



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday 04/06/2022

AGENDA
6:30 PM

This Meeting Will Be
Conducted Exclusively
Through Videoconference and
Teleconference

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Diane Davenport, Beverly Greene, John Selawsky

PUBLIC ADVISORY:

This Meeting Will be Conducted Exclusively Through Videoconference and Teleconference

Pursuant to Government Code Section 54953(e) and the state declared emergency, this meeting of the Board of Library Trustees 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](tel:1-669-900-9128) and enter Meeting ID: [860-4230-6505](tel:860-4230-6505). If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair. NOTE: Your phone number will appear on the screen.*

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

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

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

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-agenda Matters

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

C. Comments from Library Unions

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

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

D. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of March 2, 2022 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the March 2, 2022 Regular Meeting of the Board of Library Trustees.

B. Contract Amendment: Contract No. 114878-1 Sevaa Group

From: Alicia Abramson, Library Information Systems Administrator

Recommendation: Adopt a Resolution to amend contract No. 114878-1 with Sevaa Group to provide for an increase of \$109,950 thereby increasing the Contract's allowable not-to-exceed amount to \$221,775 and to extend the term end date to June 30, 2025.

C. Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Deputy Director

From: Tess Mayer, Director of Library Services

Recommendation: Approve the initiation of a request for proposal to solicit bids for coordination of the executive recruitment process for the position of Deputy Director.

D. Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Three Percent (3%) Salary Increase

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the recommendation to the personnel board that it revise the Tool Lending Specialist job specification to accurately reflect the scope of duties and to increase the current salary schedule by three percent (3%) effective April 4, 2022.

III. PRESENTATION

A. Proposed Budget FY 2023-24 Presentation

From: Nneka Gallaread, Admin and Fiscal Services Manager.

IV. ACTION CALENDAR

A. Proposed Budget FY 2023-24 – All Library Funds

From: Nneka Gallaread, Admin and Fiscal Services Manager

Recommendation: Adopt the resolution to approve the proposed revenue budgets for FY 2023 and FY 2024 of \$22,944,646/\$23,396,799 and the proposed expenditure budgets for FY 2023 and FY 2024 of \$25,000,095/\$25,263,311.

B. Request for Proposal for Strategic Planning

From: Tess Mayer, Director of Library Services

Recommendation: Review, discuss, and approve the attached draft Request for Proposal to contract for a strategic planning consultant.

V. INFORMATION REPORTS

All items for discussion only and no final action.

A. Information Technology Systems Update (Presentation) – Alicia Abramson, Library Information Systems Administrator

B. Monthly Library Director's Report – Tess Mayer, Director of Library Services

VI. ITEMS FOR FUTURE AGENDAS

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

A. Discussion of items to be added to future agendas

VII. ADJOURNMENT

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

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

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

COMMUNICATION ACCESS INFORMATION:



This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

I hereby certify that the agenda for this regular/special meeting of the Board of Library Trustees 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 March 31, 2022

//s//

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

Communications:

- | | | |
|--------------|---------------|---|
| 1. 3/23/2022 | Lily | Resume Zoom Meeting March 22, 2022 |
| 2. 3/30/2022 | Emily Shearer | Additional Resources for Your Library's Website |



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, March 2, 2022 6:30 PM

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

Amy Roth, President	Diane Davenport
Sophie Hahn, Vice President	Beverly Greene
	John Selawsky

I. PRELIMINARY MATTERS

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

1. **Call to order:** 6:31 pm.

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

Absent: None

Also Present: Tess Mayer, Director of Library Services; Amanda Myers, Acting Library Services Manager; Jay Dickinson, Circulation Services Manager; My Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary, Nneka Gallaread, Administrative and Fiscal Services Manager.
2. **Public Comments:** 0 speakers.
3. **Comments from Library Unions:**
 - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – ___ speakers
 - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speakers
 - C. Public Employees Union, LOCAL 1 – ___ speakers
4. **Comments from Board of Library Trustees**
 1. **Trustee Hahn** – We hear the amount of stress that all of our library employees have been under. We have similar issues throughout the city organization and there are also challenges in our personnel department at the city. I just want to acknowledge that I think it's been really difficult. I like the idea of getting a monthly staffing update. I want to extend an invitation that I would be very happy to hear from library workers.
 2. **Trustee Selawsky** – I want to express my own solidarity with the people of Ukraine, and I hope they get out of this. I think our staff is under stress, is under a lot of uncertainty, and certainly overworked because of unfilled positions. I want to applaud Director Mayer's decision to continue with the mask policy. How do we know if somebody's vaccinated or not? Are we going to take staff time to determine that? I readily acknowledge the burden on staff who are on the floor staff who are working. I would say bi-monthly staffing updates to the trustees makes a lot of sense at this point, and please, Andrea, if there's anything you think I can do or help with, please ask.
 3. **Trustee Davenport** – I think that we've all been concerned about staff resiliency, and how much staff are working, and how they got called back on the line way sooner than many city departments. We, as a board, recognize how very hard the staff has worked, and how they've tried in every way to make sure that every site has enough folks to maintain minimal staffing in these times, and a bunch of things were stacked against us. But we're seeing a light at the end of the tunnel. The librarian interviews are coming we know they're a good group of people. I got to go to both the Kurt Waller and the Village

Rhythms Drumming programs at South and at North and I was taken by both. I really want to thank the library for having such terrific programming.

4. **Trustee Greene** – I want to echo some of these comments here. Thank you Andrea for bringing that information forward, and for sharing it with us here at the at the meeting. I want to thank the library for the diverse programs that it's put on during the month of February for Black History month, and also for Chinese New Year.
5. **Trustee Roth** – We do know that people are under stress and working hard and it is tough. I can barely listen to the news anymore; it's Ukraine. it's COVID, it's climate change, it's the wild fires. It is hard for everybody. I'm not dismissing Andrea's comments at all, I think they're totally valid and it's something we really need to work on, and I think having a more frequent staff update is an excellent idea and a first step towards making that happen.

II. CONSENT CALENDAR

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R22-012 to approve the consent calendar as presented.

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

A. Approve Minutes of the February 2, 2022 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the February, 2022 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R22-013 to approve the minutes as presented.

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

B. Contract: AMS.Net

From: Alicia Abramson, Library Information Systems Administrator

Recommendation: Adopt the resolution authorizing the Director of Library Services to execute a contract with AMS.Net for the purchase of network switches, installation and maintenance services utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2021092 with AMS.Net as a purchasing vehicle, for the period beginning April 22, 2022 through April 30, 2025, for an amount not-to-exceed (NTE) \$200,000.

Financial Implications: None

Contact: Alicia Abramson, Library Information Systems Administrator

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R22-014 to adopt the resolution authorizing the Director of Library Services to execute a contract with AMS.Net for the purchase of network switches, installation and maintenance services utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2021092 with AMS.Net as a purchasing vehicle, for the period beginning April 22, 2022 through April 30, 2025, for an amount not-to-exceed (NTE) \$200,000.

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

III. ACTION CALENDAR

A. BOLT Agenda Topic Calendar

From: Tess Mayer, Director of Library Services

Recommendation: Review and comment on Attachment 1, "BOLT Agenda Topic Calendar." Discuss proposed topics and identify topics not currently incorporated that should be included.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: No action taken.

IV. INFORMATION CALENDAR

A. Claremont Branch Update

From: Shani Leonards; Supervising Librarian at Claremont Branch.

Action: Received

B. FYTD 2022 – 2nd Quarter YTD Budget Report and Budget Calendar

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Action: Received

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

From: Tess Mayer, Director of Library Services

Action: Received

V. AGENDA BUILDING

Next regular meeting will be held April 6, 2022.

Future topics:

- Security Guards
- Budget Presentation in April
- Department Presentation in April
- Staffing Update in April

VI. ADJOURNMENT

Trustee Davenport motioned, Trustee Roth seconded to adjourn the meeting and go into Closed Session.

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

Adjourned at 8:27 PM.

VII. CLOSED SESSION –

The Board will convene in Closed Session pursuant to California Government Code Section 54957(b) for discussion and possible action regarding:

A. Continuation of Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

Title of position being evaluated: Director of Library Services

Trustee Selawsky motioned, Trustee Hahn seconded to submit documentation that the Trustees completed pertaining to the Director of Library Services' performance evaluation in their personnel file, permitting the inclusion of a Director's statement in reference to the evaluation.

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

VIII. ADJOURNMENT

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

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

Adjourned at 8:48 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 2, 2022 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1. Claremont Branch Update

DRAFT

Welcome To Claremont Branch

BOLT Meeting
Wednesday, March 2, 2022
Shani Leonards,
Branch Supervisor

Claremont Branch



- ❖ First opened in 1909 on what is now Derby St. (was Russ St.).
- ❖ Relocated in 1924 to its current home on Benvenue in the Elmwood neighborhood.
- ❖ Designed by James Plachek in Tudor style (fireplaces, slate-styled roof).
- ❖ Bond Measure FF Renovation - reopened in 2012 with 350 more square feet, ADA accessibility, modern technology and LEED Silver certification.
- ❖ Now 7,800 square feet (THPS is 8,700 sq. ft. and West is 9,300 sq. ft.)
- ❖ Located near homes, shopping, major employers UCB and Alta Bates and Oakland

Typical Library Services Offered Prior To COVID-19



- ❖ Circulated an average of 14, 477 items each month
- ❖ Answered approximately 200 Reader's Advisory, Reference and Tech Support questions each month
- ❖ Hosted an average of 51 class visits, outreach visits and programs, averaging 1,360 people each month.

Library Programs Before March 2020

Weekly Programs

- ❖ Movement and Music program
- ❖ Baby Rhyme Time for pre-walkers
- ❖ Outdoor Storytime for Preschoolers
- ❖ Beginning Computer Class for Seniors
- ❖ Tabletop Game Night
- ❖ Adult Movie Night
- ❖ Teen Games
- ❖ Teen Comic Book Club
(on Willard Middle School campus)

Monthly Programs

- ❖ Third Grade Book Club
- ❖ Maker Lab
- ❖ Intergenerational Chess Club
- ❖ Family Yoga
- ❖ Claremont Poetry Circle
- ❖ Plus an average of 12 Outreach/Class visits to Preschool, Elementary & Middle Schools
- ❖ Children's, Intergenerational & Adult Special Monthly Events (1-3/month)

Pivoting For COVID-19

Curbside pickup services

- ❖ Three day quarantine of all returns
- ❖ Quintupled the number of patron holds
- ❖ Second site to launch an outdoor cart for browsing by patrons
- ❖ Co-hosted first BPL Virtual storytime
- ❖ Special, virtual author events (Mac Barnett & Judy Bebelaar)
- ❖ Virtual school outreach & Literacy events
- ❖ Reintroduced outdoor storytimes to BPL

Return to indoor services

- ❖ Opportunity to rethink branch layout, safety and patron needs
- ❖ Improved sightlines, new locations for collections
- ❖ Displays located throughout the branch for socially distant browsing
- ❖ Return of modified indoor class visits
- ❖ Current focus is on school outreach and outdoor Children's programming

Design Changes to Support Sightlines, Safety and Patron Browsing

Expanded & relocated New Children's Book & DVD areas to meet demand



Adult Reading Area after patrons returned



Focus on Displays, Room to Move, Patron Comfort

New bulletin board for themed promotions and more children and adult displays



We created spaces to explore that were socially distant from seating



Branch Display and Merchandising Leads



Glenn Ingersoll
Staff Picks Bookmark Project Lead

Linda McDonald
Themed Displays & Bookmarks



Chin Keita
Lead- Children's and Adult displays
Racial Justice Advisory Group (RJAG)

Claremont Aides- (3 New to BPL)



Chris Doi



Lillian Whitthaus



William Hoberg



Camila Shen-Berro

Meet the Rest of the Team...



Donovan Russell & Michael Kwende
School Outreach, Outdoor Storytimes



Caroline Li
Maintenance Supply Requests & Deselection...



Pema Lhakey
Scheduling, Space Planning, Circulation Supervision



Mehari Hagos (guard) & Shani Leonards
Branch Supervisor

Questions?

**“Before And During Covid, This Library Has
Been A Source Of Joy In Every Season”**

- Patron Thank You Note From 12/2021





CONSENT CALENDAR

April 7, 2022

To: Board of Library Trustees
From: Alicia Abramson, Library Information Systems Administrator
Subject: Contract Amendment: Contract No. 114878-1 Sevaa Group

RECOMMENDATION

Adopt a Resolution to amend contract No. 114878-1 with Sevaa Group to provide for an increase of \$109,950 thereby increasing the Contract's allowable not-to-exceed amount to \$221,775 and to extend the term end date to June 30, 2025.

FISCAL IMPACTS OF RECOMMENDATION

The FY 2022 Library Tax Fund (101) budget includes funding to support this request in the following accounts:

Cost	Budget Code	Description
\$75,000.00	101-22-242-271-612990	Website Upgrade from Drupal 7 to Drupal 9
\$34,950.00	101-22-242-271-613130	Two additional years website hosting & technical support

CURRENT SITUATION AND ITS EFFECTS

The Library's website runs on the Drupal Content Management System (CMS) which is the content authoring platform that allows Library staff to manage the website's content, structure and custom settings. The website currently runs on Drupal version 7 which will no longer be supported by the developer starting in November, 2022, effectively reaching its end-of-life as a stable and supported platform. Security and software updates to the system will no longer be available once the current version of the CMS reaches end-of-life. Upgrading the Library's website to Drupal 9, the most current version of the system, is therefore necessary to ensure the site remains stable, functional and compatible with future security updates. This is a significant undertaking. Sevaa Group has staff with in-depth knowledge of the Drupal software and the technical experience and expertise required to manage the high level of complexity of this project.

Additionally, the current contract, which provides for website hosting, technical support services and customized development will expire on June 30, 2023. This amendment will extend the contract to June 30, 2025. This extension will provide for two additional years of website hosting services, website hosting technical support services and professional services related to website development.

BACKGROUND

The Library and Sevaa Group, Inc. entered into Contract Number 114878 for the period from June 16, 2017 through June 18, 2019 in an amount not-to-exceed \$36,875, for which Contract was authorized by the Director of Library Services for the provision of website hosting, technical support services and customized development for the Library.

