Pursuant to Government Code Section 54953(e) and the state declared emergency, this meeting of the City Council will be conducted exclusively through teleconference and Zoom videoconference. The COVID-19 state of emergency continues to directly impact the ability of the members to meet safely in person and presents imminent risks to the health of attendees. Therefore, no physical meeting location will be available.

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

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

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

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

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

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-agenda Matters

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

C. Comments from Library Unions

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

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

D. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of October 61, 2021 Regular Meeting
From: Tess Mayer, Director of Library Services
Recommendation: Adopt the resolution to approve the minutes of the October 6, 2021 Regular Meeting of the Board of Library Trustees.

III. ACTION CALENDAR

A. Discussion and Nominations for the Selection of Board President and Vice-President
From: Tess Mayer, Director of Library Services
Recommendation: Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 4, 2021, for a one-year term.

B. FY 2022 Budget Amendment (AAO)
From: Nneka Gallaread, Administrative and Fiscal Services Manager
Recommendation: Adopt the resolution amending the FY 2022 approved Expenditures Budget for all Fund entities to $25,566,341 based on appropriation of committed prior year funding and other adjustments totaling $114,525.

C. Review and Possible Action on Budget Priorities for the FY 2023 & FY 2024 Biennial Budget Cycle
From: Tess Mayer, Director of Library Services
Recommendation: Adopt the resolution adopting budget priorities for the Library for the FY 2023 and FY 2024 biennial budget cycle.

D. Approve initiation of an RFP process to hire consultant to support strategic planning
From: Tess Mayer, Director of Library Services
Recommendation: Adopt the resolution approving the initiation of an RFP process to retain the services of a consultant in support of the Library’s strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Gratitude To Jim Jacobs, Berkeley Public Library’s First African American Librarian

B. BPL Joint Labor Management Committee Update – Tess Mayer, Director of Library Services

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

V. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

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

Communications to Berkeley boards, commissions or committees are public record and will become part of the City’s electronic records, which are accessible through the City’s website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

COMMUNICATION ACCESS INFORMATION:
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 October 27, 2021.

//s//

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

Communications:

1. Meg Question about library card 10/8/2021
2. Cameron Woo The hours of operation for West Berkeley Branch 10/4/2021
MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, October 6, 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

I. PRELIMINARY MATTERS

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

1. Call to order: 6:34 pm.
   Present: Trustees Davenport, Greene, Roth and Selawsky.
   Absent: Trustee Hahn.
   Also Present: Tess Mayer, Director of Library Services; Nneka Gallaread, 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: 2 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 Greene – Glad to hear that we have active comments from patrons. I will be interested to hear how we have equity among all the branches.
   B. Trustee Davenport – reported there is a sale on pulp fiction at the Friends of the Library store, for only $1 you can get titles such as “Perry Mason The Case of the Troubled Trustee.”
   C. Trustee Hahn – Welcome to Trustee Greene.
   D. Trustee Selawsky – Just came back from a trip back east. No matter where I travel, I always stop in libraries and chat with librarians and get a sense of how they do things, how they’re funded, whether they have a board of trustees.

II. CONSENT CALENDAR

Consent Calendar Item C was moved to the Action Calendar.

Action: M/S/C Trustee Hahn /Trustee Roth to adopt resolution #R21-113 to approve the consent calendar minus item C.

A. Approve Minutes of the September 9, 2021 Regular Meeting  
From: Director of Library Services  
Recommendation: Adopt a resolution to approve the minutes of the September 9, 2021 Regular Meeting of the Board of Library Trustees as presented.  
Financial Implications: None  
Contact: Tess Mayer, Director of Library Services  
Action: Adopted resolution #R21-114.

B. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings  
From: 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, September 30, and December 30, 2022 to allow adequate time for the all-staff meeting.  
Financial Implications: None  
Contact: Tess Mayer, Director of Library Services  
Action: Adopted resolution #R21-115.

C. 2022 Regular Meeting Schedule for the Board of Library Trustees  
From: 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.  
Financial Implications: None  
Contact: Tess Mayer, Director of Library Services  
Action: Moved to Action Calendar.

D. 2022 Berkeley Public Library Holiday & Early Closing Schedule  
From: Director of Library Services  
Recommendation: Adopt the resolution approving the 2022 Berkeley Public Library Holiday & Early Closing Schedule.  
Financial Implications: None  
Contact: Tess Mayer, Director of Library Services  
Action: Adopted resolution #R21-117.

E. Reappoint Trustee Amy Roth to serve a four-year second term commencing January 4, 2022  
From: 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.  
Financial Implications: None  
Contact: Tess Mayer, Director of Library Services  
Action: Adopted resolution #R21-118.

III. ACTION CALENDAR

Consent Calendar Item C was moved to the Action Calendar.

2022 Regular Meeting Schedule for the Board of Library Trustees  
From: 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.  
Financial Implications: None  
Contact: Tess Mayer, Director of Library Services  
Action: M/S/C Trustee Hahn /Trustee Davenport to adopt resolution #R21-1163 to a resolution approving dates, times and locations for the 2022 regular meeting schedule for the Board of Library Trustees with the January date changed to January 19, 2022.
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:** M/S/C Trustee Hahn /Trustee Davenport to adopt resolution #R21-119 to approve the proposed evaluation form for the Director of Library Services; to have all Trustees complete the form individually and submit to the President who will then compile into a single form; and to schedule a closed session with all Trustees to meet with Director Mayer by December 15, 2021.
   **Vote:** Ayes: Trustees Davenport, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

IV. **INFORMATION CALENDAR**

A. **Summer Reading Update**
   From: Administrative and Fiscal Services Manager
   **Contact:** Erica Glenn, Senior Librarian
   **Action:** Received

B. **FY 2021 Closing Budget Results**
   From: Administrative and Fiscal Services Manager
   **Contact:** Dennis Dang, Administrative and Fiscal Services Manager
   **Action:** Received

C. **Report on Progress on Annual Goals**
   From: Director of Library Services
   **Contact:** Tess Mayer, Director of Library Services
   **Action:** Received

D. **Monthly Library Director’s Report**
   From: Director of Library Services
   **Contact:** Tess Mayer, Director of Library Services
   **Action:** Received

V. **AGENDA BUILDING**
   Next regular meeting will be held November 3, 2021.
   Future topics:
   - Strategic Planning Process
   - JLMC

VI. **ADJOURNMENT**
   Trustee Davenport motioned, Trustee Roth seconded to adjourn the meeting.
   **Vote:** Ayes: Trustees Davenport, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.
   Adjudged at 8.27 PM.
   This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of October 6, 2021 as approved by the Board of Library Trustees

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

1. Summer Reading Update
2. Report on Progress on Annual Goals
Summer Reading 2021

Berkeley Public Library

Year Two

Summer Reading during COVID – what was the same and what was different?

► Program dates – June 4 – August 7
► Libraries were open to the public (late May-June.)
► Choice sheet rather than a “mystery pack” of books
► Virtual programming and storytimes continued
► In-person storytimes began
► Summer Reading promo videos for schools.
Summer Reading

Statistics

<table>
<thead>
<tr>
<th></th>
<th>Summer 2019</th>
<th>Summer 2020</th>
<th>Summer 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrations</td>
<td>3,239</td>
<td>1,737</td>
<td>1,424</td>
</tr>
<tr>
<td>Completions</td>
<td>1,658</td>
<td>456</td>
<td>428</td>
</tr>
<tr>
<td>51% completed</td>
<td>26% completed</td>
<td>30% completed</td>
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Active Participation 2021

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Reviews (All ages)</td>
<td>178</td>
</tr>
<tr>
<td>Total Minutes (Children’s)</td>
<td>493,530</td>
</tr>
<tr>
<td>Total Books (Adult/Teen)</td>
<td>2,498</td>
</tr>
<tr>
<td>Total Activities (Adult/Teen)</td>
<td>1,618</td>
</tr>
</tbody>
</table>

Welcome to Beanstack

Track your reading and participate in reading challenges.
Summer Reading

Peer Reviews

A Promised Land
by Barack Obama
Written by: President Barack Obama on Jun 19, 2021
A Promised Land by, former U.S. President Barack Obama is an extremely verbose autobiography of his presidency canceled. This 2020 President’s autobiography is published during the end of terms.

