



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
April 9, 2014

AGENDA  
6:00 PM

SOUTH BRANCH  
1901 RUSSELL STREET

The Board of Library Trustees may act on any item on this agenda.

## I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments \*
- C. Report from library employees and unions, discussion of staff issues  
Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees

## II. PRESENTATION CALENDAR

- A. [Proposed Preliminary FY15 Budget Update – Dennis Dang](#)

## III. CONSENT CALENDAR

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

- A. [Approve minutes of March 19, 2014 Regular Meeting](#)  
Recommendation: Approve the minutes of the March 19, 2014 regular meeting of the Board of Library Trustees.
- B. [Unattended Children in the Library Policy](#)  
Recommendation: Adopt a resolution approving revisions to the Unattended Children in the Library Policy, clarifying the age of 8 years as the youngest age at which a child may be left unattended.

## IV. INFORMATION REPORTS

- A. [Central Library Space Planning](#)
- B. [Communication Plan Update](#)
- C. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

## V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, May 14, 2014 at the **South Branch Library, 1901 Russell Street, Berkeley.**

## VI. ADJOURNMENT

\*\*\*\*\*

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



**Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.**

**Please refrain from wearing scented products to public programs.**

\* Public Comments - speakers allowed 3 minutes each

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 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 April 2, 2014.

//s//

Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

### COMMUNICATIONS

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.



**PRESENTATION CALENDAR**

April 9, 2014

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative Services Manager  
**SUBJECT:** Proposed mid-Biennial Budget FY 2015

**INTRODUCTION**

This report presents a proposed mid-Biennial Budget for FY 2015, the second year of the current two-year budget cycle. Total Library revenue for this period is projected at \$16,457,894 and expenditures at \$17,684,420. This Biennial Budget as proposed is subject to revision and adjustment either as specifically requested or as offered by direction of the board up to the time of final approval by the board. This budget update is not considered a full budget process and is limited to adjustments for programs, projects and activities as directed by the board and to reflect updated personnel costs.

**FISCAL IMPACT OF RECOMMENDATION**

The total proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for this second year of the biennial cycle covering fiscal years 2014 and 2015. The proposed budgets by Fund are as follows:

**FY 2015: Library (includes CoB)**

Fund	Revenue			Expenditures		
	Proposed	+/-	Base	Proposed	+/-	Base
Library Tax (301)	<b>\$16,327,894</b>		\$16,327,894	<b>\$17,162,228</b>	955,411	\$16,206,817
Transaction Based Reimb (302)	<b>20,000</b>		20,000	<b>64,000</b>	(12,000)	\$76,000
Grants (304)	<b>30,000</b>		30,000	<b>45,692</b>	15,691	30,001
Public Library (305)						
Gifts (306)	<b>80,000</b>	80,000		<b>212,500</b>	162,500	50,000
Foundation (307)				<b>200,000</b>	(50,000)	250,000
Measure FF (308)						
Total	<b>\$16,457,894</b>	80,000	16,377,894	<b>\$17,684,420</b>	\$1,071,602	\$16,612,818

***Library Tax Fund***

As currently drafted the Library Tax Fund is estimated to achieve revenue of \$16,327,894 in FY 2015. Per the City's early guidance library tax receipts using a 2% increase default rate the net Fund revenue after

subtracting County fees are estimated at \$16,042,394, an increase of \$42,560 over FY 2014 projected receipts. The actual FY 2015 library tax rate options as determined by either the San Francisco Bay Area Consumer Price Index or the CA Personal Income Growth Factor are released in mid-May; upon the release of both rates the current estimated tax revenue value will be determined by the selected index rate. The remainder of receipts, primarily attributable to fines and fees, is forecasted at \$285,500. Anticipated expenditure budgets total \$17,162,228, reflecting an increase of 3.0% over what is expected at fiscal year-end 2014.

The tax rate index increase is a key component to the revenue projections as it typically composes approximately 98.0% of total Fund revenues. Once the index is selected upon release of both indices, the 5-year fund analysis will be revised and the surplus/(shortfall) will change accordingly. As a general guideline based on the FY 2014 revenue baseline amount, for every 0.5% increase above the City's 2.0% estimated rate the Library Tax Fund would yield about \$75,000 to \$80,000 more in tax receipts.

**Library Tax Rate 10-Year History**

Fiscal Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
%age Rate	2.3	5.26	3.96	4.42	4.29	0.08015	1.7168	2.821	3.77	5.12
Index	PIG	PIG	PIG	PIG	PIG	CPI	CPI	CPI	PIG	PIG

*Budget Development*

Although on the expenditure side the Library is proposing a 5.9% increase amounting to \$960,411 over the Base Budget, the Library is presenting a budget consistent with the limited nature of a mid-cycle (or second year) Biennial Budget update and adhering to the FY 2014 and FY 2015 board established budget priorities to, 1) identify and prioritize **strategic capital improvements**, including infrastructure and Central Library repairs and improvements for possible actions, 2) maintain the **stability of operating budget and plan for future operational needs**, including establishing / maintaining a balanced budget, 3) undertake a **Strategic Planning** process for the period beginning January 2014, and 4) consider options / strategies to **increase branch library hours of service**. The significant programs, projects, and activities are summarized in the table below and represent initiatives approved by the board.

