



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

AGENDA

LOCATION

Wednesday, March 1, 2023

6:30 PM

Central Library
Teen Room 1st Floor

Commission Members:

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

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. Ceremonial Matters: *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*

C. 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.

D. 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

E. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of February 1, 2023 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the February 1, 2023 Regular Meeting of the Board of Library Trustees.

B. Minutes of February 1, 2023 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the February 1, 2023 Special Meeting of the Board of Library Trustees.

III. ACTION CALENDAR**A. Report on recruitment process to fill vacancy on Board of Library Trustees that will be created by the end of Trustee Davenport's term effective May 15, 2023.****From:** Tess Mayer, Director of Library Services**Recommendation:** Adopt the resolution to approve timeline, documents and publicity plan for the process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's term effective May 15, 2023.**IV. INFORMATION REPORTS***All items for discussion only and no final action.***A. Circulation Services Update** – Jay Dickinson, Circulation Services Manager**B. FYTD 2023 2nd Quarter YTD Budget Report** – Nneka Gallaread, Fiscal Services Manager**C. 2023 Priority Project Update** – Tess Mayer, Director of Library Services**D. Monthly Library Director's Report** – Tess Mayer, Director of Library Services**V. ITEMS FOR FUTURE AGENDAS***These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.***A. Discussion of items to be added to future agendas****VI. ADJOURNMENT***This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, tmayer@cityofberkeley.info.**Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.**Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.***COMMUNICATION ACCESS INFORMATION:**

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 February 22, 2023.

//s//

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

Communications:

2/7/2023 Julio Corral

Re: Step 2 Grievance Response - Library

2/7/2023 Dawud Brewer

Re: Step 2 Grievance Response - Library



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, February 1, 2023 6:00 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>

- A. **Call to order:** 6:02 pm.
 - Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.
 - Absent: None.
 - Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Alicia Abramson, Manager, Library Information Technology; Jay Dickinson, Circulation Services Manager; Bill Kolb, Library Services Manager; Amanda Myers, Library Services Manager; Nneka Gallaread, Administrative and Fiscal Services Manager; My Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary.
- B. **Ceremonial Matters:** none.
- C. **Public Comments:** 0 speakers.
- D. **Comments from Library Unions:**
 - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
 - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
 - C. Public Employees Union, LOCAL 1 – 0 speakers
- E. **Comments from Board of Library Trustees**
 - A. Trustee Selawsky – It was good to see that Storytime was back at the Downtown Farmers Market after our rainy month.

II. CONSENT CALENDAR

Action: M/S/C Trustee Davenport / Trustee Hahn to adopt resolution #R23-005 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 January 4, 2023 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the January 4, 2023 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 Davenport / Trustee Hahn to adopt resolution #R23-006 to approve the minutes as presented.

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

III. INFORMATION CALENDAR

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

From: Tess Mayer, Director of Library Services

Action: Received

IV. AGENDA BUILDING

Next regular meeting will be held March 1, 2023.

V. ADJOURNMENT

Trustee Selawsky / Trustee Davenport to adjourn the meeting.

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

Adjourned at 6:20 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of February 1, 2023 as approved by the Board of Library Trustees.

//s// _____

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

Attachments: None



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, February 1, 2023 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>

- A. **Call to order:** 6:30 pm.
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.
Absent: None.
Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Eve Franklin, Administrative Secretary.
- B. **Ceremonial Matters:** none.
- C. **Public Comments:** 0 speakers.
- D. **Comments from Board of Library Trustees** - None.

II. ACTION CALENDAR

- A. **Board of Library Trustees Discussion**
From: Director of Library Services
Recommendation: Trustees will discuss and explore longer-term goals and opportunities for Board development.
Financial Implications: None
Contact: Tess Mayer, Director of Library Services
Action: Board discussion.

III. AGENDA BUILDING

Next regular meeting will be held March 1, 2023.

IV. ADJOURNMENT

Trustee Selawsky / Trustee Hahn to adjourn the meeting.

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

Adjourned at 8:03 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of February 1, 2023 as approved by the Board of Library Trustees.

//s// _____

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

Attachments: None



ACTION CALENDAR

March 1, 2023

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Report on recruitment process to fill vacancy on Board of Library Trustees that will be created by the end of Trustee Davenport's term effective May 15, 2023.

INTRODUCTION

Review timeline for process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's term effective May 15, 2023. Review supporting documents and publicity plan.

FISCAL IMPACT

None.

BACKGROUND

Trustee Davenport's term will end on May 15, 2023. To ensure a replacement is selected and confirmed by City Council in a timely way, the process to fill this vacancy will begin as soon as possible. Board of Library Trustees President Roth and Vice President Hahn recommended that Director Mayer provide an outline of the process for Board review prior to initiating it. The proposed timeline conforms with the process established by the Board of Trustees Nomination Policy for Trustee appointments and allows adequate time for all steps as outlined below.

CURRENT SITUATION AND ITS EFFECTS

The process and criteria related to the search for a replacement will begin in March to ensure as timely an appointment as possible.