Read more...

The Wanderer’s Daughter
by Jerry Spinelli
Written by: Khalil B. on Jan 18, 2021
Great again, Spinelli has written a powerful, moving book from a child’s perspective. In this beautiful piece of fiction, the character doesn’t mention the mother who died when she was born...

Read more...

Fox And Miranda Steal The Show
by Sarah Tavm
Written by: Sophire D. on Jun 18, 2021
I am only at page 21 and I really love this book! At first I did not want to read this book because the first page did not interest me. But after 20 pages I started to want to keep reading it...

Read more...

Summer Reading

Programming

► Virtual programming
► Take and Make craft
► STEM: Walking Rainbow and Engineers in Training
Summer Reading

Programming

Supplies for Engineers in Training, Session 1
This session is July 10 at 10:30 AM

AVAILABLE FOR PICKUP BEGINNING JULY 1
While supplies last - 30 attendee limit

Prizes

Berkeley Public Library Summer Reading
You have won a prize from the Berkeley Public Library’s Summer Reading 2021 Prize Drawing!

Dear Daniel,
We are happy to announce that you were chosen as the recipient of The Day the Crayons Came Home Prize Pack.
You can pick up your prize at the Central Library during open hours.

Have fun and keep reading!

Berkeley Public Library
1150 E. Fourth St.
Berkeley, CA 94704
510-981-5222
www.berkeleylibrary.org

Dear Berkeley Public Library:
Thank you so much for hosting a Summer Reading Program every year. I love to read. It helps me learn and I get to use my imagination. I really appreciate getting a bus ticket for your library.

Sincerely,
Your Student
Key critical accomplishments 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 (CREI) and form its own internal racial equity change team: the BPL Racial Justice Advisory Group (R-JAG).

- Successful facilitation of an expedited budget process for a unique, one-year Citywide budget that was truly inclusive of Library staff and Board feedback.
Success amongst unique challenges:

- City-wide year-long hiring freeze that was implemented when the Library was already carrying 25 vacancies prior to Mayer’s arrival
- 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

"This is the most wonderful and exciting news I have heard in a long, long time!!! Yay!!!! We can now go inside the library!!"

"I walked inside the North Branch of the @berkeleypubliclibrary — the first time in 18 months — and cried in the Holds section. Unexpected and revealing."

"It was wonderful being in those stacks again—like seeing old friends much missed—I came home with two tote bags full of books!"

The joy of indoor services; patron enthusiasm!
# BOLT Budget Priority

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

<table>
<thead>
<tr>
<th>Goal</th>
<th>Stakeholders</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Central Library Improvements project</td>
<td>Facilities, Administration, Public Works, Noll &amp; Tam, Falk, Foundation, Friends, CoB</td>
<td>Complete construction and outstanding punch list; final safety + external reviews (fire, ADA), collection and furniture placement complete; wayfinding &amp; signage; establish staff committee for reopening procedures, staffing and service models, staff training and communications.</td>
<td>Complete</td>
</tr>
<tr>
<td>Restart Bancroft wing external stucco replacement project &amp; Central Library air conditioning unit</td>
<td>Facilities, Administration, Public Works, vendor</td>
<td>Preliminary assessment has taken place; permit extended; develop scope and timeline for completion of restoration. Develop an air conditioning unit replacement plan.</td>
<td>These projects are not complete, but contracting work on both has been initiated.</td>
</tr>
<tr>
<td>Secure patron printing services in all locations</td>
<td>IT staff, public services staff, vendor</td>
<td>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.</td>
<td>New contract for printing services is under review by City legal, almost ready to be executed. Temporary printing solutions for patrons, in place.</td>
</tr>
<tr>
<td>Initiate redesign of Central Library children’s story room to optimize programming space</td>
<td>Children’s and other public services staff, Foundation, administration, vendors, community</td>
<td>Initiate staff and community conversations around needs and ideas.</td>
<td>Complete</td>
</tr>
</tbody>
</table>
# BOLT Budget Priority

*Champion and demonstrate social and racial equity*

<table>
<thead>
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<tbody>
<tr>
<td><strong>Apply to CA Libraries Cultivating Race, Equity, and Inclusion Initiative (CREI)</strong></td>
<td>BPL staff, CA State Library, CALIFA, Marin County Free Library &amp; Santa Monica Public Library</td>
<td>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</td>
<td>Complete</td>
</tr>
<tr>
<td><strong>Identify racial equity training opportunities and recommend training for BPL staff and leadership</strong></td>
<td>BPL staff, CA State Library, CALIFA, Marin County Free Library &amp; Santa Monica Public Library; Other neighboring library systems + ULC</td>
<td>Staff core team reviews and evaluates training options in addition to offerings provided by City of Berkeley</td>
<td>Pending further discussion within team.</td>
</tr>
</tbody>
</table>
# BOLT Budget Priority

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

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Launch mobile wireless hotspot/laptop lending for patron check-out and use outside of the Library</td>
<td>IT, BPL staff team, staff in general, community stakeholders, Foundation</td>
<td>Pilot laptop/hotspot lending program; work with community partners for promotion to vulnerable populations; assess expansion of pilot</td>
<td>Complete</td>
</tr>
<tr>
<td>Launch culinary tools collection access</td>
<td>BPL staff, Tool Lending staff specifically, community, Foundation</td>
<td>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.</td>
<td>Complete</td>
</tr>
<tr>
<td>Deepen collaboration with Berkeley Unified School District (BUSD)</td>
<td>BUSD district librarian and other leadership; BPL and BUSD IT staff; Collection Services staff; BPL staff</td>
<td>Explore approaches to providing greater access to BPL resources and ease of use of BPL facilities, upon reopening, by BUSD students.</td>
<td>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.</td>
</tr>
</tbody>
</table>
# BOLT Budget Priority

*Support community safety, wellness, and recovery*

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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Prepare all Libraries for reopening under pandemic conditions</td>
<td>BOLT, administration, BPL staff, labor partners</td>
<td>Develop plans for reopening that align with guidance from City of Berkley Public Health Officer</td>
<td>Complete</td>
</tr>
<tr>
<td>Prepare for reopening of the newly renovated Central Library</td>
<td>Central Library staff, administration, additional BPL staff members, facilities, Foundation</td>
<td>Establish comprehensive planning committee responsible for safety and emergency procedures, all staff training, customer service plans and community outreach</td>
<td>Complete</td>
</tr>
<tr>
<td>Develop a social worker in the Library program</td>
<td>BPL staff team, administration, City of Berkeley staff</td>
<td>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.</td>
<td>Vetted with BPL staff and included in budget; Recruitment upcoming</td>
</tr>
<tr>
<td>Develop and continue programs that support community recovery</td>
<td>BPL staff, administration, Foundation, Friends, City partners such as OED and Chamber</td>
<td>Support community resilience and growth through offering programs that respond to the community's ever-changing needs during the pandemic</td>
<td>Complete</td>
</tr>
</tbody>
</table>
# BOLT Budget Priority

