

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

**Action:** Adopted resolution #R21-107.

**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.

**Financial Implications:** see report

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

**Action:** Adopted resolution #R21-108.

**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.

**Financial Implications:** see report

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

**Action:** Adopted resolution #R21-109.

**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.

**Financial Implications:** see report

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

**Action:** Adopted resolution #R21-110.

**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.

**Financial Implications:** none.

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

**Action:** No action taken. Director Mayer report in October to go over Goals and Objectives and progress. Trustee Davenport to provide feedback on the simple evaluation form. Trustees will then complete the form and send to John. Plan for a Closed Session meeting in November.

**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.

**Financial Implications:** none.

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

**Action:** M/S/C Trustee Greene /Trustee Roth to adopt resolution #R21-112 to hold the October 6, 2021 regular meeting virtually.

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

**V. INFORMATION CALENDAR**

**A. FYTD 2021 – 3rd Quarter YTD Budget Report**

**From:** Administrative and Fiscal Services Manager

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

**Action:** Received

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

**From:** Supervising Librarian

**Contact:** Bae Smith, Supervising Librarian

**Action:** Received

**C. Monthly Library Director’s Report**

**From:** Director of Library Services

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

**Action:** Received

**VI. AGENDA BUILDING**

Next regular meeting will be held October 6, 2021.

Future topics:

- Director’s Evaluation
- Bylaws Status
- All Staff Meeting Dates for 2022
- BOLT Meeting Dates for 2022
- BPL Holidays for 2022

## VII. ADJOURNMENT

Trustee Roth motioned, Trustee Davenport seconded to adjourn the meeting.

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

Adjourned at 7:56 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of September 1, 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:

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

DRAFT





**CONSENT CALENDAR**

October 6, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

**RECOMMENDATION**

Adopt a resolution to open the Central Library and all Branch Libraries one hour later on April 29, July 29, and September 30, 2022 to allow adequate time for the all-staff meeting.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

All-Staff meetings are held in the Central Library from 9 AM to 10:30 AM up to four times annually. To enable travel time back to branches, the Library has delayed opening until 11:00 AM as an accommodation.

All scheduled Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings.

Items generally included on the all-staff meeting agenda include:

- Introductions of new staff
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, upcoming projects, budget updates, recognition of staff achievements, etc.)
- Presentations by staff or guest on topics relevant to all (e.g. demonstrations of new equipment, team and/or committee reports, new policy overviews, strategic planning and organizational priorities updates)

All-staff meetings allow the Director and managers the opportunity to distribute staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to Library staff having the ability to hear important information directly from managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

**CURRENT SITUATION AND ITS EFFECTS**

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on up to four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to

prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation and important planning information related to projects and initiatives. Library staff propose continuing this practice, with the goal of using this time to improve communication regarding policies and other topics of professional and operational value to employees.

**FUTURE ACTION**

No future action is required.

**CONTACT PERSON**

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

**Attachments:**

1: Resolution

**BOARD OF LIBRARY TRUSTEES**

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

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2022**

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to recognize staff, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operations; and

WHEREAS, by delaying the Library's opening by one hour on these designated mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all Branch Libraries one hour later on April 29, July 29, and September 30, 2022 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 6, 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**

October 6, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 2022 Regular Meeting Schedule for the Board of Library Trustees

**RECOMMENDATION**

Adopt a resolution approving dates, times and locations for the 2022 regular meeting schedule for the Board of Library Trustees.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

**CURRENT SITUATION AND ITS EFFECTS**

The regular meetings of the Board of Library Trustees have generally been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street.

During the COVID-19 Pandemic, all Board of Library Trustee Meetings have been conducted exclusively through teleconference and Zoom videoconference pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

Winter Recess – December 15, 2021 – January 17, 2022

January 18 and January 25, 2022

February 8 and February 22, 2022

March 8 and March 22, 2022

Spring Recess – March 23 – April 11, 2022

April 12 and April 26, 2022

May 10, May 17, and May 31, 2022

June 14 and June 28, 2022

July 12 and July 26, 2022

Summer Recess – July 27 – September 12, 2022

September 13 and September 20, 2022

October 11 and October 25, 2022

November 1, November 15, and November 29, 2022

December 6 and December 13, 2022

Winter Recess – December 14, 2022 – January 16, 2023

The proposed *2022 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Proposed 2021 Board of Library Trustee Meeting Schedule

**BOARD OF LIBRARY TRUSTEES**

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

**APPROVAL OF THE 2022 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Board of Library Trustees approves the next year’s regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street;

WHEREAS, during the COVID-19 Pandemic, all Board of Library Trustee Meetings have been conducted exclusively through teleconference and Zoom videoconference pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020.

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2022 regular meeting schedule for the Board of Library Trustees as once per month (Generally on the first Wednesday of the month) at 6:30 P.M. except for August when there is a meeting recess.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 6, 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





**Berkeley Public Library**  
**Board of Library Trustees**  
**2022 Regular Meeting Schedule**  
**1<sup>st</sup> Wednesday Dates** (unless marked\*)

| Regular Meeting Dates                                 | Location                                                   |
|-------------------------------------------------------|------------------------------------------------------------|
| January 5, 2022                                       | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| February 2, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| March 2, 2022                                         | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| April 6, 2022                                         | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| May 4, 2022                                           | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| June 1, 2022                                          | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| July 6, 2022                                          | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| {No meeting in August}                                |                                                            |
| September 7, 2022                                     | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| <del>October 5, 2022</del> (conflict with Yom Kippur) |                                                            |
| <del>October 12, 2022</del> (conflict with Sukkot)    |                                                            |
| October 19, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| November 2, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| December 7, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |





**CONSENT CALENDAR**

October 6, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 2022 Regular Meeting Schedule for the Board of Library Trustees

**RECOMMENDATION**

Adopt a resolution approving dates, times and locations for the 2022 regular meeting schedule for the Board of Library Trustees.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

**CURRENT SITUATION AND ITS EFFECTS**

The regular meetings of the Board of Library Trustees have generally been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street.

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The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

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April 12 and April 26, 2022

May 10, May 17, and May 31, 2022

June 14 and June 28, 2022

July 12 and July 26, 2022

Summer Recess – July 27 – September 12, 2022

September 13 and September 20, 2022

October 11 and October 25, 2022

November 1, November 15, and November 29, 2022

December 6 and December 13, 2022

Winter Recess – December 14, 2022 – January 16, 2023

The proposed *2022 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Proposed 2021 Board of Library Trustee Meeting Schedule

**BOARD OF LIBRARY TRUSTEES**

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

**APPROVAL OF THE 2022 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Board of Library Trustees approves the next year’s regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street;

WHEREAS, during the COVID-19 Pandemic, all Board of Library Trustee Meetings have been conducted exclusively through teleconference and Zoom videoconference pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020.