<i>Date</i>	<i>Activity</i>
March 1, 2023	BOLT Regular meeting: review recruitment process; recommendation to create an ad hoc selection committee that will review applications
March 3—April 14, 2023	Recruitment open. Press Release. Advertise on website, at all library locations, in electronic newsletter (120,000 reach), as an insert with City Councilmember communications to constituents, and direct outreach to local organizations
April 19, 2023	BOLT Regular meeting: action item to form BOLT ad hoc subcommittee for review and selection of candidates (if necessary)
April 26, 2023	BOLT ad hoc subcommittee meeting to review and select applicants (if necessary)
May 3, 2023	BOLT Special Meeting: interviews and selection of recommended candidate (if necessary)

May 3, 2023	Regular BOLT Meeting: action item to select preferred candidate to recommend to City Council
May 4, 2023	Submit City Council item report to the City Clerk by 12:00pm
June 6, 2023	City Council Meeting: Consent or Action item to appoint the preferred candidate
June 7, 2023	New Trustee term begins
June 7, 2023	New Trustee's first regular meeting as a Board member

RECRUITMENT

The current [Boards and Commission page](#) of the City's website provides general information on commission vacancies and specific information for the Board of Library Trustees, including:

- [Commission Application](#)
- [BOLT Supplemental Questionnaire](#)
- And a link to the [Board of Library Trustees webpage](#)

The Board of Library Trustees is authorized by the City of Berkeley Charter. Charter provisions concerning library trustees can be found in [Charter § 30](#) (pages 31). Additional information related to the Board of Library Trustees can be found in Chapter 3.04 of the [Berkeley Municipal Code](#).

The three documents most relevant to the recruitment process: Application for Appointment to Berkeley Boards and Commissions, Supplemental Questionnaire for the Berkeley Board of Library Trustees, and Responsibilities of the Berkeley Public Library Board of Library Trustees are included for the Board's information. These are the same documents used in the most recent recruitment effort.

FURTHER ACTION

None.

CONTACT PERSON

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

Attachments:

1. Board of Library Trustees Nomination Policy approved 04MAY 2022
2. Press Release Announcing Trustee Vacancy
3. Application for Appointment to Berkeley Boards and Commissions
4. Supplemental Questionnaire for the Berkeley Board of Library Trustees
5. Responsibilities of the Berkeley Public Library Board of Library Trustees

**BERKELEY PUBLIC LIBRARY
POLICIES**

**SUBJECT: Board of Library Trustees Vacancies
Policy**

ORIGINAL DATE:	05/04/2022
BOLT Resolution #:	R22-025
REVISED DATE:	05/04/2022
PAGE:	1 of 2

I. PURPOSE

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”), “five Library Trustees shall be appointed and may be removed by a vote of five members of the Council and one of such trustees must be appointed by the Council from its own members.”

When a Board of Library Trustees (“BOLT”) vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process. This policy enumerates that process.

II. POLICY

- A. **Ad-hoc Trustee Nominating Sub-committee** - When a BOLT vacancy has occurred or is planned to occur, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.
- B. **Candidate Search Objectives** - The sub-committee’s purpose will be to ensure that nominations are inclusive and broadly represents the diverse perspectives of the community. The sub-committee will seek candidates with varied backgrounds, knowledge, abilities, expertise, and networks that can advance the Mission and Vision of the Library. The search objectives include finding candidates able to carry out the trustee role, functions, and duties, as described in the BOLT Bylaws.
- C. **Search Process** - The sub-committee will convene to take account of current BOLT needs and to schedule the process for its purposes. The process will include the creation and posting of a vacancy announcement, the application period, the review of candidates, the recommendation to BOLT, and action taken by BOLT.
- D. **Vacancy Announcement** - The sub-committee will write an announcement that BOLT is seeking interested parties, including the requirements thereof, the manner and form of applying, and the due date for submission of applications; the sub-committee, working with the Library Director and the City, and with the approval of BOLT, will advertise the call for interest.
- E. **Application Procedure** - For consideration, any applicant must be a resident of the City of Berkeley, California. Applicants must submit a resume and a supplemental statement

of interest that addresses questions or topics enumerated by the ad hoc trustee nominating sub-committee.

- F. **Review of Candidates** - The sub-committee will review each application based on the applicant's submitted information. The purpose of the review is to identify nominees that meet the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, and will be a resource for collaboration and partnerships on behalf of the Library.
- G. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees to BOLT for action and furtherance to the Council. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

Reviewed by:	_____
	Director of Library Services Date
Approved by:	_____
	Chair, Board of Library Trustees Date

Contact: Tess Mayer
Director of Library Services
Berkeley Public Library
510.981.6100
tmayer@cityofberkeley.info

Love the Library? Join the Berkeley Public Library Board of Library Trustees

Apply by 5pm on Friday, April 14, 2023

Berkeley, California (March 2, 2023) –The City of Berkeley begins accepting applications tomorrow, Thursday, March 3, 2023, to fill one vacancy on the Berkeley Public Library Board of Library Trustees (BOLT).

Candidates should be public library champions, passionate about lifelong learning and community engagement. A demonstrated commitment to equity, diversity and inclusion is essential.

In addition, candidates with leadership, business, management, strategic planning, marketing and/or administrative skills are encouraged to apply.

Role of Trustees

With assistance from the Library Director, Trustees formulate policy and serve as managing agents of the Library Fund. BOLT has the legal authority and responsibility to see that the Library is well-managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) and Berkeley Municipal Code (Chapter 3.04). Trustees are appointed for a term of four years and must reside in Berkeley. Trustees are required to take an oath of office, file a Statement of Economic Interests, and attend in-person meetings on a regular basis.