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

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<tr>
<td>Planning and preparation to execute a strategic planning process</td>
<td>BOLT, administration, BPL staff, community stakeholders, Foundation, Friends</td>
<td>Initiate a strategic planning process that incorporates a systematic community input process;</td>
<td>Pending further discussion</td>
</tr>
<tr>
<td>Board development: Brown Act training</td>
<td>BOLT, City of Berkeley staff (potential partners), administration</td>
<td>Coordinate/schedule training for BOLT and Library staff on the Brown Act</td>
<td>Complete</td>
</tr>
<tr>
<td>Board development: Budget workshop</td>
<td>BOLT, City of Berkeley staff, administration including finance team</td>
<td>Conduct public workshop for BOLT and members of the public, highlighting key elements in budget planning process and documentation for Library</td>
<td>Complete</td>
</tr>
<tr>
<td>Board development: Bylaws</td>
<td>BOLT, administration</td>
<td>Finalize and adopt bylaws for Board of Library Trustees</td>
<td>Final edit process</td>
</tr>
<tr>
<td>Address outstanding Auditor recommendations</td>
<td>City of Berkeley Auditor, CoB staff, administration, BOLT</td>
<td>Outstanding deliverables include: 1. Implementation of a reserve policy 2. Public workshop on the Library budget 3. Communications strategy around BPL collection development</td>
<td>Planning to implement collection presentations</td>
</tr>
<tr>
<td>Complete transition to ERMA</td>
<td>City of Berkeley staff, administration, finance team, all BPL staff</td>
<td>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</td>
<td>Awaiting implementation of timecards from City</td>
</tr>
<tr>
<td>Recruitment schedule</td>
<td>Admin, City of Berkeley</td>
<td>Create schedule and plans for ongoing Library recruitments to fill vacancies, incorporating the City of Berkeley’s parameters around the current hiring freeze</td>
<td>Plans in place and being implemented</td>
</tr>
<tr>
<td>Goal</td>
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<td>Description</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------------------------</td>
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</tr>
<tr>
<td>Individual staff meetings</td>
<td>Director, all BPL staff</td>
<td>One on one meetings between director and all BPL staff (who opt to participate)</td>
<td>Complete</td>
</tr>
<tr>
<td>Engage staff leadership teams in developing policies and procedures</td>
<td>Union leadership, management, admin, library council</td>
<td>Actively engage and work with Union leadership and Supervisors on best practices and communications for pandemic-specific operations and reopening of the facilities.</td>
<td>Complete</td>
</tr>
</tbody>
</table>

**BOLT Budget Priority**

*Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget*
<table>
<thead>
<tr>
<th>Goal</th>
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<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Complete budget planning process</td>
<td>Finance team, City of Berkeley, Board of Library Trustees, BPL staff</td>
<td>Key deliverables to CoB; required over next 6 months</td>
<td>Complete</td>
</tr>
<tr>
<td>Finalize proposed position roster</td>
<td>Finance team, City of Berkeley, Board of Library Trustees, BPL staff</td>
<td>Includes comprehensive review of position control, including recommendations for additions and changes</td>
<td>Complete</td>
</tr>
<tr>
<td>Goal</td>
<td>Stakeholders</td>
<td>Description</td>
<td>Comments</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>Ongoing outreach conversations with key community stakeholders</td>
<td>Local community-based organizations and partners, including educational partners</td>
<td>These outreach conversations are a regular component of the position and will eventually become in-person meetings</td>
<td>Ongoing; recent examples include Rotary and Berkeley Breakfast Club</td>
</tr>
<tr>
<td>Develop relationships with City of Berkeley Senior Leadership Team</td>
<td>City of Berkeley Senior Leadership Team</td>
<td>Virtual and then in-person meetings with each department lead</td>
<td>In progress; some meetings complete; prioritized by BPL operational needs during the pandemic, including City Manager, City HR and Public Health</td>
</tr>
<tr>
<td>Regular meetings with Foundation Director and Friends leadership</td>
<td>Foundation Executive Director, Friends leadership</td>
<td>Ongoing meetings and check-ins with these key stakeholders</td>
<td>(Ongoing)</td>
</tr>
<tr>
<td>Regular participation Pacific Library Partnership (PLP) and Urban Libraries Council (ULC) library director meetings</td>
<td>PLP; ULC</td>
<td>ULC provides an important forum for library leaders to share best practices and innovative ideas. The Pacific Library Partnership is a consolidation of four library systems, BALIS (Bay Area Library and Information System), serving Alameda, Contra Costa, and San Francisco Counties; PLS (Peninsula Library System), serving San Mateo County; MOBAC (Monterey Bay Area Cooperative Library System), serving Monterey, Santa Cruz, and San Benito Counties; and SVLS (Silicon Valley Library System), serving Santa Clara County</td>
<td>(Ongoing)</td>
</tr>
</tbody>
</table>

**Notable Accomplishments**

*(in addition to those laid out in the workplan submitted to BOLT February 2021)*
<table>
<thead>
<tr>
<th>Accomplishments</th>
<th>Stakeholders</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participated in two labor negotiations tables</td>
<td>City of Berkeley, staff</td>
<td>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</td>
</tr>
<tr>
<td>Completed recruitment of Fiscal Administrative Services Manager</td>
<td>Library, City of Berkeley, administration</td>
<td>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</td>
</tr>
<tr>
<td>Established new schedules</td>
<td>Staff, Union leadership</td>
<td>Successful navigation of meet &amp; confer process to change staff schedules in response to surge conditions</td>
</tr>
<tr>
<td>Introduced new Mission, Vision, Values to staff</td>
<td>BOLT, Library staff, Union leadership administration</td>
<td>Although a new mission, vision, values statement had been adopted by Board, communication with staff around this content had been disrupted by pandemic.</td>
</tr>
<tr>
<td>Supervised 11 direct reports since Dec. 2020</td>
<td>Library staff, Library Council</td>
<td>With Warren’s resignation, assumed supervision for four additional employees, several of whom were themselves new to their roles</td>
</tr>
<tr>
<td>Managed new trustee recruitment process</td>
<td>BOLT, Eve Franklin, Library Administration</td>
<td>When Trustee Hunt declined a second term, it was necessary to manage a recruitment process on behalf of the Library.</td>
</tr>
<tr>
<td>Addressed significant personnel issues</td>
<td>Library staff, Union leadership</td>
<td>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</td>
</tr>
</tbody>
</table>

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.
To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Discussion and Nominations for the Selection of Board President and Vice-President

INTRODUCTION
Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 4, 2021, for a one-year term.

FISCAL IMPACTS OF RECOMMENDATION
This report will have no fiscal impacts.

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

CURRENT SITUATION AND ITS EFFECTS
Regular President and Vice-President elections occurred on December 2, 2020. Trustee Selawsky was elected President and Trustee Roth Vice-President, to serve through the time of the next election in November 2021 or until a successor is elected.

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

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 4, 2021.

FUTURE ACTION
No future action is needed.

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

Attachments:
1. Resolution
APPOINTMENT OF A TRUSTEE TO SIT AS PRESIDENT AND A TRUSTEE TO SIT AS VICE-PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee _________ has been duly elected and shall serve as President commencing on November 4, 2021, until the first meeting of the board in November 2022, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

AYES:
NOES:
ABSENT:
ABSTENTIONS:

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee _________ has been duly elected and shall serve as Vice President commencing on November 4, 2021, until the first meeting of the board in November 2022, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_________________________________________________________________

John Selawsky, President

_________________________________________________________________

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

FROM: Nneka Gallaread, Administrative and Fiscal Services Manager

SUBJECT: FY 2022 Budget Amendment (AAO)

RECOMMENDATION

Adopt the resolution amending the FY 2022 approved Expenditures Budget for all Fund entities to $25,566,341 based on appropriation of committed prior year funding and other adjustments totaling $114,525.

FISCAL IMPACTS

Acceptance of the encumbered carry-over and other adjustments to the FY 2022 expenditures budgets would be affected as part of an amendment to the FY 2022 Annual Appropriations Ordinance to be brought before the City Council in late 2021.

Revisions to the FY 2022 expenditure budget by Fund entities are:

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY22 Budget (5/24/21)</th>
<th>Encumbered C/O + Adjustments</th>
<th>Proposed FY22 Budget (Projected)</th>
<th>Prjctd FY-End Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Tax (101)</td>
<td>$25,037,858</td>
<td>$114,282</td>
<td>$25,152,140</td>
<td>$8,631,494*</td>
</tr>
<tr>
<td>Grants (103)</td>
<td>64,889</td>
<td>-</td>
<td>64,889</td>
<td>46,115</td>
</tr>
<tr>
<td>Friends &amp; Gifts (104)</td>
<td>150,000</td>
<td>197</td>
<td>150,197</td>
<td>381,690 **</td>
</tr>
<tr>
<td>Foundation (105)</td>
<td>350,000</td>
<td>46</td>
<td>350,046</td>
<td>(250,046)</td>
</tr>
<tr>
<td>Total</td>
<td>$25,602,747</td>
<td>$114,525</td>
<td>$25,717,272</td>
<td></td>
</tr>
</tbody>
</table>

*Net of $1.25M in reserve funds.
**Nello and Mary Jo Pace Trust balance at FY21 year-end is $458,510.