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2022 regular meeting schedule for the Board of Library Trustees as once per month (Generally on the first Wednesday of the month) at 6:30 P.M. except for August when there is a meeting recess.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 6, 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



**Berkeley Public Library**  
**Board of Library Trustees**  
**2022 Regular Meeting Schedule**  
**1<sup>st</sup> Wednesday Dates** (unless marked\*)

| Regular Meeting Dates                                 | Location                                                   |
|-------------------------------------------------------|------------------------------------------------------------|
| January 5, 2022                                       | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| February 2, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| March 2, 2022                                         | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| April 6, 2022                                         | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| May 4, 2022                                           | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| June 1, 2022                                          | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| July 6, 2022                                          | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| {No meeting in August}                                |                                                            |
| September 7, 2022                                     | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| <del>October 5, 2022</del> (conflict with Yom Kippur) |                                                            |
| <del>October 12, 2022</del> (conflict with Sukkot)    |                                                            |
| October 19, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| November 2, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| December 7, 2022                                      | Tarea Hall Pittman South Branch Library (1901 Russell St.) |







**CONSENT CALENDAR**  
October 6, 2022

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 2022 Berkeley Public Library Holiday & Early Closing Schedule

**RECOMMENDATION**

Adopt the resolution approving the 2022 Berkeley Public Library Holiday & Early Closing Schedule.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the preceding year. This schedule will result in the closure of all Libraries, including Branches.

**CURRENT SITUATION AND ITS EFFECTS**

Union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley. The Board of Library Trustees sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday. The most recent SEIU Local 1021 Community Services Chapter Memorandum Agreement added the Juneteenth holidays.

The Central Library and Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a shortened schedule, closing at 6 PM.

On the occasion that a holiday falls on a weekend, the Library closes on both the actual holiday and the observed holiday day, such as the upcoming New Year's Day, Saturday, January 1, 2022. The Library's observed New Year's Day holiday will be Friday, December 31, 2021. In this case, eligible employees will receive a paid holiday for one of the closed days. For employees normally scheduled to work both the holiday and the observed closure, a schedule adjustment or other type of leave will be arranged in advance in coordination with their supervisor.

In 2022, because Christmas Eve, December 24<sup>th</sup>, falls on a Saturday, and because the federal, state and city governments observe the Christmas Day holiday on Monday Dec. 26, 2022, to observe the Christmas Eve holiday on Saturday Dec. 24, 2022 would necessitate a Library closure of three consecutive days. Such a closure presents an undesirably lengthy lack of library service to the community, in addition to creating heavy workloads for Library employees tasked with emptying bookdrops, checking in material, shelving books, and scheduling. Because of this, it is recommended

that the Library observe the Lincoln's Birthday holiday on Friday Feb. 11, 2022 in lieu of the Christmas Eve holiday observance in 2022 and close one hour earlier on Saturday Dec. 24, 2022.

The draft 2022 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Proposed 2022 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2021 Schedule of Berkeley Public Library Holidays and Early Closings
4. 2022 City of Berkeley Holiday Schedule

**BOARD OF LIBRARY TRUSTEES**

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

**2022 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE**

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

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

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

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2022 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 6, 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



**Berkeley Public Library**  
***Proposed 2022 Schedule of Holidays & Early Closings***

| <b>Date</b>                        | <b>Holiday</b>              | <b>Closure</b> | <b>Early Closing</b>                     |
|------------------------------------|-----------------------------|----------------|------------------------------------------|
| 1. December 31, 2021 (Friday)      | New Year's Day Observed     | X              |                                          |
| 2. January 1, 2022 (Saturday)      | New Year's Day              | X              |                                          |
| 3. January 17, 2022 (Monday)       | Martin Luther King Jr. Day  | X              |                                          |
| 4. February 11, 2022 (Friday)*     | Lincoln's Birthday observed | X              |                                          |
| 5. February 21, 2022 (Monday)      | President's Day             | X              |                                          |
| 6. May 19, 2022 (Thursday)         | Malcolm X Day               | X              |                                          |
| 7. May 30, 2022 (Monday)           | Memorial Day                | X              |                                          |
| 8. June 19, 2022 (Sunday)          | Juneteenth                  | X              |                                          |
| 9. June 20, 2022 (Monday)          | Juneteenth Observed         | X              |                                          |
| 10. July 4, 2022 (Monday)          | Independence Day            | X              |                                          |
| 11. September 5, 2022 (Monday)     | Labor Day                   | X              |                                          |
| 12. October 10, 2022 (Monday)      | Indigenous People's Day     | X              |                                          |
| 13. November 11, 2022 (Friday)     | Veterans' Day               | X              |                                          |
| 14. November 23, 2022 (Wednesday)  | Thanksgiving Eve            |                | All Library locations to close at 6:00pm |
| 15. November 24, 2022 (Thursday)   | Thanksgiving Holiday        | X              |                                          |
| 16. November 25, 2022 (Friday)     | Thanksgiving Holiday        | X              |                                          |
| 17. December 24, 2022 (Saturday) * | Christmas Eve               |                | All Library locations to close at 5:00pm |
| 18. December 25, 2022 (Sunday)     | Christmas Day               | X              |                                          |
| 19. December 26, 2022 (Monday)     | Christmas Day observed      | X              |                                          |

\* In 2022, The Library will observe Lincoln's Birthday (observed 02/11/2022) instead of the Christmas Eve (12/24/2022) in order to avoid a Library closure of three consecutive days.



## Berkeley Public Library 2021 Schedule of Holidays & Early Closings

| <b>Date</b>                          | <b>Holiday</b>               | <b>Closure</b> | <b>Early Closing</b>                        |
|--------------------------------------|------------------------------|----------------|---------------------------------------------|
| 1. January 1, 2021 (Friday)          | New Year's Day               | X              |                                             |
| 2. January 18, 2021 (Monday)         | Martin Luther King Jr. Day   | X              |                                             |
| 3. February 12, 2021 (Friday)*       | Lincoln's Birthday           | X              |                                             |
| 4. February 15, 2021 (Monday)        | President's Day              | X              |                                             |
| 5. May 17, 2021 (Monday)             | Malcolm X Day                | X              |                                             |
| 6. May 31, 2021 (Monday)             | Memorial Day                 | X              |                                             |
| 7. July 4, 2021 (Sunday)             | Independence Day             | X              |                                             |
| 8. July 5, 2021 (Monday)             | Independence Day<br>observed | X              |                                             |
| 9. September 6, 2021 (Monday)        | Labor Day                    | X              |                                             |
| 10. October 11, 2021 (Monday)        | Indigenous People's Day      | X              |                                             |
| 11. November 11, 2021 (Thursday)     | Veterans' Day                | X              |                                             |
| 12. November 24, 2021<br>(Wednesday) | Thanksgiving Eve             |                | All Library locations<br>to close at 6:00pm |
| 13. November 25, 2021 (Thursday)     | Thanksgiving Holiday         | X              |                                             |
| 14. November 26, 2021 (Friday)       | Thanksgiving Holiday         | X              |                                             |
| 15. December 24, 2021 (Friday) *     | Christmas Day observed       | X              |                                             |
| 16. December 25, 2021 (Saturday)     | Christmas Day                | X              |                                             |

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





## **City of Berkeley 2022 Holiday Schedule**

1. December 31, 2021 (Friday) – New Year’s Day Observed
2. January 17, 2022 (Monday) – Martin Luther King Jr. Day
3. February 11, 2022 (Friday) – Lincoln’s Birthday observed
4. February 21, 2022 (Monday) – Washington’s Birthday
5. May 19, 2022 (Thursday) – Malcolm X Day
6. May 30, 2022 (Monday) – Memorial Day
7. June 20, 2022 (Monday) – Juneteenth Observed
8. July 4, 2022 (Monday)) – Independence Day
9. September 5, 2022 (Monday) – Labor Day
10. October 10, 2022 (Monday) – Indigenous People’s Day
11. November 11, 2022 (Friday) – Veterans’ Day
12. November 24, 2022 (Thursday) – Thanksgiving Day
13. November 25, 2022 (Friday) – Day after Thanksgiving
14. December 26, 2022 (Monday) – Christmas Day observed





**CONSENT CALENDAR**

October 6, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Reappoint Trustee Amy Roth to serve a four-year second term commencing January 4, 2022

**RECOMMENDATION**

Adopt a resolution approving the recommendation to City Council to reappoint Trustee Amy Roth for a four-year second term beginning on January 4, 2022 and ending on January 3, 2026.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**CURRENT SITUATION AND ITS EFFECTS**

Trustee Roth is currently serving as a Trustee as a result of her appointment to the board by City Council resolution 68,266-N.S. on December 19, 2017, which ends on January 3, 2022. The practice of the Board has been to support Trustees expressing an interest in serving a second term of office by putting forward a recommendation to the City Council in advance of the term's expiration to ensure continuity and a full complement of Trustees to conduct business.