To learn more about the Board of Library Trustees in general, review meeting minutes or listen to audio recordings of prior meetings, please visit the [BOLT homepage on the Library's website](#).

Application Process

Applicants must submit both the [General Application](#) and the Board of Library Trustees [Supplemental Questionnaire](#) to the City of Berkeley City Clerk by April 14, 2023 at 5:00pm.

Candidates will be interviewed at a public BOLT meeting on a date to be determined, tentatively May 3, 2023, and will then be submitted to City Council for a vote to appoint the Trustees' recommended candidate during an upcoming City Council meeting.

The new Trustee's term is anticipated to begin June, 6 2023, in time for the June 7, 2023 6:30pm BOLT meeting.



To learn more about the City of Berkeley's application process for Board and Commission members visit the [City Clerk's Board and Commission website](#).

For questions, please contact the City Clerk: clerk@cityofberkeley.info, telephone (510) 981-6900, or TDD (510) 981-6903.

About the Library

At Berkeley Public Library (BPL), 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. BPL is a trusted hub of reading, learning, and community engagement. BPL values include:

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

BPL is currently engaging in a strategic planning process which will build upon these values and will work with patrons and community partners to ensure library services are responsive, accessible, supportive and relevant for our diverse Berkeley communities.

To learn more about Berkeley Public Library programs, services, collections, hours and locations, please visit the Library's website at <http://www.berkeleypubliclibrary.org>.

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APPLICATION FOR APPOINTMENT TO BERKELEY BOARDS AND COMMISSIONS

NAME: _____

RESIDENCE ADDRESS: _____
Street City Zip

BUSINESS NAME/ADDRESS: _____
Street City Zip

EMAIL ADDRESS: _____

OCCUPATION/PROFESSION: _____

HOME PHONE: _____ BUSINESS PHONE: _____

I have been a resident of Berkeley since: _____

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: _____

Name of board/commission: _____

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NO</u>

*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at <http://www.cityofberkeley.info/ContentDisplay.aspx?id=4176>.

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ***

Please indicate gender: ☐ Male ☐ Female ☐ Nonbinary ☐ Prefer not to say

Please indicate whether you are currently a student: ☐ Yes ☐ No

Please indicate the racial / ethnic category which you most closely identify with below

(response optional - please check only one category):

- ☐ **WHITE** (Not of Hispanic origin.): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ **BLACK** (Not of Hispanic origin.): All persons having origins in any of the Black racial groups of Africa.
- ☐ **HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- ☐ **ASIAN / PACIFIC ISLANDER**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, and Samoa.
- ☐ **AMERICAN INDIAN / ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify the tribe which you are affiliated with.
- ☐ **OTHER / BI-RACIAL**: Persons who do not identify with any of the above categories or who have mixed or unknown racial/ethnic origins

AFFIDAVIT OF RESIDENCY*

I, _____, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant: _____ Date: _____

*Not required for Police Review Commission, Loan Administration Board, Elmwood BID, Solano BID, or BUSD appointees

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704



APPOINTMENT FORM - BOARDS AND COMMISSIONS
(For Mayor and Council use only)

MAYOR/COUNCILMEMBER _____

NAME OF APPOINTEE _____

RESIDENCE ADDRESS _____
Street City Zip

BUSINESS NAME/ADDRESS _____
Name
Street City Zip

EMAIL ADDRESS _____

OCCUPATION/PROFESSION _____

HOME PHONE: _____ **BUSINESS PHONE:** _____

Check appropriate box: ☐ New Appointment ☐ Reappointment ☐ Temporary Appt.

Temporary Appt.: From (date) _____ To (date) _____
(only if appointing for more than one meeting)

Please send mail to: ☐ Home ☐ Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: _____

*****Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions:** Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

Special Category _____

Signature: _____ **Date:** _____
Mayor/Councilmember

For Mayor/Councilmember and City Use Only:

Interview Date	Appoint. Date	Process Date
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SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?

3. Provide examples of current or previous community service and leadership roles.

4. What do you see as the Library’s role in the community now and in the future?

*Please return this form and the **Application for Appointment to Berkeley Boards and Commissions** to the Office of the City Clerk*

Responsibilities of the Berkeley Public Library Board of Library Trustees

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. – BPL Mission Statement, Summer 2020

Overview

The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well- managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

Legal Authorities and Responsibilities

Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

Role as liaison between the general public and the Library

It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

General Qualifications

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community. Experience with books and libraries
- Willing and able to work with management, staff and the union.

Practical background and/or direct experience in one or more of these areas is desirable:

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning
- Personal experience in one or more of these areas:
 - Education
 - Architecture/Construction Accounting/Finance Business
 - Personnel management Technology Law/Government
 - Humanities
 - The Arts
- Availability and openness to the public



INFORMATION REPORTS

March 1, 2023

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: FYTD 2023 – 2nd Quarter YTD Budget Report

INTRODUCTION

Library fiscal year 2023 results at end of 2Q by Fund are as follows:

Fund	Revenue		Expenditures (excludes encumbrances)	
	Actual 2Q	YoY	Actual 2Q	YoY
Library Tax (101)	\$ 12,387,670	5.7%	\$9,264,134	8.7%
Grants (103)	\$-	-100.0%	\$40,516	18.5%
Friends & Gifts (104)	\$ 82,524	81.5%	\$29,874	163.1%
Foundation (105)	\$-	-100.0%	\$13,634	-60.5%

BACKGROUND

FY 2023 is an annual budget that was adopted by the Board of Library Trustees on May 23, 2022 via approval of Resolution No.: 22-027. On November 2, 2022, by approval of Resolution No.: 22-058, the board accepted into the expenditure budgets an adjustment of \$573,875 in fiscal year 2022 carry-over encumbered values, into the FY 2023 budget via the City's amendment to the FY 2023 Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND (101)

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the second quarter, revenues at \$12,387,670 increased by 5.7%. Second quarter year-to-date revenue from library tax receipts ended up year-over at \$806,535 and was 7.0% above the FY22Q2 received amount.