On May 1, 2019, the Board of Library Trustees authorized, by Resolution No.: R19-021, amending Contract No. 114878-1 to increase the authorized not-to-exceed amount to \$74,325.00 and to extend the term end

date to June 30, 2021 for the continued website provision of hosting, technical support services and customized development for the Library.

On May 26, 2021, the Board of Library Trustees authorized, by Resolution No.: R21-092, amending Contract No. 114878-1 to increase the authorized not-to-exceed amount to \$111,775.00, and to extend the term end date to June 30, 2023 for the continued provision of website hosting, technical support services and customized development for the Library.

To date Sevaa Group, Inc. has successfully fulfilled its contractual obligation to provide website hosting, technical support services and customized development for the Library.

ALTERNATIVE ACTIONS CONSIDERED

None.

The Library's website may still be able to operate on the older version of the Drupal CMS, however, it may become unstable, site functionality may be negatively impacted, and the site would be subject to potential security threats. It is therefore strongly recommended that the Library upgrade the Drupal CMS from version 7 to version 9, the most current version of the system.

CONTACT PERSON

Alicia Abramson, Library Information Systems Administrator, Library, 510-981-6130

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 22-__

Contract Amendment: Contract No. 114878-1 Sevaa Group

WHEREAS, the Library and Sevaa Group, Inc. entered into Contract Number 114878 for the period from June 16, 2017 through June 18, 2019 in an amount not-to-exceed \$36,875, for which Contract was authorized by the Director of Library Services; and

WHEREAS, On May 1, 2019, the Board of Library Trustees authorized, by Resolution No.: R19-021, the amendment of Contract No. 114878-1 to increase the authorized not-to-exceed amount to \$74,325.00 and to extend the term end date to June 30, 2021; and

WHEREAS, On May 26, 2021, the Board of Library Trustees authorized, by Resolution No.: R21-092, the amendment of Contract No. 114878-1 to increase the authorized not-to-exceed amount to \$111,775.00, and to extend the term end date to June 30, 2023; and

WHEREAS, Sevaa Group, Inc. has successfully fulfilled its contractual obligation to provide website hosting, technical support services and customized development requested by the Library;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley adopt a Resolution to amend Contract No. 114878-1 not-to-exceed amount to \$221,775, and to extend the term end date to June 30, 2025.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday April 6, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



CONSENT CALENDAR

April 6, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Deputy Director of Library Services

RECOMMENDATION

Approve the initiation of a request for proposal to solicit bids for coordination of the executive recruitment process for the position of Deputy Director.

FISCAL IMPACTS OF RECOMMENDATION

Estimated costs are \$35,000.

CURRENT SITUATION AND ITS EFFECTS

In order to better support Library operations and development, the Director of Library Services recommends initiating a recruitment for the Deputy Director position that will be managed by an outside agency. The Library's Human Resources Analyst is highly focused on continuing to fill public services and other critical vacancies, and so contracting for additional supporting would allow all of these efforts to move forward. Succession planning for the Library requires greater time and investment in order to better prepare for the future; the recruitment and retention of a Deputy Director position is a critical way to ensure that this occurs.

BACKGROUND

The former Deputy Director went on leave in late December 2020, and since the incumbent resigned effective April 20, 2021 the position of Deputy Director has been vacant. The Deputy Director position is responsible for day-to-day operations of the Library; implementing policy; supervising staff; and ensuring that critical projects advance.

ENVIRONMENTAL SUSTAINABILITY

N/A

RATIONALE FOR RECOMMENDATION

The process to search for and select executive leadership of a public agency requires specialized knowledge and experience. The City of Berkeley and other public entities rely upon and regularly hire experts in recruitment who identify and vet potential candidates; develop marketing plans; recommend a process for selection of a final candidate; ensure applicants' confidentiality; and other activities related to the hiring of executive leadership.

ALTERNATIVE ACTIONS CONSIDERED

The BOLT could refrain from approving this RFP, which would result in the Library staff needing to manage this recruitment in addition to the others already planned and underway.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Request for Specifications Number
3. City of Berkeley Deputy Director Job Description

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 22-__

WHEREAS, The BOLT delegates day-to-day operations to the Director of Library Services, and the Deputy Director position works closely with the Director to support these operations; and

WHEREAS, the position of Deputy Director has been vacant since April 20, 2021; and

WHEREAS, the recruitment and retention of a Deputy Director position will support succession planning for the Library; and

WHEREAS, the process to search for and select executive leadership of a public agency requires specialized knowledge and experience; and

WHEREAS, expected costs for such a require the issuance of a Request for Proposal to equitably solicit and evaluate bids from at least three vendors that offer executive search coordination and other related services; and

WHEREAS, City of Berkeley administrative regulations require purchases 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 for a vendor to coordinate the search for a Deputy Director.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 6, 2022 by the following vote:

AYES:	Trustees Davenport, Hahn, Greene, Selawsky, Roth
NOES:	None
ABSENT:	None
ABSTENTIONS:	None

Amy Roth, President

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

REQUEST FOR SPECIFICATION NUMBER

IFB/RFP Title	Approx. Release Date	Approx. Due Date	Description of Goods or Services To Be Purchased	Estimated Cost	Budget Code To Be Charged	Funds in Acct. ? Yes / No	Department / Division	Name and Phone for Additional Information
Library Deputy Director Recruitment	4/11/22	5/11/22	Executive Recruitment	\$35,000	101-241- 261-101- 0000- 000-463- 612990	Yes	Library	My Chan 510-981- 6105

Date:***SPECIFICATION******NUMBER:***

Revised:

*Date issued:**Date to Council: N/A*

Deputy Director of Library Services

Class Code:
1057

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: Oct 6, 2008

SALARY RANGE

\$64.39 - \$84.62 Hourly
\$5,151.20 - \$6,769.60 Biweekly
\$11,160.93 - \$14,667.47 Monthly
\$133,931.20 - \$176,009.60 Annually

DESCRIPTION:

DEFINITION

Under direction, assists in the administration and management of activities and services of the Berkeley Public Library system; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class provides professional and administrative assistance to the Director of Library Services in planning, organizing and directing of services and programs for the Berkeley Public Library. The incumbent may be accountable for ensuring effective program planning, systems and quality of operations for an assigned area of library services and staff in addition to providing day to day assistance in library operations. This class is distinguished from the Director of Library Services in that the latter has overall management responsibility for library activities and services.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Assists in developing and implementing goals, objectives, policies, procedures, programs, and work standards for the Library System;
2. Provides assistance to supervisory and professional staff in resolving daily problems and meeting goals and objectives;
3. Participates as a member of the Director's Management Committee;
4. Studies and analyzes library systems and recommends improvements;
5. Prepares or directs the preparation of reports, studies, public relations material and correspondence;
6. Coordinates the Library budget development process;
7. Confers with representatives of other City departments, other public agencies and private contractors in arranging for goods and services;
8. Represents the Director at meetings, conferences and similar functions;
9. Assists in interpreting policies and procedures to staff;

10. Assists in setting work priorities and coordinating and scheduling assignments, monitors developments related to library operations, evaluates their impact and recommends improvements;
11. Acts in the absence of Director of Library Services;
12. Performs related work as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of public library objectives, organization, program planning, and systems development;
2. Administrative principles and methods, including goal setting, program and budget development, and work planning and organization;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
4. Applicable laws and regulations.

Skill in:

1. Planning, organizing, administering, reviewing and evaluating the work of assigned professional and technical library staff;
2. Coordinating assigned programs and services with other City departments and outside agencies;
3. Assisting in developing, implementing, and interpreting goals, objectives, policies, procedures, work standards and internal controls;
4. Establishing and maintaining effective working relationships with individual citizens, community groups and other public agency representatives;
5. Preparing clear and concise correspondence, reports, and other written materials;
6. Exercising sound, independent judgment within established guidelines;
7. Orally presenting ideas and recommendations;
8. Working closely with other Library management team members to provide comprehensive services for patrons and solve a broad range of service delivery, programmatic and administrative problems.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science or a closely related field, and six (6) years of management or administrative experience which has included three (3) years as a professional librarian managing programs and services at least three (3) years of supervising and evaluating professional and technical staff. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

OTHER REQUIREMENTS

A valid California driver's license is desirable. Must be able to work evenings and weekends.



CONSENT CALENDAR

April 6, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Three Percent (3%) Salary Increase

RECOMMENDATION

Adopt the resolution approving the recommendation to the personnel board that it revise the Tool Lending Specialist job specification to accurately reflect the scope of duties and to increase the current salary schedule by three percent (3%) effective April 4, 2022.

FISCAL IMPACTS OF RECOMMENDATION

The current salary range for this position is \$5,954.00 - \$6,597.07 monthly. The proposed adjusted monthly salary range would be \$6,102.47 - \$7,084.43, reflecting the 3% increase. There are three full-time Tool Lending Specialist positions in the team. This increase for three full-time staff would represent a monthly wage increase of \$445.41 to \$1462.08 a month, plus associated benefits contributions adjustments.

CURRENT SITUATION AND ITS EFFECTS

The Tool Lending Library's collection expanded to include the lending of culinary tools in March 2021. Prior to that, the emphasis of the collection had been on gardening, home maintenance and repair and the tools and equipment used in the building trades. Because the culinary tools represent a distinct and new body of knowledge, this increase in scope needs to be reflected in both the classification language and compensation of the position.

Changes to this City classification must be reviewed by the Personnel Board for adoption. The Personnel Board meets on April 4, and the Library placed the revised class on that agenda for approval. The revised classification and staff report was due on March 29 for the April 4 Personnel Board meeting.

BACKGROUND

The Tool Lending Library has provided Berkeley residents with access to free home repair tools for over 40 years. It is a beloved institution in Berkeley and beyond and has served as a model for other such libraries nationally. The Tool Lending Specialist is a unique classification to the Library within the City of Berkeley, as well as unique in its kind amongst other public library systems. Although a few other library systems have tool lending libraries, such as Oakland Public Library, the staffing model for those entities is different and does not feature specialists who offer subject matter expertise that is shared with the public as a critical aspect of the service. The Tool Lending Specialist classification was established in 1988 and was revised once in 2004.

The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of City Charter). The Board of Library Trustees recommended to Council for approval the current job classification and must again recommend any changes to the scope of responsibility prior to presentation to the Council.

BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT

Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties
with a Three Percent (3%) Salary Increase

Page 2

ENVIRONMENTAL SUSTAINABILITY

N/A

RATIONALE FOR RECOMMENDATION

The Tool Lending Specialist classification has not been updated for 18 years. It is important to ensure that the classification and compensation accurately reflect the full scope of work that is being supported by this team, particularly since a significant change occurred.

ALTERNATIVE ACTIONS CONSIDERED

The BOLT could refrain from approving this classification and compensation change, thus requiring Library staff to renegotiate Tool Lending Specialist duties with SEIU 1021 Maintenance and Clerical and potentially find alternatives to the current service model.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Memo to Personnel Board 3.29.22
3. City of Berkeley Tool Lending Specialist Classification

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-__

Adopt a Resolution Approving the Revision of the Tool Lending Specialist Job Specification to Reflect Accurately the Scope of Duties and to Increase the Current Salary Schedule by Three Percent (3%)

WHEREAS, the Tool Lending Specialist classification, which is represented by Service Employees International Union, Local 1021 Maintenance and Clerical, and a classification unique to the Library; and

WHEREAS, this position was established upon Board of Library Trustees recommendation in 1988, with no major revisions since 2004; and

WHEREAS, the addition of culinary tools represents a distinct and significant body of knowledge; and

WHEREAS, the Board of Library Trustees may recommend to the Personnel Board revisions to this classification so that the specifications meet Library needs; and

WHEREAS, an updated salary structure to reflect a three percent (3%) increase will better reflect the scope of responsibility and make the position more desirable and competitive in future recruitments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposed revisions to the Tool Lending Specialist classification, which is a classification represented by SEIU Local 1021 Maintenance and Clerical, to increase its current job salary schedule by the proposed three percent (3%), and to recommend these changes to the Personnel Board and City Council for final approval.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 6, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



March 29, 2022

To: Members of the Personnel Board

From: Tess Mayer, Director of Library Services

Subject: Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation

BACKGROUND AND CLASSIFICATION

Tess Mayer, Director of Library Services, and Andre Spearman, Representative, and Danny Walker, President, of SEIU 1021 Maintenance and Clerical Union had a Meet and Confer on February 3, 2022, to update the classification and revise the Job Duties and Compensation. The Union agreed to revise the Tool Lending Specialist job essential functions to include culinary arts and compensation for additional duties and working knowledge around the use of the culinary tools to provide information to patrons. To account for the expectation that Tool Lending Specialists will or have learned a new body of knowledge related to culinary tools, the classification will receive a 3% increase across all steps effective 04/04/2022.

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Revise the classification of Tool Lending Specialist, Service Employees International Union, Local 1021 (Maintenance & Clerical), with a monthly salary range of \$6,102.47 - \$7,084.43
2. Approve the classification description changes reflected below

Attachments:

- A. Tool Lending Specialist Specification

TOOL LENDING SPECIALIST

DEFINITION

Under supervision, provides tools, equipment, instructional manuals, and basic reference service regarding home maintenance and repair to patrons of the Berkeley Tool Lending Library; orders, maintains, and repairs tools and equipment; performs related work as assigned.

CLASS CHARACTERISTICS

The Tool Lending Specialist is a skilled library support class assigned to the Berkeley Tool Lending Library. The duties require a sound working knowledge of home improvement and culinary arts used by the do-it-yourself community. This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement, building construction, and culinary arts-related reference service, and the circulation of tools and home improvement equipment.