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

**BACKGROUND**

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

Trustee Amy Roth's first term will end on January 3, 2022. The Board may choose to recommend to the City Council reappointment of Trustee Roth to a second term or initiate a recruitment process to select a new applicant.

**ENVIRONMENTAL SUSTAINABILITY**

N/A

**ALTERNATIVE ACTIONS CONSIDERED**

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

**CONTACT PERSON**

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

Attachments:

1: Resolution



**BOARD OF LIBRARY TRUSTEES**

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

WHEREAS, Trustee Amy Roth’s first term as trustee will end on January 3, 2022; and

WHEREAS, Trustee Roth is eligible for a second term for a duration of four years, which will end on January 3, 2026; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the City Council of the City of Berkeley reappoint Trustee Amy Roth for a four-year second term beginning on January 4, 2022 and ending on January 3, 2026.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 6, 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





**ACTION CALENDAR**

October 6, 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; review the attachment, BPL Director Evaluation draft 10.21, for consideration as the new Director evaluation format.

**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 2021 Mayer work plan updates 9.21. This would better inform the Trustees' evaluation. To this end, Mayer will provide an information report on the status of the work plan goals during the October 6 BOLT meeting.

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**

From the examples of evaluation forms referenced above, Trustee Davenport recommended a form for the BPL Director Evaluation. Mayer reviewed the recommended form and made additional edits. This form is included in the Board packet for BOLT's discussion and review.

**CONTACT PERSON**

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

**Attachments:**

1. 2021 Mayer work plan updates 9.21
2. BPL Director Evaluation draft 10.2





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

Key critical accomplishments for this reporting period include:



- Leading the library system through the two most impactful surges of COVID-19 infection, effectively limiting workplace transmission (no cases of workplace transmission) and continuing to provide direct service to the community when many other City departments were providing limited or online-only service
- Reopening the library system (all five locations) for in-building service by June 2021 in a manner that was sustainable, with existing staffing levels
- Ensuring that Berkeley Public Library was able to participate in the California Libraries Cultivating Race, Equity, and Inclusion Initiative and form its own internal racial equity change team: the BPL Racial Justice Advisory Group
- Successful facilitation of an expedited budget process for a unique, one-year Citywide budget that was truly inclusive of Library staff and Board feedback

This reporting period was marked by unique circumstances that significantly impacted the organization including:


- a City-wide year-long hiring freeze that was implemented when the Library was already carrying 25 vacancies
- the absence of senior management operational support during the initial six months of onboarding, including the unplanned retirement of Deputy Director Warren in December of 2020 and (2) vacant Library Service Manager positions
- Pivoting appropriately to the ongoing pandemic while reopening of Library facilities to the public and expanding services and programs

Despite the challenges and the ongoing change, Director of Library Services Mayer effectively addressed the needs of the staff and the community and has positioned Berkeley Public Library for positive growth and impact.



**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. | <br>Complete                                                    |
| <b>Restart Bancroft wing external stucco replacement project &amp; Central Library air conditioning unit</b> | Facilities, Administration, Public Works, vendor                                           | <p>Preliminary assessment has taken place; permit extended; develop scope and timeline for completion of restoration.</p> <p>Develop an air conditioning unit replacement plan.</p>                                                                                                   | These projects are not complete, but contracting work on both has been initiated.                                                                  |
| <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.               | New contract for printing services is under review by City legal, almost ready to be executed. Temporary printing solutions for patrons, in place. |
| <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.                                                                                                                                                                                                                    | <br>Complete                                                  |




|                                                                           |
|---------------------------------------------------------------------------|
| <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 | <br>Complete |
| <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                                                                            | Pending further discussion within team.                                                         |





**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                                                                                                                                 | <br>Complete                                                                               |
| <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. | <br>Complete                                                                               |
| <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.                                                                                                                                  | Pending readiness by district to partner; ongoing concerns around COVID-19 management in schools, for example, limiting campus presence to BUSD students and personnel, only. |

|                                                                          |
|--------------------------------------------------------------------------|
| <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                                                                                               | <br>Complete   |
| 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                                 | <br>Complete   |
| 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. | Vetted with BPL staff and included in budget; Recruitment upcoming                                |
| 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                                                     | <br>Complete |

**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;                                                                                                                                                            | Pending further discussion                                                                                                                                                                                                       |
| 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                                                                                                                                                                                 | <br>Complete                                                                                                                                  |
| 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                                                                                                           | <br>Complete                                                                                                                                 |
| Board development: bylaws                                        | BOLT, administration                                                         | Finalize and adopt bylaws for Board of Library Trustees                                                                                                                                                                                                  | Final edit process                                                                                                                                                                                                               |
| 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> | <br><br>Planning to implement collection presentations |
| 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                                                | Awaiting implementation of timecards from City                                                                                                                                                                                   |



| Goal                                                                       | Stakeholders                                         | Description                                                                                                                                                           | Comments                                                                                        |
|----------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Recruitment schedule</b>                                                | Admin, 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        | Plans in place and being implemented                                                            |
| <b>Individual staff meetings</b>                                           | Director, all BPL staff                              | One on one meetings between director and all BPL staff (who opt to participate)                                                                                       | <br>Complete |
| <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. | <br>Complete |

**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                                                   | <br>Complete |
| <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 | <br>Complete |



### 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                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ongoing, recent examples include Rotary and Berkeley Breakfast Club                                                                              |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | In progress; some meetings complete; prioritized by BPL operational needs during the pandemic, including City Manager, City HR and Public Health |
| Regular meetings with Foundation Director and Friends leadership                                                    | Foundation Executive Director, Friends leadership                                | Ongoing meetings and check-ins with these key stakeholders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <br>(Ongoing)                                               |
| 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 | <br>(Ongoing)                                               |