Library Tax Fund expenditures excluding encumbrances for period was \$ 9,264,134, climb of 8.7% from the prior year period, an increase of \$744,898. In comparison to the prior fiscal year period, first-half combined salary and wage costs were up by 15.2%. Excluding encumbrances, non-labor year-over costs fell \$170,216 to \$2,314,821.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 50% second quarter benchmark, period spending was at 73.8% of benchmark. This is considered favorable, with personnel costs being 20.8% less than benchmark and Non-labor expenditures coming in less than benchmark by 38.7%.

GRANTS FUND (103)

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

Fund expenditures to date are running 77.6% for wages attributable to literacy tutoring and 41.9% for program supplies and software licensing.

FRIENDS & GIFTS FUND (104)

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

The Fund's first half receipts were comprised of private gifts totaling \$600 and \$75,300 from Friends; representing the first installment of FY 2023 award. Expenditures at \$29,874 increased on a year-over basis by 163.1%, as we continue to provide more programing options, including indoor, outdoor and virtual. The Friends continuous support programs that spanned the interests from Children to Adults, and sustained the Summer Reading and City Reads that promote reading as an activity.

FOUNDATION FUND (105)

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

During the first half, expenditures of \$13,634 for previous years' approved funding supported Library programs.

SUMMARY OF OPERATIONS EXPENSES

Library expenditures have been on a rise as we start to resume pre-pandemic operations. Our vacancy rate has decreased to approximately 9% and all department expenses excluding encumbrances across all funds were 26.8% below the revised budget half way benchmark amount. The Library projects, in the recently completed Mid-year Budget Projection, to end the fiscal year at 86.8% of the revised budget across all fund groups.

CONTACT PERSON

Nneka Gallaread, Administrative and Fiscal Services Manager (email: ngallaread@cityofberkeley.info)

Attachments:

- 1: 2Q-FYTD 2023 Revenues by Fund
- 2: 2Q-FYTD 2023 Expenditures by Fund
- 3: Library Tax Fund (101): 5-Year Fund Analysis
- 4: Grant Fund (103): 5-Year Fund Analysis
- 5: Friends & Gifts Fund (104): 5-Year Fund Analysis
- 6: Foundation Fund (105): 5-Year Fund Analysis

2Q-FYTD 2023 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY : REVENUES DEC FY23								6	50.0%
Berkeley Public Library + CoB				Actuals				YTD FY23	
Elmnt-		Bdgt ORG	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY23	FY23	101	103	104	105	FY23	Rcvd
412110	Special Assessment T	(23,837,768)	23,837,768	12,377,008	0	0	0	12,377,008	51.9%
432110	Operating Grants - S	(68,420)	68,420	0	0	0	0	0	0.0%
443220	Refuse - Residential	0	0	0	0	0	0	0	0.0%
451310	Library Fines	(40,000)	40,000	8,690	0	0	0	8,690	21.7%
461230	Rentals - Oth Short	0	0	0	0	0	0	0	0.0%
471110	Interest - Investments	0	0	0	0	6,724	0	6,724	0.0%
481110	Misc Rev - Donations	(205,000)	205,000	72	0	75,800	0	75,872	37.0%
483110	Misc Rev - Over/Short	0	0	0	0	0	0	0	0.0%
483990	Misc Rev - Other	(32,000)	32,000	1,900	0	0	0	1,900	5.9%
493110	Gain/Loss on Sale	0	0	0	0	0	0	0	0.0%
499100	AAO Carryover	0	0	0	0	0	0	0	0.0%
Berkeley Public Library + CoB		(24,183,188)	24,183,188	12,387,670	0	82,524	0	12,470,194	51.6%