EXAMPLES OF DUTIES

1. Selects and lends a variety of culinary tools, building trade, gardening tools, and equipment to residents of the City;
2. Recommends to the Library the purchase of tools and equipment; advises on the purchase of instructional manuals for the Tool Lending Library collection;
3. Maintains tools and equipment in an operable condition, including making necessary repairs; sends tools out to private tool repair companies when a more difficult repair is required;
4. Processes lending requests and answers patron questions in person or by phone;
5. Maintains the reserve and waiting list, retrieves overdue materials, and collects fines;
6. Advises patrons on the correct and safe use of tools and equipment; answers basic patron reference questions regarding home maintenance and repair;
7. Collects and maintains records and prepares reports regarding tools and equipment borrowed, patron demographics, telephone inquiries, and the amount of fees and fines collected;
8. Monitors expenditures related to tool repair and purchase;
9. Attends community meetings and public hearings to explain functions of the Tool Lending Library;
10. Maintains library in a clean and orderly condition;
11. Monitors developments related to tools, equipment, and instructional material on home maintenance and repair;
12. Maintains inventory records;
13. May instruct staff or volunteers on job duties; and

Subject: Tool Lending Specialist

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14. Performs related work as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge, skills, and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Tools, equipment, and instructional manuals used in culinary tools, building repair, and construction trades;
2. Standard culinary and building maintenance repair and maintenance procedures and terminology;
3. Basic stock and inventory control methods, including requisitioning, receiving, storing, and lending;
4. Record keeping, report preparation, and filing methods and techniques;
5. Basic business arithmetic;
6. Standard safety practices and techniques in the building trades;
7. Basic tool and equipment repair, and repair resources; and
8. Operation of standard office equipment.

Skill in and ability to:

1. Provide sound information and appropriate tools and equipment to patrons;
2. Develop and implement lending and inventory control procedures;
3. Understand and follow oral and written instructions;
4. Organize work, set priorities, and exercise sound independent judgment;
5. Prepare and maintain accurate records and reports;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Gather and evaluate data and make logical recommendations; and
8. Instruct others in work procedures.

OTHER REQUIREMENTS:

Must be able to work evenings, weekends and irregular shifts.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and two years of experience which has provided a working knowledge of the tools and

Subject: Tool Lending Specialist
Page 4

equipment used in the building construction trades (carpentry, plumbing, painting, masonry, and electrical).

Established: 12/1988

Revised: 04/2004; 03/2022

cc: Tess Mayer, Director of Library Services
My Chan, Associate Human Resources Analyst

TOOL LENDING SPECIALIST

DEFINITION

Under supervision, provides tools, equipment, instructional manuals, and basic reference service regarding home maintenance and repair to patrons of the Berkeley Tool Lending Library; orders, maintains, and repairs tools and equipment; performs related work as assigned.

CLASS CHARACTERISTICS

The Tool Lending Specialist is a skilled library support class assigned to the Berkeley Tool Lending Library. The duties require a sound working knowledge of home improvement and culinary arts used by the do-it-yourself community. This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement, culinary arts-related reference service, and the circulation of tools and home improvement equipment. ~~home maintenance and repair and the tools and equipment used in the building trades (carpentry, plumbing, electrical, and painting). This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement and building construction related reference service. and the circulation of tools and building construction equipment.~~

EXAMPLES OF DUTIES

1. Selects and lends a variety of culinary tools, building trade, ~~and~~ gardening tools, and equipment to residents of the City;
2. Recommends to the Library the purchase of tools and equipment; advises on the purchase of instructional manuals for the Tool Lending Library collection;
3. Maintains tools and equipment in an operable condition, including making necessary repairs; sends tools out to private tool repair companies when a more difficult repair is required;
4. Processes lending requests and answers patron questions in person or by phone;
5. Maintains the reserve and waiting list, retrieves overdue materials, and collects fines;
6. Advises patrons on the correct and safe use of tools and equipment; answers basic patron reference questions regarding home maintenance and repair;
7. Collects and maintains records and prepares reports regarding tools and equipment borrowed, patron demographics, telephone inquiries, and the amount of fees and fines collected;
8. Monitors expenditures related to tool repair and purchase;
9. Attends community meetings and public hearings to explain functions of the Tool Lending Library;
10. Maintains library in a clean and orderly condition;
11. Monitors developments related to tools, equipment, and instructional material on home maintenance and repair;
12. Maintains inventory records;
13. May instruct staff or volunteers on job duties; and

14. Performs related work as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge, skills, and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Tools, equipment, and instructional manuals used in culinary tools, building repair, and construction trades;
2. Standard culinary and building maintenance repair and maintenance procedures and terminology;
3. Basic stock and inventory control methods, including requisitioning, receiving, storing, and lending;
4. Record keeping, report preparation, and filing methods and techniques;
5. Basic business arithmetic;
6. Standard safety practices and techniques in the building trades;
7. Basic tool and equipment repair, and repair resources; and
8. Operation of standard office equipment.

Skill in and ability to:

1. Provide sound information and appropriate tools and equipment to patrons;
2. Develop and implement lending and inventory control procedures;
3. Understand and follow oral and written instructions;
4. Organize work, set priorities, and exercise sound independent judgment;
5. Prepare and maintain accurate records and reports;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Gather and evaluate data and make logical recommendations; and
8. Instruct others in work procedures.

OTHER REQUIREMENTS:

Must be able to work evenings, weekends and irregular shifts.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and two years of experience which has provided a working knowledge of the tools and equipment used in the building construction trades (carpentry, plumbing, painting, masonry, and electrical).

Established: 12/1988

Revised: 04/2004; 03/2022



ACTION CALENDAR

April 6, 2022

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: Proposed Budget FY 2023-24 – All Library Funds

INTRODUCTION

The proposed FY 2023-24 Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Budget for all Library Funds for FY 2023 and 24 projects revenue of \$22,994,646 and \$23,396,799; respectively and expenditures of \$24,592,098 and \$24,936,976. The following table reflects the dollar values by Fund grouping.

Proposed Budget

Fund	FY 2023		FY 2024	
	Revenue	Expense	Revenue	Expense
Library Tax (101)	\$22,679,646	\$ 24,433,766	\$23,131,799	\$ 24,695,785
Grants (103)	\$60,000	\$66,330	\$60,000	\$67,526
Friends and Gifts (104)	\$105,000	\$150,000	\$105,000	\$150,000
BPL Foundation (105)	\$100,000	\$350,000	\$100,000	\$350,000
Berkeley Public Library	\$22,944,646	\$25,000,095	\$23,396,799	\$25,263,311

The Board of Library Trustees established the FY23 and FY 24 Budget Priorities as adopted by Resolution No.: **R21-125 on November 3, 2021:**

Budget Priorities for FY 2023 and FY 2024:

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

The priorities seek to achieve the optimum utilization of public and library resources throughout the budget period and to ensure proposed budget changes are aligned with the board's immediate and long-term objectives and goals.

FISCAL IMPACT OF RECOMMENDATION

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal years 2023 and 2024.

Library Tax Fund

The Library Tax Fund is projected to achieve revenues of \$22,679,646 and \$23,131,799 in FY 2023 & FY 2024, respectively; with expenditures of \$24,433,765 and \$24,695,785. Projected revenue is forecasted to increase \$743,937 over Mid-year FY 2022 expected receipts based on the City's applied default rate. Miscellaneous receipts, primarily attributable to photocopier revenues, tool lending fines, lost and damaged material fees, and vendor price adjustments remain as provided for in the base budget.

Planned expenditure budgets total \$24,433,766 and \$24,695,785 for FY2023 and 24, respectively. Excluding estimated City pass-through expenses for fiscal years 2023 and 24 are \$24,397,794 and \$24,657,820.

Library Tax Rate

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to ensure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The CA Personal Income Growth factor is released in late April and the San Francisco Bay Area Consumer Price Index released in mid-May. The Library employs the proceeds of the library tax to maintain and enhance the Library's physical plant and infrastructure, purchase library materials, and provide public services and programming. The budget as presented in this report applies the City's default rate of 2%.

Personnel

Personnel expenses are projected at \$17,491,479 and \$17,453,498; equal to 71.6% and 70.7% of Fund expenditures for FY2023 and 24, respectively.

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, reduction in-force, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations.

Overall, the Library proposes a reduction of 0.875 FTE from an authorized FY 2022 level of 115.600 FTE to 114.725 FTE for FY2023 and 24. Authorized headcount would drop by one to 144 from 145.

Breakdown by Position Type

Type	FTE			Headcount		
	FY23/24	+/-	FY22	FY23/24	+/-	FY22
Career	114.350	(0.500)	114.850	143	-	143
Non-Career	0.375	(0.375)	0.750	1	(1)	2
Total	114.725	(0.875)	115.600	144	(1)	145

The Library does not seek to modify its staffing allocation in the upcoming budget cycle and is instead focused on recruitment for current vacancies. The three exceptions to this are the proposals to convert a single .38 FTE Library Aide Hourly position to a benefitted part-time career .5 FTE Library Aide position, the conversion of a .60 FTE Librarian position in the Children’s Services team at the Central Library to a 100% FTE position, and the conversion of a .50 FTE Librarian position in the Children’s Services team at Central to a 100% FTE position. The Library still has a few irregular positions that are currently filled, and the .60 Children’s Librarian position is vacant due to a retirement. Given that the position is already allocated at 60%, and includes a benefits package, the difference to make it a full-time position is relatively marginal and will help the Library compete for high-caliber candidates in a very competitive job market. Increasing the hours of these positions will provide the department more flexibility with staffing its service desk and with addressing the wide variety of needs around programming and outreach that the Library and community members are identifying emerging from the pandemic. In order to provide better support for important initiatives like the BUSD student card project, coverage of programming and outreach across the system, and upcoming and significant collection development work, we propose to increase our Children’s librarian capacity.

California Public Employees’ Retirement System (CalPERS) retirement plan contributions continue as a significant share of staffing costs. The City’s participation in the agency’s Miscellaneous Employee Plan – to which all career Library staff are included – is currently funded (the ratio of plan assets to accrued liabilities) at 70% based on actuarial valuations as of June 30, 2019; plan costs are expected to continue to increase over the long-term as CalPERS seeks to achieve 100% funding within a 30-year timeframe. The base budget, for FY23, currently projects payment of \$3,545,455, an increase of \$124,989, or 3.7%, over the FY 2022 budget.

The budget estimates fiscal year 2023 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$23,722 above the FY 2022 budget. Fringe benefit expense items are considered nondiscretionary, as for the most part they can only be reduced by a direct decrease in FTE count.

The salary savings rate as reflected by the impact of vacant positions, is held at \$800,000, the level applied in FY 2021. Factors considered included the uncertainty in regards to the date of reinstatement of full public services, the current high number of vacant positions, and the time necessary to hire staff.

As occurs during each budget development exercise, ending budgeted labor expenses within the Library Tax Fund are always subject to change based on updated labor cost calculations once staffing headcount changes are entered; consequently, staffing costs may vary slightly in contrast to what is presented in this report.

Non-Personnel

At \$6,942,287, non-personnel costs constitute 28.41% of total Fund expenditures. Principal items and programs in the FY 2023 budget include:

- Central Library Air Conditioning Units Replacement: \$850,000
- Other aging Physical Plant and Equipment: \$800,000
- Collections – w/Collection Enhancements: \$2,200,000
- Consultants for Strategic Plan Development: \$150,000
- Equity, Diversity, and Inclusion training and consulting: \$40,000
- Signage for redesigned Central Library plus branch opportunities: \$40,000
- IT projects to improve web-based access: \$150,000
- Janitorial Services: \$425,000
- Reserve: \$1,356,459

Fiscal years 2023-24 are anticipated to be highlighted by the completion of the restoration of the stucco exterior envelope to the main entry building and the Bancroft wing of the Central Library.

In FY 2023, it's anticipated that the Library will be undertaking replacement of at least one of two primary roof-top air conditioning units at the Central Library. The second large a/c unit, although initially evaluated as working but nearing the end of its useful life, will also need to be replaced. In the interim, actions have already been implemented upgrading, monitoring, and regularly replacing system air filters at all five locations, including the installation of MERV 13 filters at Claremont and South Branches in 2021 to address Covid-19 concerns. 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, an updating of the Central Library's a/c ducting, 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. Although targeted for FY 2025, if other projects are completed more quickly, the Central roof repair project could commence in FY 2024.

The Library will continue to fund its budget for collections at slightly higher than the increased level approved for the FY 21 budget. This had represented a greater than 20% increase in funding, to provide for refreshed collections, and to meet the heightened demand for electronic resources experienced over the last 12 months. The demand for electronic resources continues to increase, and the need to update and refresh collections will persist over the next several years.

Furthermore, the redesign of the 4th floor Story Room in the Children's Library is anticipated by Anderson Brulé Architects, Inc.; this effort will be undertaken in partnership with the BPL Foundation – the Foundation has committed to support and partner on this project.

Other large miscellaneous budgetary expenditures include IT projects to improve web-based access to Library's online catalog for the public to improve search experience, restore meeting room booking, events management, and registration; contracted janitorial services for \$425,000; and gas and electric utilities at \$350,000. Lastly, the Reserve is adjusted upward by \$106,459 to reflect approximately 6% of anticipated library tax receipts.

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 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.

Grants Fund

The Grants Funds primarily reflects activity related to the BerkeleyREADS literacy program.

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS award for fiscal year 2022 totaled \$62,927; a \$60,000 revenue placeholder amount is built into the fiscal year budget with expenditures projected at \$65,000.

Gifts Fund

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

FY 2023 and 24 includes a placeholder amount for estimated annual award receipts of \$105,000 from the Friends of the Berkeley Public Library and \$150,000 for other expenditures. Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous donations to the Library in general and the BerkeleyREADS program specifically, and other Fund balance support as directed by the Director of Library Services.

Foundation Fund

The Foundation is committed to being an important contributor to public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, furnishings for the newly constructed teen room at the Central Library, the culinary collection at the Tool Lending Library, the Chromebooks and Hotspots Lending pilot program, and the upcoming wayfinding system at Central. Fiscal year 2023 and 24 includes a \$100,000 placeholder for revenue and \$350,000 for expenditures. The Foundation has expressed their commitment to partner with the Library on redesign of the 4th floor Story Room in the Children’s Library.

CURRENT SITUATION

This package incorporates the City’s budget rules default rate of 2% as a placeholder for the *library tax index rate*. One of two indices, the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California, may determine the *library tax index rate* for fiscal year 2023. Both indices are unknown at this time.

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services, the Fund generates 99% of total revenues and bears 98% of total expenses. In the proposed FY 2023 and 24 budget, excess equity in the Fund to fund large-scale projects – principally physical plant upgrades, repairs, and equipment replacement – assists in meeting planned expenditures as the Library, especially at Central, enters a period of essential facility maintenance projects.

The Library believes the FY 2023 and 24 proposed budgets contained herein directly addresses each budget priority in a balanced approach. The Library remains determined to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

On adoption by the Library Board of Trustees the Library will report the final budget to the City Manager's Office for inclusion into the consolidated budget for the City.