### Notable Accomplishments

*(in addition to those laid out in the workplan submitted to BOLT February 2021)*

| Accomplishments                                                 | Stakeholders                                         | Description                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Participated in two labor negotiations tables                   | City of Berkeley, staff                              | Participated in negotiations at SEIU 1021 (Community Services and Maintenance/Clerical) from period beginning in April 2021 extending through July 2021. This generally occurs every 3-4 years. Attended over 100 hours of meetings, generally two days a week |
| Completed recruitment of Fiscal Administrative Services Manager | Library, City of Berkeley, administration            | Previous incumbent of 13 years scheduled retirement from the Library; worked with incumbent to codify processes and prepare for successor; recruited and hired new successor                                                                                   |
| Established new schedules                                       | Staff, Union leadership                              | Successful navigation of meet & confer process to change staff schedules in response to surge conditions                                                                                                                                                       |
| Introduced new Mission, Vision, Values to staff                 | BOLT, Library staff, Union leadership administration | Although a new mission, vision, values statement had been adopted by Board, communication with staff around this content had been disrupted by pandemic.                                                                                                       |
| Supervised 11 direct reports since Dec. 2020                    | Library staff, Library Council                       | With Warren's resignation, assumed supervision for four additional employees, several of whom were themselves new to their roles                                                                                                                               |
| Managed new trustee recruitment process                         | BOLT, Eve Franklin, Library Administration           | When Trustee Hunt declined a second term, it was necessary to manage a recruitment process on behalf of the Library.                                                                                                                                           |
| Addressed significant personnel issues                          | Library staff, Union leadership                      | Mayer became aware of significant, legacy personnel issues that had raised staff concern for an extended period and had not been successfully resolved, impacting internal morale as well as direct service outcomes to the community                          |

|                                                                   |
|-------------------------------------------------------------------|
| <b>Director Evaluation Form for the Board of Library Trustees</b> |
|-------------------------------------------------------------------|

Executive Director's Annual Evaluation

Date:

*Form Instructions:*

- 1) *Each board member should individually respond to this form.*
- 2) *In responding to the form, board members could refer to the Director's list of priority projects, the budget priorities, BOLT meeting minutes, usage statistics, program results or other information sources from the year.*
- 3) *Submit this form to the President of the Board of Library Trustees.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

*Area of Organizational Health**Rating***Customer Service & Community Relations**

|                                                                                                                                    |   |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|
| • Level of patron satisfaction                                                                                                     | E | S | N | U |
| • Quality of customer service received by patrons                                                                                  | E | S | N | U |
| • Consistent application of policies that affect the public                                                                        | E | S | N | U |
| • Positive working relationships with City of Berkeley officials, community groups, other local library systems, and organizations | E | S | N | U |
| • Engagement in professional organizations                                                                                         | E | S | N | U |
| • Awareness of community needs                                                                                                     | E | S | N | U |
| • Channels for communications from patrons and community                                                                           | E | S | N | U |
| • Library's marketing program                                                                                                      | E | S | N | U |

Comments:

|                            |   |   |   |   |
|----------------------------|---|---|---|---|
| <b>CS &amp; CR totals:</b> | E | S | N | U |
|                            | _ | _ | _ | _ |

**Organizational Growth**

|                                                                                      |   |   |   |   |
|--------------------------------------------------------------------------------------|---|---|---|---|
| • The library has a long-range plan (LRP)                                            | E | S | N | U |
| • Services to meet the goals and objectives of the LRP are developed                 | E | S | N | U |
| • Goals and objectives are evaluated regularly                                       | E | S | N | U |
| • Creativity and initiative are demonstrated in creating new services/programs       | E | S | N | U |
| • Collection is responsive to community needs                                        | E | S | N | U |
| • The library is responsive to change in the community                               | E | S | N | U |
| • Staff are aware of library's long-range plan and activities                        | E | S | N | U |
| • Leadership and staff are aware of significant developments and trends in the field | E | S | N | U |

Comments:

|                   |   |   |   |   |
|-------------------|---|---|---|---|
| <b>OG totals:</b> | E | S | N | U |
|                   | _ | _ | _ | _ |

|                                                            |
|------------------------------------------------------------|
| Director Evaluation Form for the Board of Library Trustees |
|------------------------------------------------------------|

### Administration & Human Resource Management

- |                                                                                                                 |   |   |   |   |
|-----------------------------------------------------------------------------------------------------------------|---|---|---|---|
| • Work is effectively assigned; appropriate levels of freedom and authority are delegated                       | E | S | N | U |
| • Regular performance evaluations are held and documented                                                       | E | S | N | U |
| • Personnel policies and state and federal regulations on workplaces and employment are effectively implemented | E | S | N | U |
| • Policies and procedures are in place to maximize volunteer involvement                                        | E | S | N | U |
| • Staff development and education is encouraged                                                                 | E | S | N | U |
| • Staff understand their role as it relates to the library's mission                                            | E | S | N | U |
| • Library climate attracts, keeps, and motivates a diverse staff of quality people                              | E | S | N | U |

Comments:

A&HRM totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

### Financial and Physical Plant Management / Legal Compliance / Fundraising

- |                                                                                                                                                                                                                                                            |   |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|
| • Adequate control and accounting of all funds takes place; library uses sound financial practices                                                                                                                                                         | E | S | N | U |
| • Budget is prepared with input from staff and trustees; the library operates within budget guidelines                                                                                                                                                     | E | S | N | U |
| • Official records and documents are maintained, and reporting provided in a timely manner; library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) | E | S | N | U |
| • Positive relationships with the Foundation, Friends of the Library, and other funders are in place                                                                                                                                                       | E | S | N | U |
| • Funds are disbursed in accordance with budget, contract/grant requirements and donor designations                                                                                                                                                        | E | S | N | U |
| • Buildings and grounds are well-maintained within the imposed budgetary constraints                                                                                                                                                                       | E | S | N | U |
| • New and/or remodeled facilities are functionally appropriate, aesthetically pleasing, and are constructed within budget allocations                                                                                                                      | E | S | N | U |

Comments:

FM/LC/F totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

|                                                            |
|------------------------------------------------------------|
| Director Evaluation Form for the Board of Library Trustees |
|------------------------------------------------------------|

|                                       |
|---------------------------------------|
| Board of Library Trustee relationship |
|---------------------------------------|

- |                                                                                                   |   |   |   |   |
|---------------------------------------------------------------------------------------------------|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the Board                          | E | S | N | U |
| • Support is provided to Board committees                                                         | E | S | N | U |
| • The Board is informed on the condition of the organization and important factors influencing it | E | S | N | U |
| • The Board works effectively                                                                     | E | S | N | U |

Comments:

|               |     |   |     |   |     |   |     |
|---------------|-----|---|-----|---|-----|---|-----|
| BTR totals: E | ___ | S | ___ | N | ___ | U | ___ |
|---------------|-----|---|-----|---|-----|---|-----|

Additional Comments:





**INFORMATION REPORTS**

October 6, 2021

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** FY 2021 Closing Budget Results

**INTRODUCTION**

Fiscal year-end (second closing) 2021 results and year-over-year percentage changes by Fund entities are:

**FY 2021: Close #2 (12AUG21)**

| <b>Fund</b>           | <b>Revenue</b> | <b>%age of Rev</b> | <b>Rev YoY</b> | <b>Expenditures</b> | <b>%age of Exp</b> | <b>Exp YoY</b> |
|-----------------------|----------------|--------------------|----------------|---------------------|--------------------|----------------|
| Library Tax (101)     | \$20,715,378   | 98.6%              | +1.1%          | \$19,555,538        | 96.4%              | +4.4%          |
| Grants (103)          | 56,568         | 0.3%               | -38.7%         | 87,844              | 0.4%               | +126.2%        |
| Friends & Gifts (104) | 91,937         | 0.4%               | -32.4%         | 65,428              | 0.3%               | +2.0%          |
| Foundation (105)      | 150,000        | 0.7%               | +686.2%        | 577,368             | 2.9%               | +801.6%        |
| Total                 | \$21,013,883   | 100.0%             | +1.3%          | \$20,286,178        | 100.0%             | +7.4%          |

**BACKGROUND**

FY 2021 is the second year of the two-year biennial budget cycle encompassing fiscal years 2020 and 2021. The two-year biennial budget was adopted by the Board of Library Trustees on May 24, 2019 by Resolution No.: R19-024. On June 3, 2020, fiscal year 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.