2Q-FYTD 2023 EXPENDITURES BY FUND

Attachment 2

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY23								6	50.0%
Berkeley Public Library + CoB			Actuals+Encumbrances					YTD DEC	
Elmnt-		Bdgt ORG	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY23	FY23	101	103	104	105	FY23	Spent
511110	Wages - Reg - Monthly Misc	11,197,434	11,171,628	4,234,918	0	0	0	4,234,918	37.9%
511140	Wages - Reg - Other Work Com	0	0	0	0	0	0	0	0.0%
512110	Wages - Hourly	292,036	292,036	57,769	25,516	0	0	83,285	28.5%
513110	Wages - OT - Miscellaneous	13,313	13,313	0	0	0	0	0	0.0%
Prsnl Svcs-Salaries and Wages		11,502,783	11,476,977	4,292,687	25,516	0	0	4,318,203	37.6%
520110	Emp FB - Medical	1,798,028	1,798,028	595,104	0	0	0	595,104	33.1%
520120	Emp FB - Dental	171,776	171,776	63,099	0	0	0	63,099	36.7%
520130	Emp FB - Cash-In-Lieu	19,139	19,139	56,158	0	0	0	56,158	293.4%
520140	Emp FB - Life Insurance	5,489	5,489	2,448	0	0	0	2,448	44.6%
520210	Emp FB - Medicare	142,605	142,605	56,794	356	0	0	57,151	40.1%
520220	Emp FB - SRIP	323,839	323,839	60,226	0	0	0	60,226	18.6%
520310	Emp FB - Pers - Misc	3,591,796	3,577,602	1,472,728	0	0	0	1,472,728	41.2%
520350	Emp FB - Pars	10,949	10,949	1,784	957	0	0	2,741	25.0%
520410	Emp FB - Opeb - Retiree Medica	254,670	254,670	89,120	0	0	0	89,120	35.0%
520510	Emp FB - Workers Compensation	179,039	179,039	66,542	316	0	0	66,858	37.3%
520520	Emp FB - Terminal Payout	208,879	208,879	78,088	0	0	0	78,088	37.4%
520530	Emp FB - Allowances	1,773	1,773	0	0	0	0	0	0.0%
520540	Emp FB - Commuter Check	16,844	16,844	38,332	0	0	0	38,332	227.6%
520550	Emp FB - Other Fringe Benefits	203,319	203,319	76,202	0	0	0	76,202	37.5%
Prsnl Svcs-Fringe Benefits		6,928,145	6,913,952	2,656,626	1,629	0	0	2,658,255	38.4%
511160	Wages - Reg - Salary Savings	(800,000)	(800,000)	0	0	0	0	0	0.0%
Personal Services-Employee		17,630,928	17,590,928	6,949,313	27,145	0	0	6,976,458	39.7%

2Q-FYTD 2023 EXPENDITURES BY FUND

Attachment 2

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY23								6	50.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD DEC	
Elmnt-		Bdgt ORG	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY23	FY23	101	103	104	105	FY23	Spent
612240	Prof Svcs - Mgmt Consulting	0	25,191	9,861	0	0	0	9,861	39.1%
612250	Prof Svcs - Temporary Agencies	0	75,000	74,956	0	0	0	74,956	99.9%
612310	Prof Svcs - Engineering Svcs	0	27,854	19,952	0	0	0	19,952	71.6%
612990	Prof Svcs - Miscellaneous	1,123,700	1,246,621	443,361	0	23,314	0	466,675	37.4%
613120	Tech Svcs - Equipment Maint	60,450	109,032	242,086	0	0	0	242,086	222.0%
613130	Tech Svcs - Software Maint	177,000	178,397	140,864	0	0	0	140,864	79.0%
613910	Tech Svcs - Hazmat Handling	2,500	2,500	0	0	0	0	0	0.0%
Purchased Prof & Tech Svcs		1,363,650	1,664,596	931,081	0	23,314	0	954,395	57.3%
621110	Utilities - Gas/Electric	350,000	392,287	376,390	0	0	0	376,390	95.9%
621120	Utilities - Water/Sewer	43,500	51,360	31,740	0	0	0	31,740	61.8%
621130	Utilities - Refuse	34,252	34,252	11,128	0	0	0	11,128	32.5%
622110	Custodial - Janitorial Svcs	425,000	425,000	147,364	0	0	0	147,364	34.7%
624110	Property Repairs & Maint	424,800	464,649	218,006	0	0	0	218,006	46.9%
625110	Rental of Real Property	1,500	3,500	0	0	0	0	0	0.0%
625120	Rental of Equipment	41,575	42,890	32,500	0	0	0	32,500	75.8%
632110	Comm Svcs - Tele - Landline	87,200	170,120	104,859	4,396	0	14,500	123,755	72.7%
632120	Comm Svcs - Tele - Cellular	14,550	15,398	3,870	0	0	0	3,870	25.1%
633110	Advertising	15,000	15,940	4,735	0	500	0	5,235	32.8%
634110	Train and Conf - Train Costs	0	0	0	0	794	0	794	0.0%
634120	Train and Conf - Registration	40,000	40,000	55,096	0	0	0	55,096	137.7%
634210	Travel - Airfare	10,000	10,000	1,576	0	0	0	1,576	15.8%
634220	Travel - Lodging	10,000	10,000	3,398	0	0	0	3,398	34.0%
634230	Travel - Other Transportation	0	0	360	0	0	0	360	0.0%
634240	Travel - Meals	0	0	75	0	0	0	75	0.0%
635110	Printing and Binding	51,511	51,971	1,000	0	0	0	1,000	1.9%
637990	Gov Pmts - Misc Fee and Taxes	5,000	5,000	4,042	0	0	0	4,042	80.8%
639110	Fees - Bank Fees	3,000	3,000	411	0	0	0	411	13.7%
639120	Fees - Prof Dues and Fees	47,250	47,250	45,965	0	0	0	45,965	97.3%
639130	Courier and Delivery Services	17,000	17,000	17,000	0	0	0	17,000	100.0%
639990	Other Services	370,000	207,137	0	0	0	0	0	0.0%
Other Purchased Services		1,991,138	2,006,753	1,059,515	4,396	1,294	14,500	1,079,705	53.8%