Prjctd FY-End Fund Balance: A projection only; subject to change.

CURRENT SITUATION AND ITS EFFECTS

Throughout the year, the Board of Library Trustees takes actions that amend the fiscal year’s revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to the adopted expenditure authority due to unanticipated needs and circumstances. The revised budget is also amended annually to reflect re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as carryover of unexpended funds previously authorized for one-time, non-recurring purposes.

The amended FY 2022 Budget, as presented for adoption herein (see table in Fiscal Impacts section), will be sent to the City’s budget office for inclusion to the City’s consolidated amendment of the Annual Appropriations Ordinance.
1. Library Tax Fund

The Library Tax Fund budget is requested to be increased by the carryover amount of $114,282 (pertaining principally to building infrastructure and maintenance) yielding a revised budgeted amount of $25,152,140. Incorporating this action results in a projected ending uncommitted Fund Balance of $8,631,494, net of reserves of $1.25M.

Carryover $114,282

Primary Vendors:
- Noll & Tam Architects Space Planning-Central Library renovation
- California Bank of Commerce Escrow Account-Central Library renovation
- Allana, Buick & Bers Consultant-Central Library renovation
- Universal Building Services Facilities Maintenance
- Thyssen Krupp Elevators Facilities Maintenance
- Syserco, Inc Facilities Maintenance
- Security Engineers Facilities Maintenance-Fire Alarm
- Dell Marketing, Inc Computers, Software and Office Equip (<$5k)
- AMS.net. Inc Computers, Software and Office Equip (<$5k)

2. Friends and Gifts Fund

The Friends and Gifts Fund budget is requested to be increased by the carryover amount of $197 (pertaining to field supplies) yielding a revised budgeted amount of $150,197. Incorporating this action results in a projected ending Fund Balance of $381,690.

Carryover $197

3. Foundation Fund

The Foundation Fund budget is requested to be increased by the carryover amount of $46 (pertaining to furniture) yielding a revised budgeted amount of $600,046. Incorporating this action results in a projected ending Fund Balance of -$250,046. The FY 2021 ending balance of the Nello and Mary Jo Pace Trust held within the Foundation Fund is $458,510.

Carryover $46

Attachments:
1. Resolution
2. Library Tax Fund: 5-Year Fund Analysis
3. Friends and Gifts Fund: 5-Year Fund Analysis
4. Other Funds: 5-Year Fund Analysis
5. Foundation Fund: 5-Year Fund Analysis
AMEND THE FY 2022 EXPENDITURE BUDGETS TO $25,680,866

WHEREAS, on May 26, 2021, the Board of Library Trustees by Resolution No.: R21-096 approved the fiscal years 2022 budget; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budgets for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,

WHEREAS, the FY 2022 expenditures budgets are requested to be amended to include fiscal year 2021 encumbered carry-over and adjustments of $114,525; and

WHEREAS, the Board is committed to achieving a balanced budget that correlates expenditures with available funds.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2022 Expenditure Budgets are amended based upon a recommended value of $25,680,866 in appropriated expenditures.

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

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

_______________________________________________  
John Selawsky, President

_______________________________________________  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees
### Attachment 2

**LIBRARY TAX FUND (101): 5-YEAR FUND ANALYSIS**

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 ADOPTED</th>
<th>FY 2021 REVISED</th>
<th>FY 2021 FINAL ($2)</th>
<th>FY 2022 ADOPTED</th>
<th>FY 2022 REVISED/PROJECTED</th>
<th>FY 2023 PROJECTED</th>
<th>FY 2024 PROJECTED</th>
<th>FY 2025 PROJECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$12,027,796</td>
<td>$12,027,796</td>
<td>$12,027,796</td>
<td>$13,187,635</td>
<td>$13,187,635</td>
<td>$9,881,494</td>
<td>$8,996,791</td>
<td>$8,027,983</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Services Tax</td>
<td>$20,861,870</td>
<td>$20,342,539</td>
<td>$20,596,293</td>
<td>$21,704,603</td>
<td>$21,704,603</td>
<td>$22,138,695</td>
<td>$22,581,469</td>
<td>$23,033,098</td>
</tr>
<tr>
<td>Fines/Fees</td>
<td>40,000</td>
<td>40,000</td>
<td>17,688</td>
<td>40,000</td>
<td>40,000</td>
<td>40,000</td>
<td>40,000</td>
<td>40,000</td>
</tr>
<tr>
<td>Donations/Private Contributions</td>
<td>32,000</td>
<td>32,000</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
</tr>
<tr>
<td>Misc. Revenue / Interest / Refunds</td>
<td>32,000</td>
<td>32,000</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
<td>101,396</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$20,933,870</td>
<td>$20,414,539</td>
<td>$20,715,377</td>
<td>$21,845,999</td>
<td>$21,845,999</td>
<td>$22,280,091</td>
<td>$22,722,865</td>
<td>$23,174,494</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, Wages, Benefits</td>
<td>$16,605,785</td>
<td>$15,946,141</td>
<td>$12,972,590</td>
<td>$16,731,595</td>
<td>$16,731,595</td>
<td>$17,233,543</td>
<td>$17,578,214</td>
<td>$17,929,778</td>
</tr>
<tr>
<td>Salaries, Wages, Benefits less: Labor Vacancy Savings</td>
<td>300,000</td>
<td>800,000</td>
<td>800,000</td>
<td>800,000</td>
<td>800,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
</tr>
<tr>
<td>Personnel</td>
<td>$16,305,785</td>
<td>$15,146,141</td>
<td>$12,972,590</td>
<td>$15,931,595</td>
<td>$15,931,595</td>
<td>$16,733,543</td>
<td>$17,078,214</td>
<td>$17,429,778</td>
</tr>
<tr>
<td>Non-Personnel</td>
<td>1,200,910</td>
<td>1,392,429</td>
<td>823,625</td>
<td>1,496,905</td>
<td>1,547,434</td>
<td>1,500,000</td>
<td>1,750,000</td>
<td>1,750,000</td>
</tr>
<tr>
<td>Library Materials (incl Tool Lndng)</td>
<td>1,725,000</td>
<td>1,725,000</td>
<td>1,826,324</td>
<td>2,055,000</td>
<td>2,055,000</td>
<td>2,100,000</td>
<td>2,250,000</td>
<td>2,250,000</td>
</tr>
<tr>
<td>Misc. Professional Services</td>
<td>872,450</td>
<td>896,707</td>
<td>497,462</td>
<td>872,450</td>
<td>886,218</td>
<td>850,000</td>
<td>850,000</td>
<td>850,000</td>
</tr>
<tr>
<td>Utilities+Telephone</td>
<td>495,902</td>
<td>580,476</td>
<td>459,787</td>
<td>564,502</td>
<td>575,000</td>
<td>575,000</td>
<td>575,000</td>
<td>575,000</td>
</tr>
<tr>
<td>Janitorial</td>
<td>416,667</td>
<td>461,783</td>
<td>360,566</td>
<td>425,000</td>
<td>470,116</td>
<td>439,845</td>
<td>452,063</td>
<td>452,063</td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>346,000</td>
<td>346,000</td>
<td>147,178</td>
<td>346,000</td>
<td>346,000</td>
<td>350,000</td>
<td>350,000</td>
<td>350,000</td>
</tr>
<tr>
<td>RFID Loan Repayment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer &amp; Software Purchase (CAP)</td>
<td>70,000</td>
<td>70,000</td>
<td>121,859</td>
<td>70,000</td>
<td>70,000</td>
<td>80,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Building/Infrastructure</td>
<td>100,000</td>
<td>3,565,548</td>
<td>2,315,233</td>
<td>3,250,000</td>
<td>3,256,870</td>
<td>500,000</td>
<td>250,000</td>
<td>250,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$21,541,714</td>
<td>$24,175,084</td>
<td>$19,524,603</td>
<td>$25,001,452</td>
<td>$25,115,734</td>
<td>$23,128,368</td>
<td>$23,655,266</td>
<td>$24,006,831</td>
</tr>
<tr>
<td>Charges From Other Depts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance - Billing (341)</td>
<td>$ 19,739</td>
<td>$ 19,441</td>
<td>$ 19,503</td>
<td>$ 19,842</td>
<td>$ 19,842</td>
<td>$ 19,842</td>
<td>$ 19,842</td>
<td>$ 19,842</td>
</tr>
<tr>
<td>Facilities - Enviro Compliance (693)</td>
<td>16,065</td>
<td>16,748</td>
<td>11,432</td>
<td>16,664</td>
<td>16,664</td>
<td>16,664</td>
<td>16,664</td>
<td>16,664</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$21,576,508</td>
<td>$24,210,273</td>
<td>$19,555,538</td>
<td>$25,037,858</td>
<td>$25,152,140</td>
<td>$23,691,672</td>
<td>$24,043,237</td>
<td>$24,043,237</td>
</tr>
<tr>
<td><strong>GROSS FUND BALANCE</strong> (Bal + Rev - Exp)</td>
<td>$11,395,158</td>
<td>$8,232,062</td>
<td>$13,187,635</td>
<td>$9,995,776</td>
<td>$9,881,494</td>
<td>$8,996,791</td>
<td>$8,027,983</td>
<td>$7,159,241</td>
</tr>
<tr>
<td>Annual Committed Reserve</td>
<td>1,500,000</td>
<td>1,500,000</td>
<td>1,500,000</td>
<td>1,250,000</td>
<td>1,250,000</td>
<td>1,250,000</td>
<td>1,300,000</td>
<td>1,300,000</td>
</tr>
<tr>
<td><strong>Uncommitted Fund Balance</strong></td>
<td>$ 9,885,158</td>
<td>$ 6,732,062</td>
<td>$11,687,635</td>
<td>$8,745,776</td>
<td>$8,631,494</td>
<td>$7,746,791</td>
<td>$6,727,983</td>
<td>$5,859,241</td>
</tr>
</tbody>
</table>
## Attachment 3
### GRANTS FUND (103): 5-YEAR FUND ANALYSIS