There are several revenue sources available to the Library to support operations. By far, the largest revenue source is the library tax, a (parcel based) property tax special assessment based on building square footage and use code. Much less sizable in terms of dollar value, but nonetheless of importance to the Library are allocations distributed by the California State Library typically through programs such as the California Library Literacy Services (CLLS) program. The Library also receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and private organizations and individuals.

CURRENT SITUATION AND ITS EFFECTS

Excluding Funds targeted primarily to special programs and projects, i.e., Friends & Gifts (104) and Foundation (105), FY 2021 revenues at \$20,771,945 ended 0.9% above the prior fiscal year period with an increase of \$192,578; and expenditures at \$19,643,382 ended 4.7% higher on an increase of \$878,583. Among these operational Funds, FY 2021 revenues exceeded expenditures by 5.7% or \$1,128,563; lower than the 9.7% margin of \$1,814,568 achieved in the prior fiscal year. This degree of lower favorability between the last two fiscal years can be attributed to forgoing an increase to the library tax rate in FY 2021 and the bulk of construction for the Central Library improvement program occurring during the just completed fiscal year.

As a share of total revenue, library tax receipts represented 98.0% of revenue. Spending from the Library Tax Fund was 96.4% of all fiscal year expenditures.

1. Library Tax Fund

The Library Tax Fund (101) ended fiscal year 2021 with a surplus of \$1,159,839 as revenues exceeded expenditures yielding an estimated fund balance of \$11,937,638 at the beginning of fiscal year 2022 net of reserves of \$1.25M.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April, and June – from the County Assessor’s Office and may be indexed to the higher of the increase in the California Personal Income Growth (PIG) or the San Francisco Bay Area Consumer Price Index (CPI) rates. In FY 2021, an increase to the library tax rate was declined via BOLT Resolution No.: R20-018 due to concern for fiscal hardship experienced throughout the community as a consequence of the Covid-19 pandemic. Applicable index rates for FY 2021 were 1.11% for the CPI index, and 3.73% for the PIG rate. Despite there not being an increase to the library tax rate, tax revenue was up year-over by \$228,250, representing an increase of 1.0%. Proceeds from fines and fees and other miscellaneous revenue at \$119,072 represented just 0.01% of Fund receipts; of which, \$101,396 was due to interfund transfer.

Fiscal year expenditures at \$19,555,538 rose 4.4%, up \$829,580 above last fiscal year. Year-over-year expenditure increases were led by the bulk of Central Library interior improvement construction work occurring in fiscal year 2021 – substantial work was originally intended to be completed in FY 2020 but unexpected delays to initiating interior construction and then the declaration of the Shelter-in-Place order in March 2020 temporarily suspended and subsequently slowed on-site activities. Additionally, with risks to public health continuing into 2021, thus suppressing the Library’s ability to provide direct public services, library patrons increasingly turned to accessing electronic materials at rates higher than anticipated pushing library materials’ costs up \$136,076 over the prior year. Savings offsets included lower realized costs resulting from FTE vacancies of \$401,161, lowered miscellaneous professional services expenses of \$288,037 impacted by the postponement of several organizational planning and IT system update initiatives, and with the facilities closed for almost the entirety of the fiscal year building maintenance and repair expenditures fell year-over by \$181,263.

Measured against the Adjusted Budget, FY 2021 ended with a favorable variance of \$4,671,884 from aggregated savings from miscellaneous department budget savings, staffing vacancies, deferment of Central Library stucco restoration and window resealing work to FY 2022, as well as the Central



Library’s replacement of rooftop air conditioning HVAC units, and the postponement of replacement of information system network switches.

2. Grants Fund

The Grants Fund (103) is typically composed of funding from California State Library administered programs for the California Library Literacy Services program, the Library Services and Technology Act, as well as any other governmental or private grant awarded to the Library.

Grants Fund revenues at \$56,568 were entirely from the California Library Literacy Services (CLLS) program that funds the BerkeleyREADS adult literacy program. Ending Fund expenditures at \$87,844 were supported by \$49,216 from the FY 2021 grant award and \$38,628 from the prior year literacy support awards. The bulk of literacy programming spending is attributable to funding the offering of one-on-one tutoring services. The California State Library extended the spend-out date for literacy programs to December 31 of the respective award year for both FY 2020 and FY 2021 – versus the standard spend-out date typically set at the end of the fiscal year.

3. Friends and Gifts Fund

The Friends and Gifts Fund (104) receipts included the fiscal year’s award of \$90,000 from the Friends, interest revenue of \$113, and \$1,824 in other donations. Expenditures sourced from the Friends of the Library represented 91% of Fund spending and supported both FY 2021 and FY 2020 programs; \$55,690 was spent from FY 2021’s award and \$7,803 from the FY 2020 award. Major spending categories for Friends support broke down roughly to 31% for Summer Reading promotion, books, and supplies; 31% for Adult programming; 19% for Children’s and other programs, and 10% for general program supplies. Other miscellaneous Gifts spending was primarily directed to Library promotional and incentive initiatives.

**FY 2021 Friends & Gifts and Foundation Receipts (104 and 105)**

| Donor                                     | Value     | Fund | Notes                                               |
|-------------------------------------------|-----------|------|-----------------------------------------------------|
| Individual                                | \$100     | 104  | D. Woo                                              |
| Individual                                | 100       | 104  | E. Enderton                                         |
| Individual                                | 300       | 104  | B. Devine                                           |
| Individual                                | 300       | 104  | S. Si for BKY Builds Readers                        |
| Howard & Deborah Goodman Charitable Trust | 1,000     | 104  | Non-restricted                                      |
| 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  | Lib Matls, Central Renovations, Reopening, Programs |
| Total                                     | \$241,800 |      |                                                     |

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

4. Foundation Fund

The Foundation Fund (105), funded by the Berkeley Public Library Foundation, recorded receipts totaling \$150,000. Program support from the Foundation is defined and delineated for use. During FY 2021, the bulk of the Fund’s expenditures totaling \$577,368 was directed towards funding fixtures, furniture and equipment for the Central Library interior renovation project and Teen Room build-out at \$517,858. Additionally, the Foundation seeded the kick-off and introduction of the Library’s culinary lending collection at the Tool Lending Library with \$18,680 spent of a \$23,000 award for the purchase of supplies and equipment, and the Foundation championed and

spearheaded the Chromebook/Hotspot laptop lending program available at all Library locations with \$22,504 spent of a \$36,500 award for funding the purchase of 50 Chromebook laptops and Wi-Fi hotspots.