2Q-FYTD 2023 EXPENDITURES BY FUND

Attachment 2

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY23								6	50.0%
Berkeley Public Library + CoB		Actuals+Encumbrances						YTD DEC	
Elmnt-		Bdgt ORG	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY23	FY23	101	103	104	105	FY23	Spent
641110	Supplies - Office	38,715	46,053	22,600	0	0	0	22,600	49.1%
641120	Supplies - Postage	16,000	22,403	577	0	0	0	577	2.6%
642120	Suppl - Field - Tools and Part	6,780	7,374	7,207	0	0	0	7,207	97.7%
642990	Suppl - Field - Other	190,825	266,276	120,217	12,265	11,040	387	143,910	54.0%
643110	Supplies - Books and Subscrip	2,230,000	2,440,173	2,327,794	0	0	0	2,327,794	95.4%
644110	Supplies - Food - Non-Employee	2,200	14,026	0	0	7,218	0	7,218	51.5%
Supplies		2,484,520	2,796,305	2,478,395	12,265	18,258	387	2,509,305	89.7%
651110	Non-Cap - Comp, Software, & OfE	313,400	320,057	117,823	0	0	0	117,823	36.8%
651120	Non-Cap - Furniture & Fixture	25,052	25,077	7,934	0	0	0	7,934	31.6%
Property Under Cap Limit		338,452	345,134	125,758	0	0	0	125,758	36.4%
662110	Cap - FA - Buildings	300,000	305,870	72,310	0	0	0	72,310	23.6%
663110	Cap - FA - Impr Othr Than Bldg	300,000	300,000	0	0	0	0	0	0.0%
664110	Cap - FA - Machinery & Equip	4,000	4,000	0	0	0	0	0	0.0%
664120	Cap - FA - Vehicles	0	0	47,673	0	0	0	47,673	0.0%
664130	Cap - FA - Furniture & Fixture	100,000	100,000	0	0	0	12,230	12,230	12.2%
664140	Cap - FA - Computer Equipment	245,000	213,568	0	0	0	0	0	0.0%
Property		949,000	923,438	119,984	0	0	12,230	132,214	14.3%
670140	Int Svc - Tech Cost Alloc Fund	179,624	179,624	89,814	0	0	0	89,814	50.0%
670150	Int Svc - Mail Services	1,764	1,764	882	0	0	0	882	50.0%
670180	Int Svc - City Vehicle Fuel/Ma	15,000	15,000	3,034	0	0	0	3,034	20.2%
670190	Int Svc - City Pkg Permits	500	500	0	0	0	0	0	0.0%
Internal Services		196,888	196,888	93,730	0	0	0	93,730	47.6%
Other Expenses		7,323,648	7,933,114	4,808,463	16,661	42,865	27,117	4,895,107	61.7%
Berkeley Public Library + CoB		24,954,576	25,524,042	11,757,776	43,807	42,865	27,117	11,871,566	46.5%

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

Attachment 3

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 Actual (2nd Cls)	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED
Beginning Fund Balance	\$ 10,266,639	\$ 12,027,796	\$ 13,187,635	\$ 13,187,635	\$ 17,492,296	\$ 20,384,519	\$ 20,075,257	\$ 19,263,838
Revenues								
Library Services Tax	\$ 20,431,021	\$ 20,596,293	\$ 21,704,603	\$ 22,429,364	\$ 24,682,070	\$ 24,314,523	\$ 24,800,813	\$ 25,296,830
Fines/Fees	26,477	17,688	40,000	16,147	40,000	40,000	40,000	40,000
Donations/Private Contributions								
Misc. Revenue / Interest / Refunds	29,617	101,396	101,396	136,791	32,000	32,000	32,000	32,000
TOTAL REVENUE	\$ 20,487,115	\$ 20,715,377	\$ 21,845,999	\$ 22,582,302	\$ 24,754,070	\$ 24,386,523	\$ 24,872,813	\$ 25,368,830
Expenditures								
Operations								
Salaries, Wages, Benefits	\$ 13,377,244	\$ 12,972,590	\$ 16,731,595	\$ 12,770,581	\$ 17,304,721	\$ 18,253,498	\$ 18,618,568	\$ 18,990,939
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	\$ 12,770,581	\$ 16,504,721	\$ 17,453,498	\$ 17,818,568	\$ 18,190,939
Non-Personnel	1,247,772	823,605	1,496,905	907,785	609,752	1,513,770	1,700,000	1,700,000
Library Materials (incl Tool Lndng)	1,690,248	1,826,324	2,055,000	1,985,551	2,230,000	2,230,000	2,230,000	2,230,000
Misc. Professional Services	765,382	497,462	872,450	772,555	950,000	1,184,150	973,700	973,700
Utilities+Telephone	367,116	459,787	554,502	516,401	529,402	529,402	500,000	500,000
Janitorial	362,798	360,565	425,000	379,273	425,000	425,000	400,000	400,000
Software Maintenance	114,873	147,178	346,000	238,664	177,000	177,000	275,000	275,000
RFID Loan Repayment								
Computer & Software Purchase (CAP)	120,933	121,859	70,000		100,000	245,000	249,000	249,000
Building/Infrastructure	652,098	2,315,233	3,250,000	686,457	300,000	900,000	1,500,000	1,500,000
Subtotal:	\$ 18,698,464	\$ 19,524,603	\$ 25,001,452	\$ 18,257,267	\$ 21,825,875	\$ 24,657,820	\$ 25,646,268	\$ 26,018,639
Charges From Other Depts								
Finance - Billing (341)	\$ 18,977	\$ 19,503	19,842	20,240	\$ 20,783	\$ 21,443	\$ 21,443	\$ 21,443
Facilities - Enviro Compliance (693)	8,517	11,432	16,564	134	15,189	16,522	16,522	16,522
Interfund Transfers								
Subtotal:	\$ 27,494	\$ 30,935	\$ 36,406	\$ 20,374	\$ 35,972	\$ 37,965	\$ 37,965	\$ 37,965
TOTAL EXPENDITURES	\$ 18,725,958	\$ 19,555,538	\$ 25,037,858	\$ 18,277,641	\$ 21,861,847	\$ 24,695,785	\$ 25,684,233	\$ 26,056,604
Projected Surplus/(Shortfall)								
{Rev - Exp}	\$ 1,761,157	\$ 1,159,839	\$ (3,191,859)	\$ 4,304,661	\$ 2,892,223	\$ (309,262)	\$ (811,420)	\$ (687,775)
GROSS FUND BALANCE								
{Bal + Rev - Exp}	\$ 12,027,796	\$ 13,187,635	\$ 9,995,776	\$ 17,492,296	\$ 20,384,519	\$ 20,075,257	\$ 19,263,838	\$ 18,576,063
Annual Committed Reserve	1,500,000	1,500,000	1,250,000	1,250,000	1,480,924	1,458,871	1,488,049	1,517,810
Uncommitted Fund Balance	\$ 10,527,796	\$ 11,687,635	\$ 8,745,776	\$ 16,242,296	\$ 18,903,595	\$ 18,616,386	\$ 17,775,789	\$ 17,058,253