**FY 2015: Programs, Projects, and Activities**

Description	Projected \$
Staffing: Reassignments and Changes to FTE	\$335,436
Central Library Improvement: Construction	500,000
Collections: Shelf-ready, Lucky Day, Lower Holds Ratio	50,000
Books by Mail	32,000
Strategic Plan	30,000
Central Library Audio/Video System Upgrades	30,000
Intranet Revamp	30,000
Library Programming – system-wide	20,000

Among outstanding issues the selection of the FY 2015 library tax rate from the two key indicators is essential. These indices are expected to be released in early to mid May.

*Personnel*

The total net change to staffing of a 1.325 rise in FTE to 113.100 FTE is estimated to increase Library Tax Fund expenditures by \$310,436 before Salary Savings. Based on the current averaged split for the Library of wages to benefits in the City's Fund\$ Payroll budgeting module the impact to wages would be \$186,262 and \$124,174 for benefits. The applied Salary Savings is held at the Base Budget's \$256,243 amount or approximately 2% of total staff compensation.

The proposed staff realignments are directly related to short-term and long-term library interests and operations and are modelled to respond to the reopening of all branch locations and delivery of a full menu of services at all five BPL locations. The staffing changes contained herein will not result in individual job loss, reductions in-force or lay-offs. Costs as cited are estimated based on FY 2014 costs and are subject to change once FY 2015 benefit rates, inclusive of CalPERS contributions, are applied by the City's budgeting group. Benefit costs are nondiscretionary and can only be reduced by a direct decrease in FTE count.

The Library seeks to continue ongoing multi-year efforts to consolidate PT vacancies into FT positions increasing the number of FT positions, and to transition Library Aide positions to PT permanent, benefitted career-track positions. Creation of full-time positions from multiple part-time positions in many instances affords relative savings in employee benefits costs without a decrease in FTE due to the proportionately higher benefits rates applicable to many PT positions versus FT positions. In addition, the presence of FT employees at Library locations increases service continuity while also improving employee retention. Similarly excluding the consideration of benefits, transitioning Library Aide staffing from non-benefitted 15-hour positions to 20-hour benefitted career positions improves retention and parity among staff in the same classification. Supervisory oversight is also generally favorably impacted from position consolidations yielding a lower staff headcount. And lastly, increasing the number of Library Pages provides greater access into the Library and library careers as this is a base entry-level opportunity requiring a lower level of qualifications and; consequently, appeals to a diverse group of job seekers, including those just entering or re-entering the workforce.

To invigorate the newly-designed Teen spaces at the branches, two (2) FT Librarian positions focused on teen services are proposed. These position additions while assisting branches in absorbing recently increased operating hours and staffing the larger and more separated physical spaces will allow increased programming and outreach initiatives that support the Library's service priorities. Moreover, with these two new Librarian positions located in the branches, each will have three full time librarians focusing on age-level services and improved service continuity due to increased FT staffing. At the Tool Lending Library where two of the three staff members hold positions assigned .700 FTE and a third holds a position assigned .675 FTE, the Library proposes to remove the existing disparity and standardize to .700 FTE. In the Central Library, position transfers are indicated (see staffing attachments) to reflect the transitioning of Library Aides and their Supervisor from Children's to Circulation to be effected this May. These position movements between the two divisions create a larger pool of staff that can be quickly and appropriately assigned as needed according to changing workflow. In Facilities Maintenance, the addition of a FT Senior Building Maintenance Supervisor is intended to provide oversight and consolidated integration of the building management systems installed at each location, to direct work order assignments, as well as to manage contracts and budgets of maintenance service vendors; in conjunction, a provision for intermittent staffing in facilities has been removed from the budget. The ongoing implementation of shelf-ready services in the Technical Services division enables the Library to proceed with previously announced staff reassignments into newly developed positions addressing much needed support to Collections Management and to Library publicity and programming activities. And lastly, increasing the number of Library Pages for sorting and shelving will reduce the turnaround time for placing materials back into active circulation.

*Non-Personnel*

Non-personnel costs are expected to increase \$644,975 to \$4,272,982, a 17.8% jump over the Base Budget.

In addressing the established BOLT priorities the costliest program to be undertaken at an appropriated \$500,000, and representing 77.5% of the requested additional appropriation, are selected area improvements in the Central Library with a particular emphasis on creating a dedicated, fresh and upbeat Teen space. Now that all branch facilities are open and operating the Library is refocusing its infrastructure efforts on the Central Library which was last comprehensively reviewed in the major renovation and refurbishment work completed in 2002. This latest update program is limited to improving the interior public spaces within the building's existing square footage and without substantial modifications to the physical structure. The Design Services phase for this program was kicked off at a meeting with the selected architectural firm, Noll and Tam Architects on Tuesday, February 4, 2014. The programmatic and conceptual design phase is anticipated to be completed by the end of FY 2014 and construction beginning in fiscal year 2015.