### SUMMARY OF OPERATIONS

The Library's primary operational Fund entity, the Library Tax Fund (101) ended the fiscal year adding to the Fund's balance as revenues exceeded expenditures with a favorable variance of \$1,159,839, yielding an estimated fund balance of \$11,937,638 at the beginning of fiscal year 2022 net of reserves of \$1.25M. This favorability occurred despite forgoing an allowed increase to the library tax rate applicable to the fiscal year, substantial construction costs incurred for the Central Library interior renovation project and Teen Room build-out, and higher than projected costs for library materials primarily related to the public's increased use of library materials. Savings offsets generating the favorable variance included FTE vacancies, project postponement to FY 2022 due to resource availability and allocation for major construction work for Central Library stucco restoration and window resealing, the Central Library's replacement of rooftop air conditioning HVAC units and ductwork, as well as a temporary hold on the replacement of information system network switches.

In regards to other Library Fund entities, activity in the Grants Fund (103) was fully within the BerkeleyREADS program with expenditures exceeding award revenue due to the California State Library extending the deadline for award spend-out to calendar year-end versus fiscal year-end in recognition of Covid-19 impacts on literacy services. The Friends and Gifts Fund (104) realized a lower level of spending than budgeted as Library programming continued to be constrained by facility closures and or limited opening hours. And lastly, the Foundation Fund (105) directed use of the Fund's balance to support the purchase of furniture, fixtures, and equipment for the Central Library interior renovation project and Teen Room build-out, as well as seeding creation of the Library's two newest lending services, the culinary collection and the Chromebook/Hotspot laptop lending program.

### CONTACT PERSON

Tess Mayer, Director of Library Services (email: [tmayer@cityofberkeley.info](mailto:tmayer@cityofberkeley.info))

### Attachments:

1. FY 2021 Revenues by Fund: Close #2
2. FY 2021 Expenditures by Fund: Close #2

**Attachment 1**  
**FY 2021 REVENUES BY FUND**

| BERKELEY PUBLIC LIBRARY : REVENUES JUN FY21 - PERIOD 13 (Close #2) |                        |                     |                   |                   |               |                |                  |                  | 12                | 100.0%         |
|--------------------------------------------------------------------|------------------------|---------------------|-------------------|-------------------|---------------|----------------|------------------|------------------|-------------------|----------------|
| Berkeley Public Library + CoB                                      |                        |                     | Actuals           |                   |               |                |                  |                  | YTD FY21          |                |
| Elmnt-<br>Object                                                   | Description            | Bdgt ORG<br>FY21    | 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)        | 20,342,539        | 20,596,293        |               |                |                  |                  | 20,596,293        | 101.2%         |
| 432110                                                             | Operating Grants - S   | (60,000)            | 60,000            |                   |               | 56,568         |                  |                  | 56,568            | 94.3%          |
| 451310                                                             | Library Fines          | (40,000)            | 40,000            | 17,688            |               |                |                  |                  | 17,688            | 44.2%          |
| 471110                                                             | Interest - Investments |                     |                   |                   |               |                | 113              |                  | 113               |                |
| 481110                                                             | Misc Rev - Donations   | (205,000)           | 205,000           |                   |               |                | 91,824           | 150,000          | 241,824           | 118.0%         |
| 483990                                                             | Misc Rev - Other       | (32,000)            | 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>(20,679,539)</b> | <b>20,780,935</b> | <b>32,743,173</b> | <b>84,246</b> | <b>140,799</b> | <b>537,315</b>   | <b>1,035,875</b> | <b>34,541,408</b> | <b>166.2%</b>  |

Note: Period 7 (JAN-021), Fund 102 closed via Fund Balance = \$84,246 transferred to Fund 101.



**Attachment 2**  
**FY 2021 EXPENDITURES BY FUND (1 of 3)**

| BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY21 - PERIOD 13 (Close #2) |                                |                   |                   |                                  |               |                  |              | 12                |
|------------------------------------------------------------------------|--------------------------------|-------------------|-------------------|----------------------------------|---------------|------------------|--------------|-------------------|
| Berkeley Public Library + CoB                                          |                                |                   |                   | Actuals (not include Encumbered) |               |                  |              | YTD JUN           |
| Elmnt-<br>Object                                                       | Description                    | Bdgt ORG<br>FY21  | Bdgt RVSD<br>FY21 | Lib Dscr<br>101                  | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105 | Actual<br>FY21    |
| 511110                                                                 | Wages - Reg - Monthly Misc     | 9,421,954         | 9,421,954         | 7,813,792                        |               |                  |              | 7,813,792         |
| 512110                                                                 | Wages - Hourly                 | 272,931           | 272,931           | 7,291                            | 43,840        |                  |              | 51,131            |
| 513110                                                                 | Wages - OT - Miscellaneous     | 12,442            | 12,442            | 1,889                            |               |                  |              | 1,889             |
| <b>Prsnl Svcs-Salaries and Wages</b>                                   |                                | <b>9,707,327</b>  | <b>9,707,327</b>  | <b>7,822,972</b>                 | <b>43,840</b> |                  |              | <b>7,866,812</b>  |
| 520110                                                                 | Emp FB - Medical               | 1,618,367         | 1,618,367         | 1,336,902                        |               |                  |              | 1,336,902         |
| 520120                                                                 | Emp FB - Dental                | 189,286           | 189,286           | 133,720                          |               |                  |              | 133,720           |
| 520130                                                                 | Emp FB - Cash-In-Lieu          | 123,235           | 123,235           | 104,092                          |               |                  |              | 104,092           |
| 520140                                                                 | Emp FB - Life Insurance        | 7,092             | 7,092             | 5,555                            |               |                  |              | 5,555             |
| 520210                                                                 | Emp FB - Medicare              | 113,180           | 113,180           | 100,737                          | 611           |                  |              | 101,348           |
| 520220                                                                 | Emp FB - SRIP                  | 303,240           | 303,240           | 239,606                          |               |                  |              | 239,606           |
| 520310                                                                 | Emp FB - Pers - Misc           | 3,100,714         | 3,100,714         | 2,597,497                        |               |                  |              | 2,597,497         |
| 520350                                                                 | Emp FB - Pars                  | 14,534            | 14,534            | 1,865                            | 1,617         |                  |              | 3,482             |
| 520410                                                                 | Emp FB - Opeb - Retiree Medica | 208,327           | 208,327           | 158,533                          | 14            |                  |              | 158,547           |
| 520510                                                                 | Emp FB - Workers Compensation  | 197,678           | 197,678           | 152,787                          | 695           |                  |              | 153,483           |
| 520520                                                                 | Emp FB - Terminal Payout       | 174,518           | 174,518           | 141,190                          |               |                  |              | 141,190           |
| 520530                                                                 | Emp FB - Allowances            | 800               | 800               | 928                              |               |                  |              | 928               |
| 520540                                                                 | Emp FB - Commuter Check        | 22,514            | 22,514            | 17,117                           |               |                  |              | 17,117            |
| 520550                                                                 | Emp FB - Other Fringe Benefits | 230,157           | 230,157           | 189,831                          |               |                  |              | 189,831           |
| <b>Prsnl Svcs-Fringe Benefits</b>                                      |                                | <b>6,303,642</b>  | <b>6,303,642</b>  | <b>5,180,359</b>                 | <b>2,938</b>  |                  |              | <b>5,183,298</b>  |
| 511160                                                                 | Wages - Reg - Salary Savings   | (800,000)         | (800,000)         |                                  |               |                  |              |                   |
| <b>Personal Services-Employee</b>                                      |                                | <b>15,210,969</b> | <b>15,210,969</b> | <b>13,003,331</b>                | <b>46,778</b> |                  |              | <b>13,050,109</b> |