GRANTS FUND (103): 5-YEAR FUND ANALYSIS

Attachment 4

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 Actual (2nd CIs)	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED
Beginning Fund Balance	\$ 30,819	\$ 82,280	\$ 51,004	\$ 51,004	\$ 32,274	\$ 34,325	\$ 34,325	\$ 34,325
Revenues								
Direct Loan Fund								
Literacy Services & LSTA	92,252	56,568	60,000	62,927	68,420	68,420	68,420	68,420
Miscellaneous Grant Revenue								
Public Library Fund (SB 358)								
Other								
TOTAL REVENUE	\$ 92,252	\$ 56,568	\$ 60,000	\$ 62,927	\$ 68,420	\$ 68,420	\$ 68,420	\$ 68,420
Expenditures								
Operations								
Personnel	\$ 36,364	\$ 46,778	\$ 33,528	\$ 57,700	\$ 49,708	\$ 45,000	\$ 45,000	\$ 45,000
Non-Personnel	2,477	41,066	31,361	23,957	16,661	23,420	23,420	23,420
Library Materials								
Transfer Out (PLF 305)								
Subtotal:	\$ 38,841	\$ 87,844	\$ 64,889	\$ 81,657	\$ 66,369	\$ 68,420	\$ 68,420	\$ 68,420
Carryover								
Encumbered								
Unencumbered								
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 38,841	\$ 87,844	\$ 64,889	\$ 81,657	\$ 66,369	\$ 68,420	\$ 68,420	\$ 68,420
Projected Surplus/Shortfall (Rev - Exp)	\$ 53,411	\$ (31,276)	\$ (4,889)	\$ (18,730)	\$ 2,051	\$ -	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 84,230	\$ 51,004	\$ 46,115	\$ 32,274	\$ 34,325	\$ 34,325	\$ 34,325	\$ 34,325
Other								
3% Personnel COLA								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 84,230	\$ 51,004	\$ 46,115	\$ 32,274	\$ 34,325	\$ 34,325	\$ 34,325	\$ 34,325

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

Attachment 5

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 Actual (2nd CIs)	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED
Beginning Fund Balance	\$ 373,536	\$ 445,378	\$471,886	\$ 471,886	\$ 485,882	\$ 486,774	\$ 441,774	\$ 396,774
Revenues								
Friends of BPL	\$ 120,000	\$ 91,824	\$ 105,000	\$ 92,318	\$ 151,100	\$ 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	\$ 92,318	\$ 151,100	\$ 105,000	\$ 105,000	\$ 105,000
Expenditures								
Operations								
Personnel								
Non-Personnel	24,231	28,850	150,000	78,322	150,208	150,000	150,000	150,000
Professional Services	39,886	36,578						
Library Materials								
Subtotal:	\$ 64,117	\$ 65,428	\$ 150,000	\$ 78,322	\$ 150,208	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 64,117	\$ 65,428	\$ 150,000	\$ 78,322	\$ 150,208	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ 71,842	\$ 26,509	\$ (45,000)	\$ 13,996	\$ 892	\$ (45,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 445,378	\$ 471,886	\$ 426,886	\$ 485,882	\$ 486,774	\$ 441,774	\$ 396,774	\$ 351,774