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 ADOPTED</th>
<th>FY 2021 REVISED</th>
<th>FY 2021 FINAL (#2)</th>
<th>FY 2022 ADOPTED</th>
<th>FY 2022 REVISED/PROJECTED</th>
<th>FY 2023 PROJECTED</th>
<th>FY 2024 PROJECTED</th>
<th>FY 2025 PROJECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction Based Rmb Fund (302)</td>
<td>$84,230</td>
<td>$84,230</td>
<td>$82,280</td>
<td>$51,004</td>
<td></td>
<td>$51,004</td>
<td>$46,115</td>
<td>$46,115</td>
</tr>
<tr>
<td>Grants Fund (103)</td>
<td>$84,230</td>
<td>$84,230</td>
<td>$82,280</td>
<td>$51,004</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Public Library Fund (305)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Loan Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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## Attachment 5
### FOUNDATION FUND (105): 5-YEAR FUND ANALYSIS

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<td>$577,368</td>
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To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Review and Possible Action on Budget Priorities for the FY 2023 & FY 2024 Biennial Budget Cycle

RECOMMENDATION
Adopt the resolution adopting budget priorities for the Library for the FY 2023 and FY 2024 biennial budget cycle.

INTRODUCTION
The purpose of this report is to provide background relevant to setting the Library’s budget priorities for the upcoming 2-year biennial budget cycle – fiscal years 2023 and 2024 – that begins on July 1, 2022. A proposed schedule for the budgetary process is also included.

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

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

The City of Berkeley generally operates on a biennial budget cycle. For fiscal year 2022, however, the City and the Library adopted a one-year budget, anticipating the resumption of a two-year cycle the following year. The City has released budget instructions for the 2023 and 2024 cycle, confirming a biennial cycle. This results in the Library engaging in a budget process two years consecutively.

At the December 2, 2020 regular meeting, the board by passage of BOLT Resolution No.: R20-064 adopted the following budget priorities for fiscal years 2022 and 2023:

1. Provide state-of-the-art, well maintained infrastructure, amenities, and facilities
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

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

The proposed schedule reflects past practices and may be modified depending upon instructions from the City.
CURRENT SITUATION AND ITS EFFECTS
The board establishes budget priorities to serve as the framework with which to achieve the optimum utilization of public and library resources over a biennial budget period. Last year, the board originally adopted priorities for a biennial budget, which evolved unexpectedly into a single-year budget due to the impacts of pandemic response. For this reason, the Library proposes to maintain the same priorities for the next biennial cycle.

Proposed priorities for fiscal years 2023 & 2024:
1. Provide state-of-the-art, well maintained infrastructure, amenities, and facilities
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

On January 16, 2018, City Council adopted a 2018-19 Strategic Plan which identified nine long-term goals for the City. Each City department identified projects and developed a work plan designed around those goals. The Library performed similar work. The Library Council, composed of about 25 managers in lead roles, identified three of the citywide long-term goals that most resonated with the Library’s commitment to public service. Those three goals as shown below were integrated into the Library’s fiscal years 2022 and 2023 priorities:
1. Provide excellent, timely, easily-accessible services and information to the community
2. Champion and demonstrate social and racial equity
3. Provide state-of-the-art, well maintained infrastructure, amenities, and facilities

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

Mission and Vision Statements adopted by the Board by BOLT Resolution No.: R20-040:
We believe free, universal access to information is fundamental to a healthy democracy and that reading and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement.

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

**IMPACT – On Individuals**
1. The Library opens people to new possibilities. The Library’s staff and service approach help patrons find what they’re looking for and discover new treasures.
2. Through our programs and services, library users experience personal growth, gain a sense of empowerment, and forge connections.
3. Patrons find that the Library is a peaceful place where they can relax, read, or just think.
4. People feel that the Library belongs to them and they have a right to be there.

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

**VISION**

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

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

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

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

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

**Positive Organizational Culture**
1. We will celebrate our accomplishments.
2. The Library staff and trustees will be proud to be a part of the Berkeley Public Library.
3. We will improve our internal and external communications processes, making them more effective and transparent.
4. The Library staff and trustees will meet the diversity, equity and inclusion standards established by the Library.

5. The Library will be more collaborative internally and we will seek more collaborations with other institutions.

Library Work Plan

The process of developing the Library’s biennial budget for fiscal years 2023 & 2024 incorporates a re-examination of the Library’s work plan to identify projects that meet the board’s established priorities. This work plan was established with the assumption of a biennial budget cycle. As this unexpectedly changed last year to a one-year cycle, much of the work identified is pending completion. As this work plan informs the Library’s budget priorities, the proposal is to maintain the same priorities through the next budget cycle, as they are still highly relevant.

1. Provide state-of-the-art, well maintained infrastructure, amenities, and facilities

Significant work was completed last year on the Central Library Improvement project, and there is more to come in the upcoming biennial period, including the renovation of the children’s story room to address furniture needs and support flexible use. Significant repair work for the stucco replacement project is only just beginning, as is the replacement of a large air conditioning unit at the Central Library. Other projects have been identified that carry budgetary implications, including a more comprehensive assessment and repair of the Central Library and North Branch’s elevators, as well as an audit of the Library’s lighting systems with a goal toward replacing the lighting with more energy efficient and environmentally-friendly products. A significant and long-standing water intrusion concern in the Central Library could potentially be addressed this year, but the recommended course of action (report facilitated by Public Works) represents a construction project. The recent rainstorm suggests a need for a more in-depth assessment of building improvements required at each of the system’s locations.