**Attachment 2**  
**FY 2021 EXPENDITURES BY FUND (2 of 3)**

| BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY21 - PERIOD 13 (Close #2) |                               |                  |                                  |                  |               |                  |              | 12               | 100.0%          |
|------------------------------------------------------------------------|-------------------------------|------------------|----------------------------------|------------------|---------------|------------------|--------------|------------------|-----------------|
| Berkeley Public Library + CoB                                          |                               |                  | Actuals (not include Encumbered) |                  |               |                  |              | YTD JUN          |                 |
| Elmnt-<br>Object                                                       | Description                   | Bdgt ORG<br>FY21 | Bdgt RVSD<br>FY21                | Lib Dscr<br>101  | Grants<br>103 | Frnd/Gift<br>104 | Fndtn<br>105 | Actual<br>FY21   | % RVSD<br>Spent |
| 612110                                                                 | Prof Svcs - Lgl - Outside     |                  |                                  | 50,892           |               |                  |              | 50,892           |                 |
| 612310                                                                 | Prof Svcs - Engineering Svcs  |                  | 167,033                          | 141,265          |               |                  |              | 141,265          | 84.6%           |
| 612990                                                                 | Prof Svcs - Miscellaneous     | 872,450          | 754,807                          | 305,451          |               | 28,850           |              | 334,301          | 44.3%           |
| 613120                                                                 | Tech Svcs - Equipment Maint   | 27,450           | 35,450                           | 27,732           |               |                  |              | 27,732           | 78.2%           |
| 613130                                                                 | Tech Svcs - Software Maint    | 346,000          | 346,001                          | 147,178          |               |                  |              | 147,178          | 42.5%           |
| 613910                                                                 | Tech Svcs - Hazmat Handling   | 2,500            | 2,500                            |                  |               |                  |              |                  |                 |
| <b>Purchased Prof &amp; Tech Svcs</b>                                  |                               | <b>1,248,400</b> | <b>1,305,791</b>                 | <b>672,518</b>   |               | <b>28,850</b>    |              | <b>701,368</b>   | <b>53.7%</b>    |
| 621110                                                                 | Utilities - Gas/Electric      | 300,000          | 337,025                          | 282,802          |               |                  |              | 282,802          | 83.9%           |
| 621120                                                                 | Utilities - Water/Sewer       | 35,000           | 35,532                           | 41,021           |               |                  |              | 41,021           | 115.4%          |
| 621130                                                                 | Utilities - Refuse            | 34,252           | 34,252                           | 22,236           |               |                  |              | 22,236           | 64.9%           |
| 622110                                                                 | Custodial - Janitorial Svcs   | 416,667          | 461,783                          | 360,565          |               |                  |              | 360,565          | 78.1%           |
| 624110                                                                 | Property Repairs & Maint      | 174,800          | 188,633                          | 174,509          |               |                  |              | 174,509          | 92.5%           |
| 625110                                                                 | Rental of Real Property       | 1,500            | 1,500                            | 76               |               |                  |              | 76               | 5.1%            |
| 625120                                                                 | Rental of Equipment           | 56,575           | 56,575                           | 14,730           |               |                  |              | 14,730           | 26.0%           |
| 632110                                                                 | Comm Svcs - Tele - Landline   | 112,200          | 176,367                          | 110,677          |               |                  | 4,553        | 115,229          | 65.3%           |
| 632120                                                                 | Comm Svcs - Tele - Cellular   | 14,550           | 14,550                           | 3,097            |               |                  |              | 3,097            | 21.3%           |
| 633110                                                                 | Advertising                   | 15,000           | 15,000                           | 2,180            |               | 958              |              | 3,138            | 20.9%           |
| 634120                                                                 | Train and Conf - Registration | 40,000           | 40,135                           | 5,698            |               |                  |              | 5,698            | 14.2%           |
| 634210                                                                 | Travel - Airfare              | 10,000           | 10,000                           | 434              |               |                  |              | 434              | 4.3%            |
| 634220                                                                 | Travel - Lodging              | 10,000           | 10,000                           |                  |               |                  |              |                  |                 |
| 634230                                                                 | Travel - Other Transportation |                  |                                  | 29               |               |                  |              | 29               |                 |
| 635110                                                                 | Printing and Binding          | 10,600           | 10,600                           | 422              |               | 1,845            |              | 2,268            | 21.4%           |
| 637990                                                                 | Gov Pmts - Misc Fee and Taxes | 5,000            | 5,000                            | 4,400            |               |                  |              | 4,400            | 88.0%           |
| 639110                                                                 | Fees - Bank Fees              | 4,500            | 4,500                            | 813              |               |                  |              | 813              | 18.1%           |
| 639120                                                                 | Fees - Prof Dues and Fees     | 47,250           | 47,250                           | 36,946           |               |                  |              | 36,946           | 78.2%           |
| 639130                                                                 | Courier and Delivery Services | 27,000           | 27,000                           | (429)            |               |                  |              | (429)            | -1.6%           |
| 639990                                                                 | Other Services                | 410,000          | 228,796                          |                  |               |                  |              |                  |                 |
| <b>Other Purchased Services</b>                                        |                               | <b>1,724,894</b> | <b>1,704,498</b>                 | <b>1,060,206</b> |               | <b>2,803</b>     | <b>4,553</b> | <b>1,067,562</b> | <b>62.6%</b>    |