Attachments:

1. Resolution
2. Proposed FY 2023 and 24 Revenue Budgets by Fund
3. Proposed FY 2023 and 24 Expenditure Budgets by Fund
4. Library Tax Fund (101) 5-Year Fund Analysis
5. Grants Fund (103) 5-Year Fund Analysis
6. Friends & Gifts Fund (104) 5-Year Fund Analysis
7. Foundation Fund (105) 5-Year Analysis
8. Proposed FY 2023 and 24 Position FTE Summary by Classification
9. Proposed FY 2023 Organization Chart

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-___

**APPROVE THE PROPOSED REVENUE BUDGETS FOR FY 2023 AND FY 2024 OF \$22,944,646/\$23,396,799
AND THE PROPOSED EXPENDITURE BUDGETS FOR FY 2023 AND FY 2024 OF \$25,000,095/\$25,263,311**

WHEREAS, on November 3, 2021, the Board of Library Trustees by Resolution No.: 21-125 adopted budget priorities for FY 2023 and FY 2024; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2023 and FY2024 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the FY 2023 and FY 2024 budgets no later than June 27, 2022; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2023 and FY 2024 of revenue of \$22,944,646 & \$23,396,799, respectively, and expenditures of \$25,000,095 and \$25,263,311, respectively, as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 6, 2022 by the following vote:

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

Amy Roth, President

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

PROPOSED FY 2023 REVENUE BUDGETS BY FUND

Sum of 2023			Fund					Grand Total
Object Ty	Object	Account Description	101	103	104	105	601	
Revenue	412110	SPECIAL ASSESSMENT TAX	(22,607,646.00)					(22,607,646.00)
	432110	OPERATING GRANTS - STATE	-	(60,000.00)				(60,000.00)
	433390	OTHER - COUNTY AND LOCAL		-				-
	434110	OPERATING GRANTS - OTHER		-				-
	451310	LIBRARY FINES	(40,000.00)					(40,000.00)
	461230	RENTALS - OTH SHORT TERM	-					-
	471110	INTEREST - INVESTMENT POOL			-			-
	481110	MISC REV - DONATIONS RECEIVED			(105,000.00)	(100,000.00)		(205,000.00)
	483110	MISC REV - OVER/SHORT	-					-
	483990	MISC REV - OTHER	(32,000.00)					(32,000.00)
	491011	TRANSFER FROM FUND 011	-					-
	491102	TRANSFER FROM FUND 102	-					-
	491900	TRANSFER FROM LEGACY FUNDS	-					-
	493110	GAIN/LOSS ON SALE OF ASSET	-		-			-
	493111	GAIN/LOSS ASSET PROCEEDS	-		-			-
	443220	REFUSE - RESIDENTIAL					(11,422.00)	(11,422.00)
Revenue Total			(22,679,646.00)	(60,000.00)	(105,000.00)	(100,000.00)	(11,422.00)	(22,956,068.00)
Grand Total			(22,679,646.00)	(60,000.00)	(105,000.00)	(100,000.00)	(11,422.00)	(22,956,068.00)

*Revenue shows as a negative in ERMA

PROPOSED FY 2024 REVENUE BUDGETS BY FUND

Sum of 2024			Fund					Grand Total
Object Ty	Object	Account Description	101	103	104	105	601	
Revenue	412110	SPECIAL ASSESSMENT TAX	(23,059,799.00)					(23,059,799.00)
	432110	OPERATING GRANTS - STATE	-	(60,000.00)				(60,000.00)
	433390	OTHER - COUNTY AND LOCAL		-				-
	434110	OPERATING GRANTS - OTHER		-				-
	451310	LIBRARY FINES	(40,000.00)					(40,000.00)
	461230	RENTALS - OTH SHORT TERM	-					-
	471110	INTEREST - INVESTMENT POOL			-			-
	481110	MISC REV - DONATIONS RECEIVED			(105,000.00)	(100,000.00)		(205,000.00)
	483110	MISC REV - OVER/SHORT	-					-
	483990	MISC REV - OTHER	(32,000.00)					(32,000.00)
	491011	TRANSFER FROM FUND 011	-					-
	491102	TRANSFER FROM FUND 102	-					-
	491900	TRANSFER FROM LEGACY FUNDS	-					-
	493110	GAIN/LOSS ON SALE OF ASSET	-		-			-
	493111	GAIN/LOSS ASSET PROCEEDS	-		-			-
	443220	REFUSE - RESIDENTIAL					(11,422.00)	(11,422.00)
Revenue Total			(23,131,799.00)	(60,000.00)	(105,000.00)	(100,000.00)	(11,422.00)	(23,408,221.00)
Grand Total			(23,131,799.00)	(60,000.00)	(105,000.00)	(100,000.00)	(11,422.00)	(23,408,221.00)

*Revenue shows as a negative in ERMA

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 1 of 3)

Sum of 2023 DEPT HEAD I		Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total
Personnel - Wages	511110	WAGES - REG - MONTHLY MISC	11,145,779.00		-		11,145,779.00
	511140	WAGES - REG - OTHER - WORK COM	-				-
	511160	WAGES - REG - SALARY SAVINGS	(800,000.00)				(800,000.00)
	512110	WAGES - HOURLY	258,331.17	33,705.00		-	292,036.17
	513110	WAGES - OT - MISCELLANEOUS	13,312.94	-		-	13,312.94
	514110	STIPENDS - ELECTED OFFICIALS	-			-	-
Personnel - Wages Total			10,617,423.11	33,705.00	-	-	10,651,128.11
Personnel - Benefits	520110	EMP FB - MEDICAL	1,798,028.00		-		1,798,028.00
	520120	EMP FB - DENTAL	171,776.00		-		171,776.00
	520130	2.	19,139.00				19,139.00
	520140	EMP FB - LIFE INSURANCE	5,460.00		-		5,460.00
	520210	EMP FB - MEDICARE	141,921.00	-	-	-	141,921.00
	520220	EMP FB - SRIP	321,668.00		-		321,668.00
	520310	EMP FB - PERS - MISC	3,545,455.00		-		3,545,455.00
	520350	EMP FB - PARS	9,685.63	1,263.53		-	10,949.16
	520410	EMP FB - OPEB - RETIREE MEDICA	253,636.00	-	-		253,636.00
	520510	EMP FB - WORKERS COMPENSATION	178,398.00	-	-	-	178,398.00
	520520	EMP FB - TERMINAL PAYOUT	207,898.00		-		207,898.00
	520530	EMP FB - ALLOWANCES	1,773.00				1,773.00
	520540	EMP FB - COMMUTER CHECK	16,844.00		-		16,844.00
	520550	EMP FB - OTHER FRINGE BENEFITS	202,374.00		-		202,374.00
Personnel - Benefits Total			6,874,055.63	1,263.53	-	-	6,875,319.16

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 2 of 3)

Sum of 2023 DEPT HEAD I			Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total	
Operating	612110	PROF SVCS - LGL - OUTSIDE COUN	-				-	
	612240	PROF SVCS - MGMT CONSULTING	-				-	
	612310	PROF SVCS - ENGINEERING SVCS	-				-	
	612410	PROF SVCS - PHYS AND MED PROF	-				-	
	612990	PROF SVCS - MISCELLANEOUS	1,123,700.00			-	-	1,123,700.00
	613120	TECH SVCS - EQUIPMENT MAINT	60,450.00					60,450.00
	613130	TECH SVCS - SOFTWARE MAINT	177,000.00				-	177,000.00
	613910	TECH SVCS - HAZMAT HANDLING	2,500.00					2,500.00
	621110	UTILITIES - GAS/ELECTRIC	350,000.00				-	350,000.00
	621120	UTILITIES - WATER/SEWER	43,500.00				-	43,500.00
	621130	UTILITIES - REFUSE	34,252.00					34,252.00
	622110	CUSTODIAL - JANITORIAL SVCS	425,000.00					425,000.00
	624110	PROPERTY REPAIRS & MAINT	424,800.00					424,800.00
	625110	RENTAL OF REAL PROPERTY	1,500.00			-	-	1,500.00
	625120	RENTAL OF EQUIPMENT	41,575.00	-				41,575.00
	632110	COMM SVCS - TELE - LANDLINE	87,200.00				-	87,200.00
	632120	COMM SVCS - TELE - CELLULAR	14,550.00					14,550.00
	632190	COMM SVCS - OTHER	-					-
	633110	ADVERTISING	15,000.00			-	-	15,000.00
	634110	TRAIN AND CONF - TRAIN COSTS	-	-		-	-	-
	634120	TRAIN AND CONF - REGISTRATION	40,000.00	-		-	-	40,000.00
	634210	TRAVEL - AIRFARE	10,000.00	-		-	-	10,000.00
	634220	TRAVEL - LODGING	10,000.00	-		-	-	10,000.00
	634230	TRAVEL - OTHER TRANSPORTATION	-	-		-	-	-
	634240	TRAVEL - MEALS	-	-		-	-	-
	635110	PRINTING AND BINDING	49,850.00	1,661.00		-	-	51,511.00
	636990	GRANT PMTS - OTHER	-					-
	637110	GOV PMTS - PERMIT FEES	-				-	-
	637990	GOV PMTS - MISC FEE AND TAXES	5,000.00					5,000.00
	639110	FEES - BANK FEES	3,000.00					3,000.00

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 3 of 3)

Sum of 2023 DEPT HEAD I		Fund					Grand Total
Object Type	Object	Account Description	101	103	104	105	
	639120	FEES - PROF DUES AND FEES	47,250.00				47,250.00
	639130	COURIER AND DELIVERY SERVICES	17,000.00				17,000.00
	639990	OTHER SERVICES	-	20,000.00	150,000.00	350,000.00	520,000.00
	641110	SUPPLIES - OFFICE	35,715.00	3,000.00		-	38,715.00
	641120	SUPPLIES - POSTAGE	15,500.00	500.00	-		16,000.00
	642120	SUPPL - FIELD - TOOLS AND PART	6,780.00	-			6,780.00
	642990	SUPPL - FIELD - OTHER	185,825.00	5,000.00	-	-	190,825.00
	643110	SUPPLIES - BOOKS AND SUBSCRIP	2,230,000.00	-	-	-	2,230,000.00
	644110	SUPPLIES - FOOD - NON-EMPLOYEE	1,000.00	1,200.00	-	-	2,200.00
	651110	NON-CAP - COMP, SOFTWARE & OFE	313,400.00	-	-	-	313,400.00
	651120	NON-CAP - FURNITURE & FIXTURE	25,052.00	-	-	-	25,052.00
	651990	NON-CAP - MISCELLANEOUS	-				-
	662110	CAP - FA - BUILDINGS	300,000.00			-	300,000.00
	663110	CAP - FA - IMPR OTHR THAN BLDG	300,000.00				300,000.00
	664110	CAP - FA - MACHINERY & EQUIPME	4,000.00		-	-	4,000.00
	664120	CAP - FA - VEHICLES	-				-
	664130	CAP - FA - FURNITURE & FIXTURE	100,000.00			-	100,000.00
	664140	CAP - FA - COMPUTER EQUIPMENT	245,000.00			-	245,000.00
	665110	CAP - INFR - ROADWAY/STREETS				-	-
	666110	CAP - FA - INTANGIBLES	-	-	-	-	-
Operating Total			6,745,399.00	31,361.00	150,000.00	350,000.00	7,276,760.00
Internal Services	670140	INT SVC - TECH COST ALLOC FUND	179,624.00				179,624.00
	670150	INT SVC - MAIL SERVICES	1,764.00				1,764.00
	670160	INT SVC - CITY VEHICLE REPLACE	-				-
	670180	INT SVC - CITY VEHICLE FUEL/MA	15,000.00				15,000.00
	670190	INT SVC - CITY PKG PERMITS	500.00				500.00
	670240	INT SVC - REFUSE CHARGES	-	-	-	-	-
Internal Services Total			196,888.00	-	-	-	196,888.00
Grand Total			24,433,765.74	66,329.53	150,000.00	350,000.00	25,000,095.27

PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 1 of 3)

Sum of 2024 DEPT HEAD			Fund				Grand Total
Object Type	Object	Account Description	101	103	104	105	
Personnel - Wages	511110	WAGES - REG - MONTHLY MISC	11,231,589.00		-		11,231,589.00
	511140	WAGES - REG - OTHER - WORK COM	-				-
	511160	WAGES - REG - SALARY SAVINGS	(800,000.00)				(800,000.00)
	512110	WAGES - HOURLY	260,914.47	34,042.05		-	294,956.52
	513110	WAGES - OT - MISCELLANEOUS	13,446.07	-		-	13,446.07
	514110	STIPENDS - ELECTED OFFICIALS	-			-	-
Personnel - Wages Total			10,705,949.54	34,042.05	-	-	10,739,991.59
Personnel - Benefits	520110	EMP FB - MEDICAL	1,489,089.00			-	1,489,089.00
	520120	EMP FB - DENTAL	189,013.00			-	189,013.00
	520130	EMP FB - CASH-IN-LIEU	19,110.00				19,110.00
	520140	EMP FB - LIFE INSURANCE	5,460.00			-	5,460.00
	520210	EMP FB - MEDICARE	143,670.00	-		-	143,670.00
	520220	EMP FB - SRIP	322,768.00			-	322,768.00
	520310	EMP FB - PERS - MISC	3,697,136.00			-	3,697,136.00
	520350	EMP FB - PARS	9,782.48	1,276.17		-	11,058.65
	520410	EMP FB - OPEB - RETIREE MEDICA	257,159.00	847.00		-	258,006.00
	520510	EMP FB - WORKERS COMPENSATION	180,814.00	-		-	180,814.00
	520520	EMP FB - TERMINAL PAYOUT	210,744.00			-	210,744.00
	520530	EMP FB - ALLOWANCES	1,973.00				1,973.00
	520540	EMP FB - COMMUTER CHECK	16,844.00			-	16,844.00
	520550	EMP FB - OTHER FRINGE BENEFITS	203,986.00			-	203,986.00
Personnel - Benefits Total			6,747,548.48	2,123.17	-	-	6,749,671.65

PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 2 of 3)