2. Champion and demonstrate social and racial equity

To support the City’s strategic goal of “champion and demonstrate social and racial equity,” the Library will continue to build capacity at all levels of the organization to engage in this work. During the last fiscal year, the Library was accepted into the California Libraries Cultivating Race, Equity, and Inclusion Initiative (CREI) funded by the California State Library. The Library has formed a core change team, the BPL Racial Justice Advisory Group. This group has been deeply engaged in learning and preparation work with staff of other systems also participating in this work. The group has begun to identify priority projects for the system, which may include staff training, toward an eventual goal of creating a racial equity tool that can be applied in the development of the Library’s internal processes as well as external programming.

3. Provide excellent, timely, easily-accessible services and information to the community

Personnel represents approximately 65% of the Library’s total budget and is a critical resource in support of the priority above. The Library was in the process of recruiting a significant number of positions in 2019, at the close of the year. Plans had to change with the Shelter-in-Place order and subsequent Emergency Operations deployments and hiring freeze. At the beginning of 2020, the Library had approximately 25 vacancies. The Library lost additional staff over the close of 2020 and into 2021, sometimes due to changes brought about by the pandemic, other times relating to regular retirements or unrelated conditions. The Library is continuing its recruitment efforts, but given the substantial level of need coupled with a fixed capacity to recruit, this will take time.
These staffing limitations informed the speed and the extent to which the Library has been able to reopen for indoor service to the community. As the community began to emerge from the significant winter 2021 surge, Library staff planned for reopening buildings to the public. The Library continues to budget for full operating hours, which would include restoring Sunday hours at the Central Library as well as evening hours. It is anticipated that once the Library recruits more staff, the operating schedules will be revised.

4. **Support community safety, wellness, and recovery**

As outlined in the work plan document, the Library has an opportunity to strengthen its response to community members experiencing challenges now that the Central Library and other locations have reopened. The Board of Library Trustees adopted a budget for FY 2022 that introduced a Social Services Specialist position for the Library. When the Library is able to recruit for this position, there will be an opportunity to enhance partnerships and outreach to agencies and departments that provide support to people experiencing housing insecurity, leveraging off of previous initiatives that were explored in the past.

Partnerships like the program series Berkeley Business Bootcamp that Library staff developed with the Berkeley Chamber have offered the community important tools in navigating the complexities of starting a small business. Other partnerships like the Library’s partnership with the City’s Emergency Operations to host vaccine clinics also support community wellness and recovery. As we begin to emerge from the pandemic period, we continue to learn more about evolving community needs and interests, and the Library hopes to expand these kinds of efforts in support of the priority above.

5. **Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework**

Additionally, the Library continues to advance on many of the recommendations from the November 2018 Moss Adams organizational evaluation report. Mission and Vision Statements were adopted towards bolstering a governance model focusing the board on policy and strategy, the Director’s position was filled, Library communications directed to staff and the community were further consolidated to enhance and reinforce messaging, and a collections management plan was refined. The Library will expand this work in the future, including embarking on a strategic planning process. Significant operational changes, such as the implementation of the City’s new ERMA system which manages core financial, Human Resources, and payroll functions, will require the development of new workflows and associated documentation for the Library as well. The need for a more robust and coherent staff training plan, particularly as the Library onboards new staff, has also been identified as a significant project. These developments exemplify a need to focus on planning and communications to support both strategic work as well as daily operations.

6. **Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget**

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

Rationale for Recommendation

Biennial budget progress reports and workshops will be conducted with staff and the board as outlined in the attached timetable. Because the Library’s work plan informs the budget priorities, and much of the
work previously identified is outstanding, the proposal is to maintain the same priorities through the next budget cycle as they are still highly relevant.

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

Attachments
1. Resolution
2. 2022-2023 Work Plan – Priorities and Activities
3. Timetable
WHEREAS, on a biennial basis the Board of Library Trustees reviews and establishes budget priorities for the upcoming biennial budget cycle; and

WHEREAS, at the December 2, 2020 regular meeting, the Board of Library Trustees adopted priorities for FY 2022 and FY 2023 with passage of BOLT Resolution No.: R20-064; and

WHEREAS, subsequently it was determined that the budget for FY 2022 would be a single-year cycle; and

WHEREAS, several of the significant projects the Library identified for FY 2022 and FY 2023 that informed the budget priorities below are pending completion; and

WHEREAS, with the kick-off of the FY2023 and FY 2024 biennial budget process, a review of priorities is recommended to achieve the optimum utilization of public and library resources throughout the biennial budget period and to ensure proposed budget changes are aligned with the board’s priorities.

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

Budget Priorities for FY 2023 and FY 2024:
1. Provide state-of-the-art, well maintained infrastructure, amenities, and facilities
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

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

AYES: ____________________________
NOES: ____________________________
ABSENT: ____________________________
ABSTENTIONS: ____________________________

John Selawsky, President

Tess Mayer, Director of Library Services
Serving as Secretary to the Board of Library Trustee
BERKELEY PUBLIC LIBRARY: 2022-2023 WORK PLAN – PRIORITIES AND ACTIVITIES

Berkeley Public Library is an integral and beloved City of Berkeley service.

Despite the closure of Library facilities that began on March 16, 2020 in response to local Covid-19 health orders, the Library has been continued to provide residents access to books, library programming, and information through different service models.

The Library’s current activities in early 2021 revolve around developing and sustaining services in ways that protect and center community and staff safety and respond to ever-changing conditions as the global Covid-19 pandemic continues. The ongoing nature and scale of the Covid-19 pandemic offers Library staff an opportunity to re-envision 2021 work in the context of centering community safety, while providing excellent customer service and access to library materials, programming, information and resources.

Library staff can build upon the goals identified for FY 2020 adopted in Fall of 2019 by the Library Council (LC), a team of roughly twenty-five Library staff in lead roles (such as supervisors, senior librarians, and managers). LC members worked collaboratively to identify three key goals to be used in guiding planning processes, activities and work plans for FY 2020:

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

These goals were informed by both the City of Berkeley’s strategic plan adopted in 2018 that guide City of Berkeley services overall as well as by the Board of Library Trustees (BOLT) adopted budget priorities for Fiscal Years 20-21.

A number of operational initiatives and activities were designed to help meet each of these broader goals. Some of these activities began in either fiscal years 2020 or 2021 and are nearing completion, while others will continue into the upcoming biennial budget cycle.

#1 PROVIDE STATE-OF THE-ART, WELL MAINTAINED INFRASTRUCTURE, AMENITIES, AND FACILITIES:

1) Complete the Central Library Improvements project and open the Library with improved access to seating areas, laptops, programming spaces, bathrooms, teen services, and customer service.
2) Complete Bancroft wing external stucco replacement project.
3) Replace Central Library air conditioning unit as it nears end of life status.
4) Streamline printing services.
5) Identify opportunities for increased self-service laptop lending options at branches.
6) Initiate redesign of Central Library children’s story room to optimize programming space.

#2 CHAMPION AND DEMONSTRATE SOCIAL AND RACIAL EQUITY:

1) Form a team to work on equity, diversity, equity, and inclusion (EDI) efforts, in concert with City of Berkeley strategic work in this area.
2) Identify racial equity training opportunities and recommend training for BPL staff and leadership.
3) Review the collections management plan and amend as necessary to ensure BPL collections are curated to best serve the diversity of backgrounds and interests of the Berkeley community.
4) Identify, implement, and sustain monthly public programs that support the learning and cultural interests of a diverse community.

5) Identify partners in the disability services and rights community with whom to collaborate to develop improved services for residents living with disabilities; ensure readiness for work by highlighting staff training opportunities.

6) Ensure adequate access to all-gender bathrooms at each facility.

#3 PROVIDE EXCELLENT, TIMELY, EASILY-ACCESSIBLE SERVICES AND INFORMATION TO THE COMMUNITY:

A. Responsive and Impactful Programming

1) Develop and implement public programming plan intended to support improved public programming experiences and; develop methods to evaluate program offerings and assess outcomes of public programs.

2) Support community resilience and growth through offering programs that:
   a. support the interest of entrepreneurs and small businesspeople to sustain their livelihoods under significantly changed conditions due to Covid-19
   b. encourage development of growth mindset and informal STEM learning experiences
   c. provide avenues for social-emotional learning and connection amongst youth and adults
   d. enhance opportunities for community members to engage with authors via regular author events

3) Further develop infrastructure for producing virtual programming offerings across all age levels to support goals.