**Attachment 2**  
**FY 2021 EXPENDITURES BY FUND (3 of 3)**

| BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY21 - PERIOD 13 (Close #2) |                                 |                   |                                  |                   |               |                  |                | 12                | 100.0%          |
|------------------------------------------------------------------------|---------------------------------|-------------------|----------------------------------|-------------------|---------------|------------------|----------------|-------------------|-----------------|
| Berkeley Public Library + CoB                                          |                                 |                   | Actuals (not include Encumbered) |                   |               |                  |                | YTD JUN           |                 |
| Elmnt-<br>Object                                                       | Description                     | Bdgt ORG<br>FY21  | 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               | 41,815            | 41,957                           | 11,584            |               |                  |                | 11,584            | 27.6%           |
| 641120                                                                 | Supplies - Postage              | 36,000            | 36,000                           | 276               |               |                  |                | 276               | 0.8%            |
| 642120                                                                 | Suppl - Field - Tools and Part  | 6,000             | 6,000                            | 2,383             |               |                  |                | 2,383             | 39.7%           |
| 642990                                                                 | Suppl - Field - Other           | 196,930           | 268,647                          | 74,337            | 36,304        | 29,288           | 239,125        | 379,055           | 141.1%          |
| 643110                                                                 | Supplies - Books and Subscrip   | 1,725,000         | 1,912,500                        | 1,826,324         | 130           |                  | 25,798         | 1,852,252         | 96.8%           |
| 644110                                                                 | Supplies - Food - Non-Employee  | 2,200             | 2,200                            | 60                | 93            | 689              |                | 842               | 38.3%           |
| <b>Supplies</b>                                                        |                                 | <b>2,007,945</b>  | <b>2,267,303</b>                 | <b>1,914,964</b>  | <b>36,528</b> | <b>29,977</b>    | <b>264,923</b> | <b>2,246,391</b>  | <b>99.1%</b>    |
| 651110                                                                 | Non-Cap - Comp, Software, & OfE | 109,400           | 308,000                          | 266,172           | 3,026         | 3,798            | 21,121         | 294,117           | 95.5%           |
| 651120                                                                 | Non-Cap - Furniture & Fixture   | 361,052           | 400,052                          | 6,974             | 1,512         |                  | 157,691        | 166,177           | 41.5%           |
| <b>Property Under Cap Limit</b>                                        |                                 | <b>470,452</b>    | <b>708,052</b>                   | <b>273,146</b>    | <b>4,539</b>  | <b>3,798</b>     | <b>178,812</b> | <b>460,295</b>    | <b>65.0%</b>    |
| 662110                                                                 | Cap - FA - Buildings            | 1,250,000         | 3,421,548                        | 2,315,233         |               |                  |                | 2,315,233         | 67.7%           |
| 664110                                                                 | Cap - FA - Machinery & Equip    | 84,000            | 84,000                           |                   |               |                  | 9,916          | 9,916             | 11.8%           |
| 664130                                                                 | Cap - FA - Furniture & Fixture  | 125,000           | 120,045                          |                   |               |                  | 111,270        | 111,270           | 92.7%           |
| 664140                                                                 | Cap - FA - Computer Equipment   | 55,000            | 70,000                           | 121,859           |               |                  | 7,894          | 129,753           | 185.4%          |
| 666110                                                                 | Cap - FA - Intangibles          | 15,000            | 15,000                           |                   |               |                  |                |                   |                 |
| <b>Property</b>                                                        |                                 | <b>1,529,000</b>  | <b>3,710,592</b>                 | <b>2,437,091</b>  |               |                  | <b>129,080</b> | <b>2,566,172</b>  | <b>69.2%</b>    |
| 670140                                                                 | Int Svc - Tech Cost Alloc Fund  | 179,624           | 179,624                          | 179,624           |               |                  |                | 179,624           | 100.0%          |
| 670150                                                                 | Int Svc - Mail Services         | 1,764             | 1,764                            | 1,764             |               |                  |                | 1,764             | 100.0%          |
| 670180                                                                 | Int Svc - City Vehicle Fuel/Ma  | 7,800             | 7,800                            | 12,893            |               |                  |                | 12,893            | 165.3%          |
| 670190                                                                 | Int Svc - City Pkg Permits      | 500               | 500                              |                   |               |                  |                |                   |                 |
| <b>Internal Services</b>                                               |                                 | <b>189,688</b>    | <b>189,688</b>                   | <b>194,281</b>    |               |                  |                | <b>194,281</b>    | <b>102.4%</b>   |
| <b>Other Expenses</b>                                                  |                                 | <b>7,170,379</b>  | <b>9,885,925</b>                 | <b>6,552,207</b>  | <b>41,066</b> | <b>65,428</b>    | <b>577,368</b> | <b>7,236,069</b>  | <b>73.2%</b>    |
| <b>Berkeley Public Library + CoB</b>                                   |                                 | <b>22,381,348</b> | <b>25,096,894</b>                | <b>19,555,538</b> | <b>87,844</b> | <b>65,428</b>    | <b>577,368</b> | <b>20,286,178</b> | <b>80.8%</b>    |







**INFORMATION REPORTS**

October 6, 2021

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

**Implementation of Mandatory Vaccine Policy for City of Berkeley Employees**

An Administrative Regulation approved now in effect requires that all City of Berkeley employees must report their vaccination status by October 15, 2021 and be fully vaccinated against COVID-19 by November 15, 2021, unless they have a valid medical or religious exemption. Requests for medical or religious accommodations must also be filed by October 15, 2021.

This Administrative Regulation applies to Library staff as City of Berkeley employees and the Library will be following the same procedures as other departments in terms of the implementation of the policy. Supervisors have been instructed to communicate with their staff and make sure that they understand that this is occurring, and to help them as needed with respect to the process.

Employees who are unvaccinated or incompletely vaccinated as of November 1, 2021 -- two weeks before the full vaccination deadline -- will participate in the City of Berkeley testing program.

The City has convened at least 21 meet-and-confer meetings with all of the bargaining units regarding the impacts of this new policy, and this process will continue.

Library staff along with all City of Berkeley employees continue to comply with masking, testing, and other safety requirements, including the current [health order requiring indoor masking](#).

**Board of Library Trustees Bylaws**

As described during an information report during the March 2021 BOLT meeting, Director of Library Services Mayer continues to pursue next steps on establishing Bylaws with the Board of Library Trustees. She has reviewed the draft document created by the Bylaws Subcommittee and has identified an external consultant with appropriate expertise in municipal library systems to review the draft, and any relevant source materials, to recommend changes. After this occurs, Mayer will submit the document for legal review. A draft will then be submitted to the BOLT for Trustee and Public Comment. Comments will be incorporated into the draft, and the draft will again be presented to the Board of Library Trustees for Public Comment. Depending on the extent of additional comment and/or need for additional revisions, this item will be placed on the Board of Library Trustee agenda to finalize.

**Vacancies and Recruitment**

The recruitment for a Fiscal and Administrative Services Manager position was completed in September, and Nneka Gallaread will join BPL on October 3 as the new Administrative and Fiscal Services Manager. Nneka comes to the Library from the City of Berkeley Department of Health, Housing, and Community Services (HHCS) where she held the role of Senior Management Analyst.

Danielle McMillian, Associate HR Analyst, has left the Library to pursue another opportunity. Apart from managing leave administration during this pandemic period and personnel issues, Danielle facilitated the

recruitment of over 28 regular staff, including managing the recruitment for the director position. The City had already initiated a recruitment for this classification, and the Library will be able to recruit from this pool of candidates. The closing date for applications is in early October.

The recruitment for a Temporary Tool Lending Specialist is taking place, along with the continued recruitment for three additional Library Aides.

The recruitment for two Supervising Librarian positions, is taking place. This recruitment will fill the vacant Central Adult Services team lead position that is currently being temporarily filled by Perlita Payne, and the Central Children's Services team lead position that was most recently held by Joy Shiohita.

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

### **Outreach**

On September 28, Adult Services lead Perlita Payne and Mayer visited the Berkeley Food Network warehouse to meet the staff and learn about the operation. They discussed potential partnership opportunities with Holden Bussey, Director of Programs and Partnership.

Mayer has been participating in Berkeley Rotary meetings regularly and hopes to soon become a member of Berkeley Rotary. On September 15, Mayer participated in the Friends of Berkeley Public Library Board meeting to discuss the Library's funding proposal, and on September 29, Mayer attended the Foundation Board's September meeting.

### **Vaccine clinics**

On Wednesday, September 8, Carbon Health partnered with the City of Berkeley Emergency Operations team and Berkeley Public Library to host a pop-up vaccine clinic in the parking lot of Tarea Hall Pittman South Branch. A total of 23 people received the COVID-19 vaccine. The effort was so successful that the City is identifying other opportunities to partner with the Library on future clinics, including the upcoming booster shot effort. Two upcoming clinics at the same place will likely take place on October 9 and 16.

### **PLP Executive Leadership Development Program**

Director of Library Services Mayer is participating in a program offered by the Pacific Libraries Partnership consortium, which has a membership of four library systems that service the Bay Area, the Peninsula, Monterey area, and San Mateo. This program is designed to support local library leaders in strengthening peer networks as well as building problem-solving skills. The cohort meets once a month over the course of a year, online and eventually in person, beginning in September 2021.

### **CONTACT PERSON**

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