Sum of 2024 DEPT HEAD			Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total	
Operating	612110	PROF SVCS - LGL - OUTSIDE COUN	-				-	
	612240	PROF SVCS - MGMT CONSULTING	-				-	
	612310	PROF SVCS - ENGINEERING SVCS	-				-	
	612410	PROF SVCS - PHYS AND MED PROF	-				-	
	612990	PROF SVCS - MISCELLANEOUS	1,123,700.00			-	1,123,700.00	
	613120	TECH SVCS - EQUIPMENT MAINT	60,450.00				60,450.00	
	613130	TECH SVCS - SOFTWARE MAINT	177,000.00			-	177,000.00	
	613910	TECH SVCS - HAZMAT HANDLING	2,500.00				2,500.00	
	621110	UTILITIES - GAS/ELECTRIC	350,000.00			-	350,000.00	
	621120	UTILITIES - WATER/SEWER	43,500.00			-	43,500.00	
	621130	UTILITIES - REFUSE	34,252.00				34,252.00	
	622110	CUSTODIAL - JANITORIAL SVCS	425,000.00				425,000.00	
	624110	PROPERTY REPAIRS & MAINT	424,800.00				424,800.00	
	625110	RENTAL OF REAL PROPERTY	1,500.00			-	1,500.00	
	625120	RENTAL OF EQUIPMENT	41,575.00	-			41,575.00	
	632110	COMM SVCS - TELE - LANDLINE	87,200.00			-	87,200.00	
	632120	COMM SVCS - TELE - CELLULAR	14,550.00				14,550.00	
	632190	COMM SVCS - OTHER	-				-	
	633110	ADVERTISING	15,000.00			-	15,000.00	
	634110	TRAIN AND CONF - TRAIN COSTS	-	-		-	-	
	634120	TRAIN AND CONF - REGISTRATION	40,000.00	-		-	40,000.00	
	634210	TRAVEL - AIRFARE	10,000.00	-		-	10,000.00	
	634220	TRAVEL - LODGING	10,000.00	-		-	10,000.00	
	634230	TRAVEL - OTHER TRANSPORTATION	-	-		-	-	
	634240	TRAVEL - MEALS	-	-		-	-	
	635110	PRINTING AND BINDING	49,850.00	1,661.00		-	51,511.00	
	636990	GRANT PMTS - OTHER	-				-	
	637110	GOV PMTS - PERMIT FEES	-			-	-	
	637990	GOV PMTS - MISC FEE AND TAXES	5,000.00				5,000.00	
	639110	FEES - BANK FEES	3,000.00				3,000.00	

PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 2 of 4)

Sum of 2024 DEPT HEAD	Object Type	Object	Account Description	Fund 101	103	104	105	Grand Total
		639120	FEES - PROF DUES AND FEES	47,250.00				47,250.00
		639130	COURIER AND DELIVERY SERVICES	17,000.00				17,000.00
		639990	OTHER SERVICES	-	20,000.00	150,000.00	350,000.00	520,000.00
		641110	SUPPLIES - OFFICE	35,715.00	3,000.00		-	38,715.00
		641120	SUPPLIES - POSTAGE	15,500.00	500.00	-		16,000.00
		642120	SUPPL - FIELD - TOOLS AND PART	6,780.00	-			6,780.00
		642990	SUPPL - FIELD - OTHER	185,825.00	5,000.00	-	-	190,825.00
		643110	SUPPLIES - BOOKS AND SUBSCRIP	2,230,000.00	-	-	-	2,230,000.00
		644110	SUPPLIES - FOOD - NON-EMPLOYEE	1,000.00	1,200.00	-	-	2,200.00
		651110	NON-CAP - COMP, SOFTWARE & OFE	313,400.00	-	-	-	313,400.00
		651120	NON-CAP - FURNITURE & FIXTURE	25,052.00	-	-	-	25,052.00
		651990	NON-CAP - MISCELLANEOUS	-				-
		662110	CAP - FA - BUILDINGS	-			-	-
		663110	CAP - FA - IMPR OTHR THAN BLDG	900,000.00				900,000.00
		664110	CAP - FA - MACHINERY & EQUIPME	4,000.00		-	-	4,000.00
		664120	CAP - FA - VEHICLES	-				-
		664130	CAP - FA - FURNITURE & FIXTURE	100,000.00			-	100,000.00
		664140	CAP - FA - COMPUTER EQUIPMENT	245,000.00			-	245,000.00
		665110	CAP - INFR - ROADWAY/STREETS				-	-
		666110	CAP - FA - INTANGIBLES	-	-	-	-	-
Operating Total				7,045,399.00	31,361.00	150,000.00	350,000.00	7,576,760.00
Internal Services								
		670140	INT SVC - TECH COST ALLOC FUND	179,624.00				179,624.00
		670150	INT SVC - MAIL SERVICES	1,764.00				1,764.00
		670160	INT SVC - CITY VEHICLE REPLACE	-				-
		670180	INT SVC - CITY VEHICLE FUEL/MA	15,000.00				15,000.00
		670190	INT SVC - CITY PKG PERMITS	500.00				500.00
		670240	INT SVC - REFUSE CHARGES	-	-	-	-	-
Internal Services Total				196,888.00	-	-	-	196,888.00
Grand Total				24,695,785.02	67,526.22	150,000.00	350,000.00	25,263,311.24

LIBRARY TAX FUND (101) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 10,266,639	\$ 12,027,796	\$ 13,187,635	\$ 13,187,635	\$ 15,201,512	\$ 13,447,389	\$ 11,883,402
Revenues							
Library Services Tax	\$ 20,431,021	\$ 20,596,293	\$ 21,704,603	\$ 21,863,709	\$ 22,607,646	\$ 23,059,799	\$ 23,520,995
Fines/Fees	26,477	17,688	40,000	40,000	40,000	40,000	40,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	29,617	101,396	101,396	101,396	32,000	32,000	32,000
TOTAL REVENUE	\$ 20,487,115	\$ 20,715,377	\$ 21,845,999	\$ 22,005,105	\$ 22,679,646	\$ 23,131,799	\$ 23,592,995
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 13,377,244	\$ 12,972,590	\$ 16,731,595	\$ 13,525,924	\$ 18,291,479	\$ 18,253,498	\$ 18,618,568
Salaries, Wages, Benefits							
less: Labor Vacancy Savings			800,000	800,000	800,000	800,000	800,000
Personnel	\$ 13,377,244	\$ 12,972,590	\$ 15,931,595	\$ 12,725,924	\$ 17,491,479	\$ 17,453,498	\$ 17,818,568
Non-Personnel	1,247,772	823,605	1,496,905	1,547,434	1,515,766	1,513,770	1,700,000
Library Materials (incl Tool Lndng)	1,690,248	1,826,324	2,055,000	2,055,000	2,230,000	2,230,000	2,230,000
Misc. Professional Services	765,382	497,462	872,450	885,218	1,184,150	1,184,150	973,700
Utilities+Telephone	367,116	459,787	554,502	554,502	529,402	529,402	500,000
Janitorial	362,798	360,565	425,000	470,116	425,000	425,000	400,000
Software Maintenance	114,873	147,178	346,000	346,000	177,000	177,000	275,000
RFID Loan Repayment							
Computer & Software Purchase (CAP)	120,933	121,859	70,000	70,000	245,000	245,000	249,000
Building/Infrastructure	652,098	2,315,233	3,250,000	1,300,629	600,000	900,000	1,500,000
Subtotal:	\$ 18,698,464	\$ 19,524,603	\$ 25,001,452	\$ 19,954,822	\$ 24,397,797	\$ 24,657,820	\$ 25,646,268
Charges From Other Depts							
Finance - Billing (341)	\$ 18,977	\$ 19,503	19,842	19,842	\$ 20,783	\$ 21,443	\$ 21,443
Facilities - Enviro Compliance (693)	8,517	11,432	16,564	16,564	15,189	16,522	16,522
Interfund Transfers							
Subtotal:	\$ 27,494	\$ 30,935	\$ 36,406	\$ 36,406	\$ 35,972	\$ 37,965	\$ 37,965
TOTAL EXPENDITURES	\$ 18,725,958	\$ 19,555,538	\$ 25,037,858	\$ 19,991,228	\$ 24,433,769	\$ 24,695,785	\$ 25,684,233
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 1,761,157	\$ 1,159,839	\$ (3,191,859)	\$ 2,013,877	\$ (1,754,123)	\$ (1,563,986)	\$ (2,091,238)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 12,027,796	\$ 13,187,635	\$ 9,995,776	\$ 15,201,512	\$ 13,447,389	\$ 11,883,402	\$ 9,792,164
Annual Committed Reserve	1,500,000	1,500,000	1,250,000	1,250,000	1,356,459	1,383,588	1,411,260
Uncommitted Fund Balance	\$ 10,527,796	\$ 11,687,635	\$ 8,745,776	\$ 13,951,512	\$ 12,090,930	\$ 10,499,814	\$ 8,380,905

GRANTS FUND (103) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 30,819	\$ 82,280	\$ 51,004	\$51,004	\$ 75,018	\$ 68,418	\$ 60,622
Revenues							
Direct Loan Fund							
Literacy Services & LSTA	92,252	56,568	60,000	74,409	60,000	60,000	60,000
Miscellaneous Grant Revenue							
Public Library Fund (SB 358)							
Other							
TOTAL REVENUE	\$ 92,252	\$ 56,568	\$ 60,000	\$ 74,409	\$ 60,000	\$ 60,000	\$ 60,000
Expenditures							
Operations							
Personnel	\$ 36,364	\$ 46,778	\$ 33,528	\$ 41,441	\$ 34,969	\$ 36,165	\$ 31,500
Non-Personnel	2,477	41,066	31,361	8,954	31,631	31,631	28,500
Library Materials							
Transfer Out (PLF 305)							
Subtotal:	\$ 38,841	\$ 87,844	\$ 64,889	\$ 50,395	\$ 66,600	\$ 67,796	\$ 60,000
Carryover							
Encumbered							
Unencumbered							
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 38,841	\$ 87,844	\$ 64,889	\$ 50,395	\$ 66,600	\$ 67,796	\$ 60,000
Projected Surplus/Shortfall (Rev - Exp)	\$ 53,411	\$ (31,276)	\$ (4,889)	\$ 24,014	\$ (6,600)	\$ (7,796)	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 84,230	\$ 51,004	\$ 46,115	\$ 75,018	\$ 68,418	\$ 60,622	\$ 60,622

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

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 373,536	\$445,378	\$471,886	\$471,886	\$ 512,603	\$ 467,603	\$ 422,603
Revenues							
Friends of BPL	\$ 120,000	\$ 91,824	\$105,000	\$ 105,452	\$ 105,000	\$ 105,000	\$ 105,000
BPL Foundation							
Donations/Private	10,778	113					
Interest/Misc. Revenues	5,181						
TOTAL REVENUE	\$ 135,959	\$ 91,937	\$105,000	\$ 105,452	\$ 105,000	\$ 105,000	\$ 105,000
Expenditures							
Operations							
Personnel							
Non-Personnel	24,231	28,850	150,000	64,735	150,000	150,000	150,000
Professional Services	39,886	36,578					
Library Materials							
Subtotal:	\$ 64,117	\$ 65,428	\$150,000	\$ 64,735	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 64,117	\$ 65,428	\$150,000	\$ 64,735	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ 71,842	\$ 26,509	\$ (45,000)	\$ 40,717	\$ (45,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 445,378	\$471,886	\$426,886	\$ 512,603	\$ 467,603	\$ 422,603	\$ 377,603

FOUNDATION FUND (105) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 930,840	\$ 885,878	\$ 458,510	\$ 458,510	\$ 281,302	\$ 31,302	\$ (218,698)
Revenues							
Foundation	\$ 19,079	\$ 150,000	\$ 100,000	\$ 78,815	\$ 100,000	\$ 100,000	\$ 100,000
Misc./ Interest							
TOTAL REVENUE	\$ 19,079	\$ 150,000	\$ 100,000	\$ 78,815	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures							
Personnel							
Consultants							
Furniture and Fixtures	3,099	501,386	350,000	256,023	350,000	350,000	
Equipment	37,867	38,931					
Building							
Miscellaneous/Other	23,075	37,051					
Subtotal:	\$ 64,041	\$ 577,368	\$ 350,000	\$ 256,023	\$ 350,000	\$ 350,000	\$ -
TOTAL EXPENDITURES	\$ 64,041	\$ 577,368	\$ 350,000	\$ 256,023	\$ 350,000	\$ 350,000	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (44,962)	\$ (427,368)	\$ (250,000)	\$ (177,208)	\$ (250,000)	\$ (250,000)	\$ 100,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 885,878	\$ 458,510	\$ 208,510	\$ 281,302	\$ 31,302	\$ (218,698)	\$ (118,698)
Other	\$ (570,893)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 314,985	\$ (0)	\$ (250,000)	\$ (177,208)	\$ (427,208)	\$ (677,208)	\$ (577,208)
Notes:							
Pace Trust (14LB29, org=\$695,761) @FYE21 actual available = \$458,510.32							