B. Improve Access to Technology, Collection and Library information

4) To enable internet access for a wide range of community members, offer integrated mobile wireless hotspot/laptop lending for patron check-out and use outside of the Library.

5) Identify current service gaps related to technology needs and identify community partners and outreach opportunities to strengthen access to technology.

6) Develop and offer access to culinary tools collection from the Tool Lending Library, including selection, procurement, cataloging, and lending.

7) Develop methods to evaluate culinary tools collections and receive community input to sustain and improve offerings.

8) Enhance access to local history collections.

9) Nimbly adjust public website to reflect change in services and community need due to Covid-19, including availability of virtual programming, e-learning resources, and e-materials.

10) Identify long-term solutions for website user experience improvement.

11) Update and implement strategies identified in the draft Collection Management Plan, including ongoing collection refreshment needs and identification of new collection areas to satisfy diverse and changing community interests.

12) Deepen collaboration with Berkeley Unified School District (BUSD) towards a comprehensive student e-card program.

#4 SUPPORT COMMUNITY SAFETY AND WELLNESS:

A. Emergency and Public Health Preparedness

1) Prepare all Libraries for reopening under pandemic conditions that may require a greater degree of physical distancing between patrons and between patrons and staff.

2) Develop and maintain safe practices for service delivery during Covid-19 pandemic, including developing safety protocols and practices; ensuring adequate supplies of PPE; supporting staff input into improving practices.
3) Evaluate air filtration systems in all branches and develop methods to ensure effective air filtration during smoke events in view of Covid-19 pandemic conditions.

B. Safe, Comfortable and Welcoming environments for everyone including staff and those in our community who are experiencing life challenges

4) Develop a social worker in the Library program to support access to information and services for library patrons; to support staff’s ability to respond to crises; and to coordinate service delivery with partnering agencies.

5) Prepare for reopening of the newly renovated Central Library by reviewing and updating safety and emergency procedures.

#5 IMPROVE PLANNING, PROCEDURES, AND COMMUNICATIONS TO SUPPORT ORGANIZATIONAL DEVELOPMENT AND RESPONSIVENESS:

1) Sustain Social Media and Public Communications Plan to improve clarity of messaging and provide for increased community awareness; per auditor recommendations, strengthen communications practices related to changes in collection practices and offerings.

2) Update Intranet to include monthly statistical reports that will help supervisors enhance services and operational decisions.

3) Develop ERMA departmental manual in support of City-wide transition in systems.

4) Develop and implement a reserve policy that guides how the fund can be used.

5) With Board participation, prepare to execute a strategic planning process in Q3-4 2021 or 2022, based upon a systematic community input process.

6) Develop statement of Berkeley Public Library culture and values, incorporating previous work in this area and input from staff system-wide.
# Timetable

## FY 2023 and FY 2024 Biennial Budget

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<thead>
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<th>Topic</th>
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<td>Position Control Review and Updates</td>
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<tr>
<td>3, NOV 2021,</td>
<td>Discussion and Action on Budget Priorities for FY 2023 &amp;</td>
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<td>8 DEC 2021</td>
<td>FY 2024</td>
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<tr>
<td>JAN 2022</td>
<td>Extended Action on Budget Priorities for FY 2023 &amp; FY 2024 (if needed)</td>
</tr>
<tr>
<td>FEB 2022</td>
<td>BOLT FY22-2Q (mid-year) Report</td>
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<td>TBD MAR 2022</td>
<td>Internal Staff Workshop</td>
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<tr>
<td>MAR 2022</td>
<td>BOLT Budget Workshop</td>
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<td>BOLT Recommendations on Draft Budget</td>
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<td>TBD MAY/JUN 22</td>
<td>BOLT Recommendations on Draft Budget, Tentative Adoption</td>
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<tr>
<td>JUN 2022</td>
<td>BOLT Recommendation to City Council, Final Adoption</td>
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To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: RFP: Strategic Planning consulting

RECOMMENDATION
Adopt the resolution to authorize the Library to issue a Request for Proposals for a consultant in support of the Library’s strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

INTRODUCTION
The purpose of this report is to provide background relevant to considering a course of action for the Library in pursuit of the development of a strategic plan.

FISCAL IMPACT
In the approved Budget for Fiscal Year 2022, adopted by Resolution No. R21-096, the Library incorporated 80K for professional services to hire consultants in support of strategic planning. Significantly larger urban library systems have budgeted as much as 1M to contract for these services, but the scope of work was significantly more complex than would be for a much smaller system. As the Library pursues this pathway, new information will emerge about how much funding each aspect of the contracted services will require and there may be need to prioritize some aspects over others as well as adjust the scope of work. For example, demographic analysis, community engagement, and synthesis into final documentation are all potential components of the process.

BACKGROUND
In the Final Report of the Berkeley Public Library Organizational Assessment conducted by Moss Adams LLP (November, 2018) it was recommended that the Library, “in alignment with the City of Berkeley’s 2018-19 Strategic Plan, develop a five-year outcome-based operating plan and supporting unit work plans to unify and focus Library efforts.” (p.3)

More specifically: “Currently, the Library does not have a multi-year operating plan in place to define priorities, drive budgets and annual work plans, and guide ongoing strategic decisions and initiatives. The Library’s historical planning processes tended to span two to three years, but have not been adhered to due to Director turnover. In 2015, the Library created a strategic plan for the 2016-2018 period; however, due to leadership turnover and lack of staff buy-in, the plan was not effectively adopted or implemented. Starting in 2018, the Library began the process of creating short-term work plans based on three priorities from the City’s Strategic Plan. However, many units have not yet developed work plans that align with the Department’s work plan. As a result, Library leadership, management, and staff pursue the Library’s mission by relying on fragmented approaches based on outdated priorities rather than present-day business needs.” (p.15)
Similarly, in the City of Berkeley Auditor’s report dated August 27, 2020, “we recommend the management and Board support the new permanent director in developing a strategic plan. To assess whether the Library’s programs and activities meet community needs over time and align with its strategic plan, we recommend the Library develop and implement a program evaluation process.” (p.2)

The Acting Library Services Director along with the Board of Library Trustees prioritized recruiting a new Library Director in 2019. The onboarding of the incoming Director, Mayer, took place in Fall of 2020 and into 2021.

CURRENT SITUATION AND ITS EFFECTS
In recent years, to support the organization’s ability to align work and identify priorities, staff created work plans that were largely routed in the City’s Strategic Goals of 2018-2019. While this approach has been successful in terms of developing and framing goals, it would be helpful for the Library to develop a longer-term, less reactive strategy that incorporates new information, such as the 2020 Decennial Census data. Although the Library continues to focus on pandemic response and reopening, it is important that at the same time, the organization plans and prepares for the future. Library staff brings some level of experience and knowledge of strategic planning and processes, but additional capacity is required in the current environment to do this successfully.

RATIONALE FOR RECOMMENDATION
To prepare for the future and position the library to address community needs and interests moving forward, the Library requires additional information and preparation. A robust community engagement process will better position the Library to respond to community needs and emerging opportunities. A longer-term plan is needed in order to align and coordinate the work of Library staff. The Library staff needs additional support and subject matter expertise in the facilitation of this kind of process.

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

Attachments
1. Resolution
2.
RECOMMENDATION TO BOARD OF LIBRARY TRUSTEES TO AUTHORIZE REQUEST FOR PROPOSAL TO CONTRACT FOR STRATEGIC PLANNING CONSULTANT

WHEREAS, the Library has been operating for several years without its own strategic plan; and

WHEREAS, it has been strongly recommended that the Library adopt a longer-term, multi-year operating plan to define priorities, drive budgets and annual work plans, and guide ongoing strategic decisions and initiatives; and

WHEREAS, the Library seeks to better understand the needs and interests of a rapidly changing community; and

WHEREAS, the Library staff may positively engage and partner with the community on the development of such a plan; and

WHEREAS, additional capacity and subject matter expertise is required in the current environment to support this project successfully; and

WHEREAS, City of Berkeley administrative regulations require contracts for services over $25,000 to be made through a competitive process; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to issue a Request for Proposal to contract with a consultant in support of the Library’s strategic planning process.