FOUNDATION FUND (105): 5-YEAR FUND ANALYSIS

Attachment 6

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 Actual (2nd CIs)	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED
Beginning Fund Balance	\$ 930,840	\$ 885,878	\$ 458,510	\$ 458,510	\$ 588,625	\$ 570,991	\$ 470,991	\$ 570,991
Revenues								
Foundation	\$ 19,079	\$ 150,000	\$ 100,000	\$ 190,392	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000
Misc./ Interest								
TOTAL REVENUE	\$ 19,079	\$ 150,000	\$ 100,000	\$ 190,392	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures								
Personnel								
Consultants								
Furniture and Fixtures	3,099	501,386	350,000		92,634	200,000		
Equipment	37,867	38,931		26,540				
Building								
Miscellaneous/Other	23,075	37,051		33,737				
Subtotal:	\$ 64,041	\$ 577,368	\$ 350,000	\$ 60,277	\$ 92,634	\$ 200,000	\$ -	\$ -
TOTAL EXPENDITURES	\$ 64,041	\$ 577,368	\$ 350,000	\$ 60,277	\$ 92,634	\$ 200,000	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (44,962)	\$ (427,368)	\$ (250,000)	\$ 130,115	\$ (17,634)	\$ (100,000)	\$ 100,000	\$ 100,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 885,878	\$ 458,510	\$ 208,510	\$ 588,625	\$ 570,991	\$ 470,991	\$ 570,991	\$ 670,991
Other	\$(570,893)	\$(570,893)	\$(570,893)	\$(570,893)	\$(570,893)	\$(570,893)	\$(570,893)	\$(570,893)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 314,985	\$ (112,382)	\$ (362,382)	\$ 17,733	\$ 99	\$ (99,901)	\$ 99	\$ 100,099



INFORMATION REPORTS

February 1, 2023

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

Gann Override Background

Article XIII B of the California Constitution creates an appropriations limit whereby the City cannot authorize expenditure of tax revenues over the amount it spent in the 1986-1987 fiscal year (adjusted for inflation and changes in population). City voters may, by a majority vote, authorize the City to spend tax revenues beyond this appropriations limit.

Most recently in 2020, Berkeley voters approved a measure allowing the City to spend all revenues from existing taxes. Under the California Constitution, such a vote can only raise the spending limit for up to four years. Therefore, the spending increase approved by the voters in 2020 will expire after fiscal year 2024. If, in a cumulative two-year period, a city exceeds the spending limit without authorization from its voters, the city must return all revenues in excess of the spending limit in the form of reduced taxes or fees over the subsequent two years.

Measure LL was on the ballot in November of 2020, authorizing use of the tax fund from FY 2021 through 2024, and passed.

Library staff will plan on bringing a resolution before the Board in September of 2024, recommending to adopt a resolution to support the passage of the Gann Override Measure on the November 2024 ballot, reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

This process is typically managed by the City's Finance and City Attorney staff.

Recruitment

The Library currently has vacancies in the following positions:

- Sr. Librarian: pending recruitment
- Program Manager II (new): pending recruitment
- Mail Services Aide: pending recruitment: recruitment has started and will close 03/10/2023
- Sr. Information Systems Specialist: pending interviews
- Library Specialist II in Reference due to internal promotion: pending interviews
- Library Assistant (4) –
 - Circulation: 1.0 FTE pending interviews
 - THPS: 0.5 FTE pending interviews
 - Claremont: 0.5 FTE pending interviews
 - North: 0.5 FTE pending interviews
- Associate Management Analyst in Administrative Services: pending recruitment
- Tool Lending Specialist: pending recruitment

- Library Aides (2 in Circulation and 1 in Claremont): pending interviews
 - Circulation: one pending being filled, one open
 - Claremont/North: one opening
- Librarian I (Adult Reference): recruitment closes 3/10/23

At the time of this writing, the Library has a total of 15 vacancies out of 144 positions, down from 40 vacancies (that included 5 new positions) in December 2021.

17 hires in 2022 were promotional hires, and two in 2023 were promotional hires, with a third staff member moving from a .5 position into a newly created 1.0 FTE position. This leads to a fluctuating vacancy rate as new vacancies are created when staff promote into new roles.

Updates regarding COVID policies for City of Berkeley

On Wednesday, February 8, the City Manager, Dee Williams-Ridley, shared with the City's leadership team, Councilmembers and the Mayor, that the City of Berkeley's policies and procedures with respect to COVID would be ending concurrent with the lifting of the CA State of Emergency on February 28. The changes would go into effect March 1. They would include ending mandatory masking in City of Berkeley facilities for both staff and the public, and no longer requiring vaccination or testing. COVID leave would expire with the expiration of the state and local emergency. City staff are still in the process of determining how protocols might change around positive infections.

Williams-Ridley shared a memo dated February 3 that was sent to union representatives communicating this information, and inviting them to participate in a meeting with Employee Relations Manager Dawud Brewer to meet and discuss prior to implementation. Director Mayer discussed this with the Library Council on February 9 and the Joint Labor Management Committee on February 16.

Author Program Featuring Sarah and Kaitlin Leung, authors of [The Woks of Life: Recipes to Know and Love from a Chinese American Family](#)

Library Specialist Janine Bedon (Adult Services) coordinated a very successful author program on February 11 featuring Sarah and Kaitlin Leung, authors of [The Woks of Life: Recipes to Know and Love from a Chinese American Family](#). [The Woks of Life](#) has become the most popular online resource for Chinese cooking in English, and indexes hundreds of recipes for millions of home cooks.

Supervising Librarian Heather Cummins (Central Support Services) commented that Janine hit the program out of the park, which had a total of 173 attendees. She commented on the seamless coordination of the event. Marcus Bell (Information Technology) provided audiovisual support for the program that took place in the Mystery Room, highlighting the Library's capacity to use that space for public programs.



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Attachments: none