Proposed FY 2023 Staffing Positions by Division

Sum of CY FTE Pe			Sum of CY FTE Pe		
Division Name	Job Class Desc	Total	Division Name	Job Class Desc	Total
Central Art & Music	LIBRARIAN I	1.00	Director	ACCT OFF SPEC III UNREP	1.00
	LIBRARIAN II	2.00		ADM FIS SVS MGR UNRP	1.00
	LIBRARY SPECIALIST II	1.00		ADMIN SECRETARY	1.00
				ASSOC HR ANALYST	1.00
				ASSOC MGMT ANALYST UNRP	1.00
Central Art & Music Total		4.00		ASST HR ANALYST	1.00
Central Children's	LIBRARIAN I	1.00		ASST MGMT ANALYST UNREP	2.00
	LIBRARIAN II	2.10		DEP DIR OF LIB SVCS	1.00
	LIBRARY SPECIALIST II	1.30		DIR OF LIBRARY SVCS	1.00
	SENIOR LIBRARIAN	1.00		LIBRARY SVCS MANAGER	2.00
	SUPERV LIBRARIAN	1.00	Director Total		12.00
Central Children's Total		6.40	Facilities	BUILDING MAINT MECH	2.00
Central Reference	LIBRARIAN I	2.50		SENIOR BLDG MAINT SUP	1.00
	LIBRARIAN II	2.70	Facilities Total		3.00
	LIBRARY SPECIALIST II	2.00	Information Systems	INFO SYS SPECIALIST	3.00
	SUPERV LIBRARIAN	1.00		LIBRARIAN II	1.00
Central Reference Total		8.20		LIBRARY INFO SYS ADMIN	1.00
Central Support	LIBRARIAN I	1.00	Information Systems Total		5.00
	LIBRARY SPECIALIST II	1.00	Literacy	LIBRARY ASSISTANT	0.50
	SENIOR LIBRARIAN	1.00		LIBRARY LIT PRG COORD	1.00
	SOCIAL SERVICES SPEC	1.00		LIBRARY SPECIALIST I	1.00
	SUPERV LIBRARIAN	1.00	Literacy Total		2.50
Central Support Total		5.00	North	LIBRARIAN I	1.00
Circulation	CIRCULATION SRVCS MGR	1.00		LIBRARIAN II	1.00
	LIBRARY AIDE	7.00		LIBRARY AIDE	1.50
	LIBRARY ASSISTANT	7.25		LIBRARY ASSISTANT	1.50
	LIBRARY SPECIALIST I	2.00		LIBRARY SPECIALIST II	2.00
	MAIL SERVICES AIDE	2.00		SUPERV LIBRARIAN	1.00
	SUPERV LIBRARY ASSIST	4.00		SUPERV LIBRARY ASSIST	1.00
			North Total		9.00
Circulation Total		23.25	South	LIBRARIAN II	2.00
Claremont	LIBRARIAN II	2.00		LIBRARY AIDE	1.50
	LIBRARY AIDE	1.50		LIBRARY ASSISTANT	1.00
	LIBRARY AIDE HOURLY	0.38		LIBRARY SPECIALIST II	1.50
	LIBRARY ASSISTANT	1.50		SUPERV LIBRARIAN	1.00
	LIBRARY SPECIALIST II	1.50		SUPERV LIBRARY ASSIST	1.00
	SUPERV LIBRARIAN	1.00	South Total		8.00
	SUPERV LIBRARY ASSIST	1.00	Tool Lending	TOOL LENDING SPECIALIST	3.00
Claremont Total		8.88	Tool Lending Total		3.00
Collections	LIBRARIAN II	1.00	West	LIBRARIAN II	2.00
	LIBRARY AIDE	1.00		LIBRARY AIDE	1.50
	LIBRARY ASSISTANT	1.00		LIBRARY ASSISTANT	1.50
	LIBRARY SPECIALIST II	2.00		LIBRARY SPECIALIST II	1.50
	SENIOR LIBRARIAN	1.00		SUPERV LIBRARIAN	1.00
	SUPERV LIBRARIAN	1.00		SUPERV LIBRARY ASSIST	1.00
	SUPERV LIBRARY ASSIST	1.00	West Total		8.50
Collections Total		8.00	Grand Total		114.73

Proposed FY 2024 Staffing Positions by Division

Sum of CY FTE Personnel			Sum of CY FTE Personnel		
Division Name	Job Class Desc	Total	Division Name	Job Class Desc	Total
Central Art & Music	LIBRARIAN I	1.00	Director	ACCT OFF SPEC III UNREP	1.00
	LIBRARIAN II	2.00		ADM FIS SVS MGR UNRP	1.00
	LIBRARY SPECIALIST II	1.00		ADMIN SECRETARY	1.00
				ASSOC HR ANALYST	1.00
Central Art & Music Total		4.00		ASSOC MGMT ANALYST UNRP	1.00
Central Children's	LIBRARIAN I	1.00		ASST HR ANALYST	1.00
	LIBRARIAN II	2.10		ASST MGMT ANALYST UNREP	2.00
	LIBRARY SPECIALIST II	1.30		DEP DIR OF LIB SVCS	1.00
	SENIOR LIBRARIAN	1.00		DIR OF LIBRARY SVCS	1.00
	SUPERV LIBRARIAN	1.00		LIBRARY SVCS MANAGER	2.00
Central Children's Total		6.40	Director Total		12.00
Central Reference	LIBRARIAN I	2.50	Facilities	BUILDING MAINT MECH	2.00
	LIBRARIAN II	2.70		SENIOR BLDG MAINT SUP	1.00
	LIBRARY SPECIALIST II	2.00	Facilities Total		3.00
	SUPERV LIBRARIAN	1.00	Information Systems	INFO SYS SPECIALIST	3.00
Central Reference Total		8.20		LIBRARIAN II	1.00
Central Support	LIBRARIAN I	1.00		LIBRARY INFO SYS ADMIN	1.00
	LIBRARY SPECIALIST II	1.00	Information Systems Total		5.00
	SENIOR LIBRARIAN	1.00	Literacy	LIBRARY ASSISTANT	0.50
	SOCIAL SERVICES SPEC	1.00		LIBRARY LIT PRG COORD	1.00
	SUPERV LIBRARIAN	1.00		LIBRARY SPECIALIST I	1.00
Central Support Total		5.00	Literacy Total		2.50
Circulation	CIRCULATION SRVCS MGR	1.00	North	LIBRARIAN I	1.00
	LIBRARY AIDE	7.00		LIBRARIAN II	1.00
	LIBRARY ASSISTANT	7.25		LIBRARY AIDE	1.50
	LIBRARY SPECIALIST I	2.00		LIBRARY ASSISTANT	1.50
	MAIL SERVICES AIDE	2.00		LIBRARY SPECIALIST II	2.00
	SUPERV LIBRARY ASSIST	4.00		SUPERV LIBRARIAN	1.00
				SUPERV LIBRARY ASSIST	1.00
Circulation Total		23.25	North Total		9.00
Claremont	LIBRARIAN II	2.00	South	LIBRARIAN II	2.00
	LIBRARY AIDE	1.50		LIBRARY AIDE	1.50
	LIBRARY AIDE HOURLY	0.38		LIBRARY ASSISTANT	1.00
	LIBRARY ASSISTANT	1.50		LIBRARY SPECIALIST II	1.50
	LIBRARY SPECIALIST II	1.50		SUPERV LIBRARIAN	1.00
	SUPERV LIBRARIAN	1.00		SUPERV LIBRARY ASSIST	1.00
	SUPERV LIBRARY ASSIST	1.00	South Total		8.00
Claremont Total		8.88	Tool Lending	TOOL LENDING SPECIALIST	3.00
Collections	LIBRARIAN II	1.00	Tool Lending Total		3.00
	LIBRARY AIDE	1.00	West	LIBRARIAN II	2.00
	LIBRARY ASSISTANT	1.00		LIBRARY AIDE	1.50
	LIBRARY SPECIALIST II	2.00		LIBRARY ASSISTANT	1.50
	SENIOR LIBRARIAN	1.00		LIBRARY SPECIALIST II	1.50
	SUPERV LIBRARIAN	1.00		SUPERV LIBRARIAN	1.00
	SUPERV LIBRARY ASSIST	1.00		SUPERV LIBRARY ASSIST	1.00
Collections Total		8.00	West Total		8.50
			Grand Total		114.73



ACTION CALENDAR

April 6, 2022

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Request for Proposal for Strategic Planning

RECOMMENDATION

Review, discuss, and approve the attached draft Request for Proposal to contract for a strategic planning consultant.

FISCAL IMPACTS OF RECOMMENDATION

While the Library does not yet know what the responses to the proposal will reflect, the contact can be anticipated to range from at least \$100K to \$200K.

CURRENT SITUATION AND ITS EFFECTS

On November 3, 2021, the Board of Library Trustees adopted **RESOLUTION NO: R21- 126** to authorize the Library to issue a Request for Proposals for a consultant in support of the Library's strategic planning work. The BOLT now has an opportunity to provide feedback on the attached Request for Proposal and authorize initiating this process.

BACKGROUND

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.

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.

ENVIRONMENTAL SUSTAINABILITY

N/A

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 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: Draft RFP for Strategic Planning

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-__

RECOMMENDATION TO BOARD OF LIBRARY TRUSTEES TO APPROVE 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 this 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 April 6, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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

DRAFT Request for Proposals

IFB/RFP Title	Approx. Release Date	Approx. Due Date	Description of Goods or Services To Be Purchased	Estimated Cost	Budget Code To Be Charged	Funds in Acct.? Yes / No	Department / Division	Name and Phone for Additional Information
Berkeley Public Library Strategic Planning	4/11/22	5/11/22	Strategic Planning Consulting	\$200K	100-241-261- 101-0000-000- 463-612990	Yes	Library	Tess Mayer 510-981-6195

Date:

SPECIFICATION NUMBER:

Revised: March 2022

Date issued:

Date to Council: N/A



Attachment 2

Finance Department
General Services Division

REQUEST FOR PROPOSALS (RFP)
Specification No. [REDACTED]
FOR
NAME OF RFP: Berkeley Public Library Strategic Planning
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals is seeking proposals from organizations experienced in work with libraries and with strategic planning to aid in the development and facilitation of a community-focused process resulting in a Strategic Plan and updated Mission, Vision, Values, and Culture statements. The Plan will serve as a tool to guide the organization and to communicate with the community about the Library.

As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached).

Proposals must be received no later than 2:00 pm, on Tuesday, May 20, 2022. Proposals are to be sent via email with the “**Berkeley Public Library Strategic Planning**” and **Specification No. [REDACTED]** clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding pricing proposal shall be submitted as a separate document.

Email Proposals to:
City of Berkeley
Finance Department/General Services Division
purchasing@cityofberkeley.info

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please **contact, Tess Mayer, Director of Library Services**, via email at tmayer@cityofberkeley.info no later than **Friday, May 6**. Answers to questions will **not** be provided by telephone or email. Answers to all questions or any addenda will be **posted** on the City of Berkeley’s site at <http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128>. It is the vendor’s responsibility to check this site. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

I. BACKGROUND /SUMMARY/or INTRODUCTION

LIBRARY SYSTEM BACKGROUND

Berkeley Public Library's current mission statement is: "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."

The Berkeley Public Library (BPL) has served the people of Berkeley since 1893 and is one of the most heavily used public libraries in California. The Library is supported by a \$25 million budget and 144 staff members. The Library provides access to collections of physical and electronic books, music, articles, and films; offers cultural and learning experiences for community members; provides access to spaces for studying and meeting with others; and develops opportunities for community engagement and skill sharing. The Library offers five facilities: Central Library in downtown Berkeley and four neighborhood branches: Claremont, North, Tarea Hall Pittman South, and West branches. The Tarea Hall Pittman South facility includes the Tool Lending Library that provides access to a wide range of borrowable household tools. Although hours vary between the Central Library and the branches, Berkeley Public Library generally offers services seven days a week with some temporary scheduling changes in place due to the impacts of the pandemic.

In 1980, Berkeley citizens passed a special tax to exclusively fund the yearly budget of the Berkeley Public Library. This tax includes a cost-of-living adjustment. The tax continues and currently brings in over \$20 million a year.

CITY OF BERKELEY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Residents are highly educated and ethnically, economically, socially and politically diverse.

Berkeley is noted for its activism and community involvement. Berkeley is a thriving creative environment, with more than 100 cultural arts organizations, including the Berkeley Art Museum & Pacific Film Archive, Black Repertory Group Theater, Berkeley Art Center, Berkeley Repertory Theatre, and Aurora Theatre Company. Incomparable weather, over 50 public parks, miles of bike lanes and walking trails, a public marina, Lake Anza in Tilden Park, and the Botanical Garden at UC Berkeley, with 34 acres of plants from all over the world are all resident favorites.

Berkeley Unified School District educates more than 9,400 students in 11 public elementary schools, 3 middle schools, one comprehensive high school, and one alternative high school. The district has 3 preschool facilities and an Adult School serving several thousand students.

The City of Berkeley experiences disparity in socioeconomic levels. While the Bay Area's technology sector and University of California, Berkeley, represent significant economic influences among others, there is a poverty rate of 17.8% and the city (and surrounding area) is characterized by a high cost of living.

Berkeley's [Diversity Index](#), the likelihood that two people chosen at random will be from different ethnic groups, increased from 64% in 2010 to 68% in 2020. Berkeley's population, about 124,000 people, has grown by 10% since 2010. The percentage of Hispanic and Asian residents grew as white and Black/African American populations decreased, according to 2020 U.S. Census Bureau data. Berkeley saw an 11% increase as of 2020 in its density, which is a measure of the city's population divided by its land area.

<https://www.berkeleyside.org/2021/08/13/2020-census-berkeley-is-denser-and-more-diverse-than-it-was-10-years-ago>
<https://www.census.gov/quickfacts/berkeleycitycalifornia>

BPL libraries are community gathering places for people with many backgrounds, values, interests, and challenges. BPL serves people who are not residents of Berkeley as all California residents are eligible for free cards. Predominant social concerns in the city include access to affordable housing and homelessness, which are also reflected in libraries. Gentrification continues to be a critical issue, as does reimagining public safety and police reform. Berkeley residents and local government are highly focused on climate change and addressing environmental sustainability through local and collective action.

ADDITIONAL INFORMATION

Please find attached to this RFP the following documents:

City of Berkeley 2018-2019 [Strategic Plan](#)
BPL Preliminary Budget FY 23-24
BPL Budget Priorities and Work Plan, FY 2023-24
BPL Mission Clarification Project Final Report (May 2020)
BPL [Strategic Plan](#) 2015-2018
BPL Organizational Assessment, [Final Report](#), Moss Adams (Nov 2018)
BPL Executive Summary of Spring 2019 [Community Survey](#)

More information about the Library System is available through the Library's website at <https://www.berkeleypubliclibrary.org>.

II. SCOPE OF SERVICES

The term of the proposed contract will be July 25, 2022 through February 2023:

July 25, 2022 - January 2023: Work performed
February 15, 2023: Final deliverables submitted

Organizational Assessment

- Review BPL's current organizational mission, vision, values and strategic plan.
- Review BPL's current organizational structure and capacity.
- Review current collection and associated plans.
- Review current library services and programs, including underlying planning and evaluation processes.
- Identify strengths and weaknesses inside the Library and outside of it, and examine the political, economic, social, and technological trends that are affecting the Library and its operating environment.
- Work with the Strategic Planning Committee, staff, and the Board, the Foundation and others to identify key stakeholders in the community engagement process.
- Explore key environmental trends and data relating to BPL's services and operations.