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

AYES:
NOES:
ABSENT:
ABSTENTIONS:

John Selawsky, President

Tess Mayer, Director of Library Services
Serving as Secretary to the Board of Library Trustee
To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Honoring Jim Jacobs, Berkeley Public Library Children’s Librarian from 1960-1990

INTRODUCTION
At the Regular meeting of the City of Berkeley City Council on Tuesday, October 26, 2021 at 6pm, Mayor Jesse Arreguín issued a Special Proclamation honoring Jim Jacobs, retired children’s librarian, who was the Berkeley Public Library’s first African American librarian and whose dedication and service to the community has inspired generations of Berkeley residents and library staff.

FISCAL IMPACT
There is no fiscal impact from this report.

BACKGROUND
The Berkeley Public Library’s staff Racial Justice Advisory Group (RJAG) was formed in March 2021 and includes five staff members from a diversity of library locations and personnel classifications: Chin Keita, Sheila Lew, Perlita Payne, Aimee Reeder, and Linda Sakamoto.

RJAG has dived into a variety of equity, diversity and inclusion (EDI) work. One project has been to discuss, research and document historic and impactful moments in the City of Berkeley and Berkeley Public Library’s history as part of contextualizing and setting the foundation for future EDI efforts at BPL.

RJAG wanted to celebrate the extraordinary contributions of one of the Library’s former librarians, Jim Jacobs, who has inspired generations of Berkeley residents and library staff. Mr. Jacobs, now 91 years old, was willing to share some of his memories and wisdom with RJAG and was interviewed by phone in October.

RJAG reached out to Trustee and Councilmember Sophie Hahn who enthusiastically offered to support and expedite the process for honoring Mr. Jacobs at an upcoming City Council meeting.

RJAG is grateful to Trustee Hahn, her Chief of Staff, Andy Kelley, and Mayor Jesse Arreguín for their efforts in celebrating Mr. Jacobs.

CURRENT SITUATION AND ITS EFFECTS
At City Council’s regular meeting on Tuesday, October 26th at 6pm, the Mayor issued a proclamation, read by Trustee Hahn, recognizing the significant impact Mr. Jacobs has had on our community. The proclamation is as follows:

WHEREAS, Jim Jacobs had an important, impactful, decades-long career at the Berkeley Public Library, serving the community and City with dedication, excellence, and deep care; and

Whereas, Mr. Jacobs was the only African American in his Masters of Library Science graduate program at UC Berkeley and became Berkeley Public Library’s first African American librarian in 1960; and
Whereas, Mr. Jacobs pioneered the effort to desegregate the Berkeley Public Library’s collections after noting that books authored by African American writers as well as books about African Americans were all shelved in the Dewey Decimal 326 category of “326 Slavery & Emancipation,” regardless of topic, genre or scope; and

Whereas, Mr. Jacobs in the early 1960s began ensuring that collections and story times also featured female protagonists, supporting gender representation much sooner than many colleagues and libraries; and

Whereas, Mr. Jacobs worked tirelessly to serve the children of Berkeley in creative and fun ways, from offering memorable story times to teaching children to enjoy research for school reports, building puppet show theatres, and enticing teens into the reference room by sharing “real life” resources such as car repair manuals; and

Whereas, Mr. Jacobs launched the Berkeley Public Library's first Summer Reading program at his branch, which was replicated citywide and remains to this day a fundamental component of library programming; building literacy and fostering a love of reading for Berkeley patrons of all ages; and

Whereas, several current and former Berkeley Public Library staff cite Mr. Jacobs as inspiration for their love of books and libraries, and for their own fulfilling careers in libraries; and

Whereas, Mr. Jacobs began his career at the Berkeley Public Library shelving books in 1958 while attending graduate school at UC Berkeley; and

Whereas, Mr. Jacobs held numerous supervisory and leadership roles in the Library, serving in the Central Children’s Division and as the branch manager of Tarea Hall Pittman South; and

Whereas, at 91 years of age, Mr. Jacobs continues to offer his friendship, wisdom, and support to current Library staff; and

Whereas, Mr. Jacobs’ librarianship has inspired generations of library patrons and, after retiring in 1990, Mr. Jacobs continues to receive messages from patrons who recount how much he and his story times still mean to them;

NOW THEREFORE, BE IT RESOLVED that I, Jesse Arreguin, Mayor of the City of Berkeley, do hereby honor, recognize, and celebrate the contributions of

MR. JIM JACOBS

for his dedicated years of service to the Berkeley Public Library and his many contributions to the children, residents and staff of the Berkeley Public Library and of the City of Berkeley.

Mr. Jacobs and many current and former BPL were in attendance.

Staff continue to plan ways to honor Mr. Jacobs, including dedicating storytimes to Mr. Jacobs during which staff sing songs he also used to sing to Berkeley children, decades ago.

FURTHER ACTION

There is no action needed from the Board.

CONTACT PERSON

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

Attachments:
1. Images of Jim Jacobs, Storytime at South, 1960s & current BPL staff after Outdoor Musical Storytime
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

Administrative Regulation 2.25 is now in effect and requires that all City of Berkeley employees were to have reported 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. The Library, along with other City departments, is taking steps to implement this policy.

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.

On October 7, Bay Area health officers, including the City of Berkeley, shared the criteria that would be applied in determining when this indoor masking requirement could be discontinued. This would not prevent local businesses and organizations from continuing their own masking requirements.

Vacancies and Recruitment

The City of Berkeley and the Library are in the middle of a recruitment for the Associate Human Resource Analyst position. The application period has closed and interviews are pending. This position is crucial to Library operations, including recruitment.

The recruitment for a Temporary Tool Lending Specialist was completed in October, along with interviews for Library Aides. There are now six vacancies for Aides, despite the fact that the Library successfully recruited ten new staff over the summer. This was due to three resignations of newly recruited employees, one retirement, and one long-time Aide accepting a Librarian position.

The recruitment for two Supervising Librarian positions was also completed in October, and results will be shared soon.

Storm Impacts

Berkeley Public Library experienced some impacts from the significant rainfall accompanying the storm that moved through the area on Sunday, October 24, and into the morning. The Central Library experienced a number of leaks, including water intrusion into the newly remodeled Teen Room. North experienced an accumulation of standing water outside which seeped indoors, and the roof at Claremont Branch failed significantly in two parts of the building. The standing water inside Claremont was so significant that the branch could not open completely on Monday and temporarily reverted to an Outdoor Pickup model as the staff came together to clean up and inventory materials that were water-logged and will need to be replaced. This creates a vulnerability moving into the winter that will need to be addressed in terms of both a short-term and longer-term solution.
Pumpkin Patch Programming

Supervising Librarian Heather Cummins worked with Children’s Services staff Emma Coleman and Erica Glenn to present outdoor storytimes at the Harold Way Pumpkin Patch event hosted by the Downtown Berkeley Association. Although the Sunday event was canceled due to rain, the Saturday storytime was well-attended, with approximately 55 participants. Retired Children’s Librarian Ann Hotta guest starred to play ukulele, and Monique Rizo helped with distributing free give-away books.

One family shared with the staff that their child was getting his first library card today and the program on Harold Way was part of the experience. Several more families said how great it was to have a storytime on a Saturday morning. It was so much fun and a wonderful way to reach families!

Children’s Librarian Michael Kwende at Claremont Branch has observed that many children did not have an opportunity to sign up for library cards throughout the past year and a half. He has initiated an outreach effort to sign up children in local kindergarten and first grade classrooms for new library cards.

Outreach

On October 8, Director of Library Services Mayer and Foundation Director Kathy Huff presented at a virtual meeting of the Berkeley Breakfast Club. They provided updates on significant Foundation-funded projects, discussed the Library’s response to the pandemic, and the future.

CONTACT PERSON

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