Community Engagement

- Develop and facilitate a process for community engagement with external stakeholders, both individuals and groups/agencies, to gather input and identify community perspectives, needs, concerns and interests. Prioritize and ensure feedback and engagement with organizations that provide service to BIPOC communities, as well as those serving youth and people with disabilities.
- Develop and facilitate a process for engagement with stakeholders within the City of Berkeley team.
- Develop and facilitate a process for engagement with internal stakeholders, including Board of Library Trustees, administration, management and staff to gather input around the future emphasis of the Library.
- Provide multiple channels for communication to account for differences, needs, and preferences within the communities that Berkeley serves; for example, ensure that multilingual communication strategies are employed as appropriate and engage in person, online, and offsite.

Completed by October 31, 2022

Report and Presentation

- Prepare and present a report to the Strategic Planning Committee and other key internal stakeholders on the first stages of the project, assessment, and preliminary recommendations.

Completed by November 30, 2022

Strategic Plan Development

- Using findings, facilitate a working process with the Strategic Planning Committee and selected key stakeholders (community members, Library Trustees, Foundation, Friends, City of Berkeley, Library staff) to:
 - Develop new or revise Mission, Culture, Values and Vision statements
 - Identify essential library service priorities, goals and objectives for both the short (3-5 years) and long (10-20 years) terms, including those currently offered that continue to be relevant and those that needs to be developed to address gaps between existing library services and identified service priorities
 - Prepare a dynamic and compelling BPL Strategy Plan with Executive Summary that outlines short and long-term priorities, goals, and objectives.

Communications

- Work in partnership with the Strategic Planning Committee, Library Trustees and administration to develop a plan for internal and external communications.

Assessment of Organizational Readiness

- Discuss current capacity for implementing the Plan as described and make recommendations for changes that would better position the organization to accomplish stated goals.

Ongoing Evaluation and Planning

- Provide self-assessment methodology, including appropriate tools, for ongoing strategic planning and evaluation of progress toward goals. Consider any existing racial equity priorities that have been identified by the BPL Racial Justice Advisory Group and embed in assessment methodology.

Summary of Deliverables

- Organizational assessment
- Community engagement feedback analysis
- First stage report
- Revised or new BPL Vision, Mission, Values, and Culture statements and Strategic Plan
- Communication Plan
- Assessment of organizational readiness
- Framework for evaluation that incorporates existing and new racial equity goals for system

Completed by January 31, 2023

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:

Provide the name of the firm, the firm's principal place of business (see section VII, F. – Local Vendor Preference), the name and telephone number of the contact person and company tax identification number.

2. Client References: *(3-5 References is usual)*

Provide a minimum of three client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

3. Price Proposal:

The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise. Pricing proposals shall be a separate document. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work shall be itemized. Evaluation of price proposals are subject to the local vendor business preference (see section VII.F.)

4. Summary of deliverables:

Please provide written information that includes an Executive Summary, a proposed approach, the above-mentioned price proposal, a description of the organization's work, examples of past projects, and staff team, as well as its perspective on public libraries, and references.

5. Contract Terminations:

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

6. *(Other submission requirements needed to evaluate proposals and determine if contractor is qualified to do project.)*

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

- | | |
|--|-------------------------------|
| 1. Project Approach, including
how proposal addresses
racial equity concerns | 50% (xx points or percentage) |
| 2. Expertise & References | 30% (xx points or percentage) |
| 3. Costs* | 20% (xx point or percentage) |
| 4. <i>Other specific items</i> | (xx points or percentage) |

** Effective 1/1/2022. Local Vendor Preference. For the purposes of comparing pricing as part of this competitive RFP for goods up to \$100,000 or non-professional services up to \$250,000, 5% shall be deducted from the bid price proposal from any local Berkeley vendor.*

The responses to this RFP will be evaluated by a Selection Committee. The Selection Committee may consider any factors it deems necessary, including but not limited to: quality of response, relevant experience, price, and references. BPL reserves the right to reject all proposals for any reason.

BPL may invite one or more representatives from any organization to meet with Library representatives to clarify the organization's proposal. Upon completion of the evaluation process, one respondent will be selected by the Selection Committee for negotiation of an agreement. Organizations not selected will be notified by letter. BPL reserves the right to accept other than the lowest priced proposal.

V. PAYMENT

Invoices: Vendor shall submit invoices no more than once per month. Invoices must be fully itemized and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Mail invoices to the **Berkeley Public Library** and reference the contract number.

Berkeley Public Library

2031 Bancroft Way
Berkeley, CA 94704
Attn: Finance Manager

Payments: The City will make payment to the vendor within 30- days of receipt of a correct and complete invoice.

VI. CITY REQUIREMENTS

(Do not modify any part of this section except: Living Wage would not apply if commodities are being purchased and Equal Benefits would not apply if the contract amount will be less than \$25,000. If this is the case, do not delete the section just note next to it “Does Not Apply to this Request for Proposal”)

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than \$3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants. **Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.**

B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution No. 59,853-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Oppressive States Disclosure Form with their proposal.**

D. Sanctuary City Contracting Ordinance:

Chapter 13.105 of the Berkeley Municipal Code prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security (“ICE”). **Bidders must submit the attached Sanctuary City Compliance Statement with their proposal.**

E. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

F. Berkeley Living Wage Ordinance:

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The current Living Wage rate can be found here: https://www.cityofberkeley.info/Finance/Home/Vendors_Living_Wage_Ordinance.aspx. The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

G. Berkeley Equal Benefits Ordinance:

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

H. Statement of Economic Interest:

The City's Conflict of Interest Code designates "consultants" as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

VII. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insured.

Insurance not Necessary: *If the services are such that the risk of exposure to liability is very low, insurance may not be required. An example of such a service is an individual using his/her computer at home to lay out a newsletter for the City. This determination must be made by the Risk Manager in writing before the RFP is issued.*

Insurance Waiver: *A situation in which insurance is not necessary is different from a case in which insurance may be waived. An insurance waiver is appropriate where insurance would usually be necessary but when, as a policy matter, the City is willing to take the risk of allowing an uninsured or under-insured individual or business to perform the work (usually when the risk of liability is low). An insurance waiver may be granted only by the Risk Manager in writing with the approval of the City Manager. If a potential bidder expresses an inability to meet the insurance requirement, he or she should be encouraged to contact the Project Manager & Risk Manager for assistance in obtaining insurance.)*

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

C. Business License

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. Warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305). Persons who, by reason of physical infirmity, unavoidable misfortune, or unavoidable poverty, may be granted an exemption of one annual free license at the discretion of the Director of Finance. (See B.M.C. sections 9.04.290).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. Recycled Paper

Any printed reports for the City required during the performance of the work shall be on 100% recycled paper, and shall be *printed on both sides of the page* whenever practical.

E. State Prevailing Wage:

Certain labor categories under this project may be subject to prevailing wages as identified in the State of California Labor Code commencing in Section 1770 et seq. These labor categories, when employed for any "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," constitute a "Public Work" within the definition of Section 1720(a)(1) of the California Labor Code requiring payment of prevailing wages.

Wage information is available through the California Division of Industrial Relations web site at:
http://www.dir.ca.gov/OPRL/statistics_and_databases.html

F. Local Vendor Preference

City of Berkeley applies a local vendor preference for comparing pricing submittals in RFP responses (City Council Resolution No. 69,890-N.S.)

A **local business** is defined as "a business firm with fixed offices or distribution points located within the City of Berkeley boundaries and listed in the Permits and License Tax paid file, with a Berkeley business street address."

VIII. SCHEDULE (dates are subject to change)

<input type="checkbox"/> Issue RFP to Potential Bidders:	Thursday, April 18, 2022
<input type="checkbox"/> Questions from Potential Bidders Due	Monday, May 6, 2022
<input type="checkbox"/> Proposals Due from Potential Bidders	Tuesday, May 20, 2022
<input type="checkbox"/> Complete Selection Process	Wednesday, June 3, 2022
<input type="checkbox"/> Board of Library Trustees Approval of Contract	Wednesday, July 6, 2022
<input type="checkbox"/> Award of Contract	Thursday, July 7, 2022
<input type="checkbox"/> Sign and Process Contract	Friday, July 20, 2022
<input type="checkbox"/> Notice to Proceed	Monday, July 25, 2022

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

Attachments:

• Check List of Required items for Submittal	Attachment A
• Non-Discrimination/Workforce Composition Form	Attachment B
• Nuclear Free Disclosure Form	Attachment C
• Oppressive States Form	Attachment D
• Sanctuary City Compliance Statement	Attachment E
• Living Wage Form	Attachment F
• Equal Benefits Certification of Compliance	Attachment G
• Right to Audit Form	Attachment H
• Insurance Endorsement	Attachment I

ATTACHMENT A

CHECKLIST

- ☐ Proposal describing service (one (1) PDF of proposal)
- ☐ Contractor Identification and Company Information
- ☐ Client References
- ☐ Costs proposal by task, type of service & personnel (as a separate document from the proposal)
- ☐ *Other items the contractor is being requested to supply*
- ☐ The following forms, completed and **signed in blue ink** (attached):
 - ☐ Non-Discrimination/Workforce Composition Form Attachment B
 - ☐ Nuclear Free Disclosure Form Attachment C
 - ☐ Oppressive States Form Attachment D
 - ☐ Sanctuary City Compliance Statement Attachment E
 - ☐ Living Wage Form (*may be optional*) Attachment F
 - ☐ Equal Benefits Certification (EBO-1) (*may be optional*) Attachment G

ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT.

- ☐ Provide **original-signed in blue ink** Evidence of Insurance
 - ☐ Auto
 - ☐ Liability
 - ☐ Worker's Compensation
- ☐ Right to Audit Form Attachment H
- ☐ Commercial General & Automobile Liability Endorsement Form Attachment I
- ☐ Berkeley Business License

For informational purposes only: Sample of Personal Services Contract can be found on the City's website on the current bid and proposal page at the top of the page.

NON-DISCRIMINATION/WORKFORCE COMPOSITION FORM FOR NON-CONSTRUCTION CONTRACTS

To assist the City of Berkeley in implementing its Non-Discrimination policy, it is requested that you furnish information regarding your personnel as requested below and return it to the City Department handling your contract:

Organization: _____

Address: _____

Business Lic. #: _____

Occupational Category: (See reverse side for explanation of terms)	Total Employees		White Employees		Black Employees		Asian Employees		Hispanic Employees		Other Employees	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Official/Administrators												
Professionals												
Technicians												
Protective Service Workers												
Para-Professionals												
Office/Clerical												
Skilled Craft Workers												
Service/Maintenance												
Other (specify)												
Totals:												

Is your business MBE/WBE/DBE certified? Yes: _____ No: _____ If yes, by what agency? _____

If yes, please specify: Male: _____ Female: _____ Indicate ethnic identifications: _____

Do you have a Non-Discrimination policy? Yes: _____ No: _____

Signed: _____ Date: _____

Verified by: _____ Date: _____

City of Berkeley Contract Compliance Officer

Attachment B (page 1)

Occupational Categories

Officials and Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy superintendents, unit supervisors and kindred workers.

Professionals - Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, and kindred workers.

Technicians - Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) and kindred workers.

Protective Service Workers - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, guards, sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

Para-Professionals - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of a staff development and promotion under a "New Transporters" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Office and Clerical - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearings reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairpersons, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

Service/Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.

Attachment B (page 2)

CITY OF BERKELEY
Nuclear Free Zone Disclosure Form

I (we) certify that:

1. I am (we are) fully cognizant of any and all contracts held, products made or otherwise handled by this business entity, and of any such that are anticipated to be entered into, produced or handled for the duration of its contract(s) with the City of Berkeley. (To this end, more than one individual may sign this disclosure form, if a description of which type of contracts each individual is cognizant is attached.)
2. I (we) understand that Section 12.90.070 of the Nuclear Free Berkeley Act (Berkeley Municipal Code Ch. 12.90; Ordinance No. 5784-N.S.) prohibits the City of Berkeley from contracting with any person or business that knowingly engages in work for nuclear weapons.
3. I (we) understand the meaning of the following terms as set forth in Berkeley Municipal Code Section 12.90.130:

"Work for nuclear weapons" is any work the purpose of which is the development, testing, production, maintenance or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management or administration of such work.

"Nuclear weapon" is any device, the intended explosion of which results from the energy released by reactions involving atomic nuclei, either fission or fusion or both. This definition of nuclear weapons includes the means of transporting, guiding, propelling or triggering the weapon if and only if such means is destroyed or rendered useless in the normal propelling, triggering, or detonation of the weapon.

"Component of a nuclear weapon" is any device, radioactive or non-radioactive, the primary intended function of which is to contribute to the operation of a nuclear weapon (or be a part of a nuclear weapon).

4. Neither this business entity nor its parent nor any of its subsidiaries engages in work for nuclear weapons or anticipates entering into such work for the duration of its contract(s) with the City of Berkeley.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Project Name/XX-XXXXX**

Attachment C

CITY OF BERKELEY
Oppressive States Compliance Statement

The undersigned, an authorized agent of _____ (hereafter "Vendor"), has had an opportunity to review the requirements of Berkeley City Council Resolution No. 59,853-N.S. (hereafter "Resolution"). Vendor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with those Business Entities which maintain business relationships with morally repugnant regimes. Vendor understands the meaning of the following terms used in the Resolution:

"Business Entity" means "any individual, firm, partnership, corporation, association or any other commercial organization, including parent-entities and wholly-owned subsidiaries" (to the extent that their operations are related to the purpose of the contract with the City).

"Oppressive State" means: **Tibet Autonomous Region and the Provinces of Abo, Kham and U-Tsang**

"Personal Services" means "the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship."

Contractor understands that it is not eligible to receive or retain a City contract if at the time the contract is executed, or at any time during the term of the contract it provides Personal Services to:

- a. The governing regime in any Oppressive State.
- b. Any business or corporation organized under the authority of the governing regime of any Oppressive State.
- c. Any person for the express purpose of assisting in business operations or trading with any public or private entity located in any Oppressive State.

Vendor further understands and agrees that Vendor's failure to comply with the Resolution shall constitute a default of the contract and the City Manager may terminate the contract and bar Vendor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

The undersigned is familiar with, or has made a reasonable effort to become familiar with, Vendor's business structure and the geographic extent of its operations. By executing the Statement, Vendor certifies that it complies with the requirements of the Resolution and that if any time during the term of the contract it ceases to comply, Vendor will promptly notify the City Manager in writing.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Project Name/XX-XXXXX**

I am unable to execute this Statement; however, Vendor is exempt under Section VII of the Resolution. I have attached a separate statement explaining the reason(s) Vendor cannot comply and the basis for any requested exemption.

Signature: _____ Date: _____

Attachment D

CITY OF BERKELEY
Sanctuary City Compliance Statement

The undersigned, an authorized agent of _____ (hereafter "Contractor"), has had an opportunity to review the requirements of Berkeley Code Chapter 13.105 (hereafter "Sanctuary City Contracting Ordinance" or "SCCO"). Contractor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE"). Contractor understands the meaning of the following terms used in the SCCO:

- a. "Data Broker" means either of the following:
 - i. The collection of information, including personal information about consumers, from a wide variety of sources for the purposes of reselling such information to their customers, which include both private-sector business and government agencies;
 - ii. The aggregation of data that was collected for another purpose from that for which it is ultimately used.
- b. "Extreme Vetting" means data mining, threat modeling, predictive risk analysis, or other similar services." Extreme Vetting does not include:
 - i. The City's computer-network health and performance tools;
 - ii. Cybersecurity capabilities, technologies and systems used by the City of Berkeley Department of Information Technology to predict, monitor for, prevent, and protect technology infrastructure and systems owned and operated by the City of Berkeley from potential cybersecurity events and cyber-forensic based investigations and prosecutions of illegal computer based activity.

Contractor understands that it is not eligible to receive or retain a City contract if at the time the Contract is executed, or at any time during the term of the Contract, it provides Data Broker or Extreme Vetting services to ICE.

Contractor further understands and agrees that Contractor's failure to comply with the SCCO shall constitute a material default of the Contract and the City Manager may terminate the Contract and bar Contractor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

By executing this Statement, Contractor certifies that it complies with the requirements of the SCCO and that if any time during the term of the Contract it ceases to comply, Contractor will promptly notify the City Manager in writing. Any person or entity who knowingly or willingly supplies false information in violation of the SCCO shall be guilty of a misdemeanor and up to a \$1,000 fine.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this _____ day of _____, 20__, at _____, California.

Printed Name: _____ Title: _____

Signed: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Project Name/XX-XXXXX**

CITY OF BERKELEY
Living Wage Certification for Providers of Services

TO BE COMPLETED BY ALL PERSONS OR ENTITIES ENGAGING IN A CONTRACT FOR PERSONAL SERVICES WITH THE CITY OF BERKELEY.

The Berkeley Municipal Code Chapter 13.27, Berkeley's Living Wage Ordinance (LWO), provides that contractors who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City in any twelve (12) month period of time shall comply with all provisions of this Ordinance. The LWO requires a City contractor to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, please respond to the questions below. Please note that the LWO applies to those contracts where the contractor has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, subsequent contracts may be subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Contractor's employees change (i.e. additional employees are hired) so that Contractor falls within the scope of the Ordinance.

Section I.

1. IF YOU ARE A FOR-PROFIT BUSINESS, PLEASE ANSWER THE FOLLOWING QUESTIONS

- a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid, or proposal, with the City of Berkeley for a cumulative amount of \$25,000.00 or more?

YES _____ **NO** _____

If **no**, this contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If **yes**, please continue to question **1(b)**.

- b. Do you have six (6) or more employees, including part-time and stipend workers?

YES _____ **NO** _____

If you have answered, "YES" to questions 1(a) and 1(b) this contract IS subject to the LWO. If you responded "NO" to 1(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

2. IF YOU ARE A NON-PROFIT BUSINESS, AS DEFINED BY SECTION 501(C) OF THE INTERNAL REVENUE CODE OF 1954, PLEASE ANSWER THE FOLLOWING QUESTIONS.

- a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid or proposal, with the City of Berkeley for a cumulative amount of \$100,000.00 or more?

YES _____ **NO** _____

If no, this Contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If yes, please continue to question 2(b).

- b. Do you have six (6) or more employees, including part-time and stipend workers?

YES _____ **NO** _____

If you have answered, "YES" to questions 2(a) and 2(b) this contract IS subject to the LWO. If you responded "NO" to 2(b) this contract IS NOT subject to the LWO. **Please continue to Section II.**

Section II

Please read, complete, and sign the following:

THIS CONTRACT IS SUBJECT TO THE LIVING WAGE ORDINANCE. ☐

THIS CONTRACT IS **NOT** SUBJECT TO THE LIVING WAGE ORDINANCE. ☐

Attachment F (page 1)

The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Berkeley's Living Wage Ordinance, and the applicability of the Living Wage Ordinance, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the Living Wage Ordinance, as mandated in the Berkeley Municipal Code, Chapter 13.27. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the City Manager in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract and the City Manager may terminate the contract and bar Contractor from future contracts with the City for five (5) years from the effective date of the Contract termination. If the contractor is a for-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 25% or more of their compensated time engaged in work directly related to the contract with the City. If the contractor is a non-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 50% or more of their compensated time engaged in work directly related to the contract with the City.

These statements are made under penalty of perjury under the laws of the state of California.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Business Entity: _____

Contract Description/Specification No: **Project Name/XX-XXXXX**

Section III

- **** FOR ADMINISTRATIVE USE ONLY -- PLEASE PRINT CLEARLY ****

I have reviewed this Living Wage Certification form, in addition to verifying Contractor's total dollar amount contract commitments with the City in the past twelve (12) months, and determined that this Contract IS / IS NOT (circle one) subject to Berkeley's Living Wage Ordinance.

Department Name

Department Representative

Attachment F (page 2)

To be completed by
Contractor/Vendor



**Form EBO-1
CITY OF BERKELEY**

CERTIFICATION OF COMPLIANCE WITH EQUAL BENEFITS ORDINANCE

If you are a **contractor**, return this form to the originating department/project manager. If you are a **vendor** (supplier of goods), return this form to the Purchasing Division of the Finance Dept.

SECTION 1. CONTRACTOR/VENDOR INFORMATION

Name:			Vendor No.:	
Address:		City:	State:	ZIP:
Contact Person:			Telephone:	
E-mail Address:			Fax No.:	

SECTION 2. COMPLIANCE QUESTIONS

- A. The EBO is inapplicable to this contract because the contractor/vendor has no employees.
☐ Yes ☐ No (If "Yes," proceed to Section 5; if "No," continue to the next question.)
- B. Does your company provide (or make available at the employees' expense) any employee benefits?
☐ Yes ☐ No
If "Yes," continue to Question C.
If "No," proceed to Section 5. (The EBO is not applicable to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee? ☐ Yes ☐ No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee? ☐ Yes ☐ No

If you answered "No" to both Questions C and D, proceed to Section 5. (The EBO is not applicable to this contract.) If you answered "Yes" to both Questions C and D, please continue to Question E. If you answered "Yes" to Question C and "No" to Question D, please continue to Section 3.

- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of the employee? ☐ Yes ☐ No

If you answered "Yes," proceed to Section 4. (You are in compliance with the EBO.)
If you answered "No," continue to Section 3.

SECTION 3. PROVISIONAL COMPLIANCE

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
- ☐ By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor submits evidence of taking reasonable measures to comply with the EBO; or
- ☐ At such time that administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor's infrastructure, not to exceed three months; or
- ☐ Upon expiration of the contractor's current collective bargaining agreement(s).

Attachment G (page 1)

- B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent?* ☐ Yes ☐ No

* The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.

SECTION 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statements, etc.) to verify that you do not discriminate in the provision of benefits.

SECTION 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Berkeley Municipal Code and in the terms of the contract or purchase order with the City.

Executed this _____ day of _____, in the year _____, at _____, _____
(City) (State)

Name (please print)

Signature

Title

Federal ID or Social Security Number

FOR CITY OF BERKELEY USE ONLY

☐ Non-Compliant (The City may not do business with this contractor/vendor)

☐ One-Person Contractor/Vendor

☐ Full Compliance

☐ Reasonable Measures

☐ Provisional Compliance Category, Full Compliance by Date: _____

Staff Name(*Sign and Print*): _____ Date: _____

Attachment G (page 2)

CITY OF BERKELEY
Right to Audit Form

The contractor agrees that pursuant to Section 61 of the Berkeley City Charter, the City Auditor's office may conduct an audit of Contractor's financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the Auditor with reasonable access to Contractor's employees and make all such financial, performance and compliance records available to the Auditor's office. City agrees to provide Contractor an opportunity to discuss and respond to/any findings before a final audit report is filed.

Signed: _____ Date: _____

Print Name & Title: _____

Company: _____

Contract Description/Specification No: **Project Name/XX-XXXXXX**

Please direct questions regarding this form to the Auditor's Office, at (510) 981-6750.

Attachment H

CITY OF BERKELEY
Commercial General and Automobile Liability Endorsement

The attached Certificates of Insurance are hereby certified to be a part of the following policies having the following expiration dates:

Policy No.	Company Providing Policy	Expir. Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The scope of the insurance afforded by the policies designated in the attached certificates is not less than that which is afforded by the Insurance Service Organization's or other "Standard Provisions" forms in use by the insurance company in the territory in which coverage is afforded.

Such Policies provide for or are hereby amended to provide for the following:

1. The named insured is _____.
2. CITY OF BERKELEY ("City") is hereby included as an additional insured with respect to liability arising out of the hazards or operations under or in connection with the following agreement:
_____.

The insurance provided applies as though separate policies are in effect for both the named insured and City, but does not increase the limits of liability set forth in said policies.

3. The limits of liability under the policies are not less than those shown on the certificate to which this endorsement is attached.
4. Cancellation or material reduction of this coverage will not be effective until thirty (30) days following written notice to _____, Department of _____, Berkeley, CA.
5. This insurance is primary and insurer is not entitled to any contribution from insurance in effect for City.

The term "City" includes successors and assigns of City and the officers, employees, agents and volunteers.

Insurance Company

Date: _____

By: _____
Signature of Underwriter's
Authorized Representative

Contract Description/Specification No: **Project Name/XX-XXXXX**

Attachment I



INFORMATION REPORTS

April 6, 2022

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

Changes to Indoor Masking Guidelines

Significant changes have taken place with respect to indoor masking guidelines, including in the City of Berkeley public health jurisdiction.

The City of Berkeley had issued a joint health order along with other Bay Area public health jurisdictions aligning with the [State's masking guidance](#) as of February 16, 2022. This statement lifted the indoor masking requirement for fully vaccinated people, while still requiring masks for unvaccinated individuals.

Then effective March 1, the City of Berkeley's Health Officer aligned the City's [guidance](#) with that of the State of California, which lifted the indoor masking requirement for unvaccinated people as well (with the exception of public transportation, particular congregant settings, and health care settings).

CalOSHA has changed its [guidance](#) to align with the State and to stop requiring unvaccinated workers to wear masks in the workplace.

Berkeley K-12 school districts and childcare settings were authorized to make wearing face coverings optional effective March 12, and Berkeley Unified School District transitioned on March 14.

Neighboring library systems including Contra Costa County, Hayward, San Mateo, and San Francisco Public Library have aligned with their jurisdictions and have lifted mandatory masking requirements.

The City of Berkeley has not yet changed its guidelines for City of Berkeley employees or the City's public service sites. Face coverings are still required. The Library continues to require everyone to wear face coverings indoors.

Stucco Replacement

Rainbow Waterproofing & Restoration has completed significant portions of the stucco replacement that was required for several sides of the Central Library. This project, deferred for several years, is finally close to reaching substantial completion. When the annex to the original Central Library was originally constructed, the original coat of stucco on the building was found to be faulty and had to be removed.

The photo to the right shows the difference between the section of the building with the newly applied stucco and the adjacent area without it.



The Teen Room water intrusion repair project continues. Public Works had uncovered the location of where the rain water was draining into the Central Library building through the sidewalk. At this time, a vendor in contract with Public Works has been identified to fill the sink hole with concrete, install a new drain from the building to the curb, and repave the sidewalk.

Outreach to Center for Early Intervention on Deafness

On March 3, three members of the Central Library team participated in an outreach event at the Center for Early Intervention on Deafness (CEID): Library Specialist Sierra Gribble, Children's Librarian Emma Coleman, and Supervising Librarian Heather Cummins. Staff interacted with 71 individuals, which included 32 attendees of Emma's storytime!

Sierra and Heather spoke with CEID's teacher, Davana Jackson, thanking them for their participation and hoping to resume the partnership that retired West Branch Children's Librarian Nora Hale had created at West Branch. Davana recommended having CEID students come to West Branch for storytime or having Library staff come to CEID for a storytime visit.

Highlights and some lessons learned from the event:

- This particular crowd was very interested in book giveaways.
- Staff signed up 5 new patrons at this event.
- The tech equipment was perfect – the two Chromebooks, wifi hotspot, and the barcode readers worked wonderfully.
- Staff had a nice time chatting with the event's ASL interpreters. They seemed to be a range of interpreters affiliated with agencies such as [DCARA](#) and [Partners in Communication \(SF\)](#). There may be some opportunity to look further into DCARA for resources and partnerships. PIC would definitely be a source for interpreters if the Library needed to hire one for an event.
- Bring free comic books next time for kids.
- The Big Blue Blocks would have been a lot of fun for the attendees, a fun way to engage with kids and caregivers.

Recruitment

The Berkeley Public Library initiated a recruitment for the Librarian I classification on December 21, 2021. The application period, which originally concluded on January 10, was extended through January 24 to ensure a robust pool of applicants. The application period closed with 179 applicants, which were screened for minimum qualifications.

Interviews for the three librarian specialties—adult, teen, and children's—took place in the second half of March and will continue into April.

The Library has initiated recruitments for the two vacant Library Services Manager positions, the Social Services Specialist, and the Supervising Library Assistant positions that have been temporarily and capably filled by two team members, Raylene Ezike and Pema Lhakey.

To put the Library's current recruitment efforts into context, the United States currently has more job openings than unemployed people, and the unemployment rate has fallen to 3.6 percent, the lowest since 1969.

<https://www.washingtonpost.com/business/2019/05/03/us-economy-added-jobs-april-unemployment-fell-percent-lowest-since/>

CONTACT PERSON

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