An audio-visual equipment replacement project at \$25,000 is planned for the Central Library in both the Community Meeting Room and the Electronic Classroom. The existing systems were installed as part of the 2002 Central Library project. Since that time equipment technology has greatly evolved with new features for hosting Web conferencing, audio and video recording of events, and the ability to use mobile handheld devices such as tablets and smartphones as inputs into the system.

Within the technology realm the Library is seeking to redesign the staff Intranet at an estimated cost of \$25,000 for professional services. The current Intranet site, which was implemented in 2005, is envisioned to be replaced with an up-to-date, more user friendly and better organized site. The goals are to develop a site that will provide staff with essential information necessary in the performance of their job duties while also offering a place to work collaboratively on projects through file sharing and group discussion boards; utilize training resources including videos, online presentations and printable "how-to" instruction sheets; perform content searches within documents posted on the site; and retrieve information from a directory of staff and departmental lists, and a from single point of reference comprehensive calendar of upcoming staff meetings, trainings and related events.

The fiscal year will also be marked by progress on continuing efforts, estimated at \$30,000, toward development of a new Strategic Plan to identify and define the Library's mission, goals, and directions for the next three to five years, a BOLT priority. Staff visioning sessions identifying organizational values and priorities were conducted during the Fall and Winter of fiscal year 2014. Community engagement actions encompassing community assessment by means of a month-long online survey, 1-to-1 community stakeholder conversations, and community "town hall" meetings are scheduled for the Spring. By fiscal year 2015 late Summer/early Spring data assessment is expected to have been completed and a formal Strategic Plan document released. Any associated costs related to Strategic Plan execution will be brought before the board mid-year FY 2015.

Books-by-Mail at \$32,000, is an entirely new program set for rollout in FY 2015. This is a new homebound service model with an aim towards improving existing outreach services and increasing the number of homebound patrons the Library can serve. The current auto-based service model has service limitations. Adding a mail-based component is expected to incur costs concentrated in mailing supplies and postage.

Funding is also requested for activities to include an incremental expansion of the shelf-ready materials processing program, increased public programming support, full operational funding for all branches, and development of a new and fully revised employee orientation video reflecting the current organizational structure, the new branch libraries, and the significant changes in personnel, division work, etc. that have occurred since the last video was produced in 2009.

Carried over from the Base Budget are estimated building and operational costs recognizing the delivery of public library services at all Library locations; i.e., telephone, data, gas, water, electricity, office supplies, etc.

### ***Other Funds***

Composed of the Transaction Based Reimbursement Fund and the Grants Fund, fiscal year 2015 activity is projected to be impacted by a \$12,000 reduction for lower delivery costs for inter-library lending; and the Grants Fund is adjusted for a final spend-down of \$15,691 of the remaining monies from the BALIS Incident Toolkit Grant received in FY 2013. Literacy program spending is built in the Base Budget at \$30,000, roughly equivalent to CA State Library's 2014 award.

### ***Gifts Fund***

The Gifts Fund is attributed \$80,000 of income, the only revenue adjustment proposed in this Biennial Budget update, constituting the FY 2015 award from the Friends of the Library. The award amount as projected is even with that of the prior year.

Expenditures of \$162,500 are expected comprising the Friends of the Library annual award for general Library programming projected at \$80,000, an additional \$10,000 from the Friends with a 50% Library match from the Fund's balance for a Staff Development Day event, and appropriation of \$55,000 from FY 2014's received gift from the Nell and Mary Jo Pace Trust for the exclusive benefit of the North Branch Library for programming and utilities expense.

### ***Berkeley Public Library Foundation Fund***

The BPL Foundation Fund is a renaming of the previously titled Foundation FF&E Fund that was dedicated to the furnishment and equipment needs of the new branch facilities. Upon the conclusion of the branch furnishing program the Library requested that the Fund be renamed to indicate Foundation-only expenditures. The Library is requesting that funding already appropriated in the Base Budget be reduced by \$50,000 to a value of \$200,000, which would include \$13,000 earmarked in March 2014 for improvements to the Central Library Teen space. The Library will work in tandem with the Foundation on how these monies will be repurposed.

### ***Measure FF Fund***

The Measure FF Fund, the depository of all Measure FF bond proceeds, has completed all major construction activities. General contractor contracts remain active for the South and West branch libraries; these contracts are expected to be closed out before the start of fiscal year 2015. Commissioning activities will be ongoing for both South and West into FY 2015.

### **SUMMARY**

The Board of Library Trustees approved Resolution No. 12-084 on December 19, 2012 adopting the fiscal years 2014 and 2015 Biennial Budget priorities as follows:

- Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
- Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
- Undertake a Strategic Planning process for the period beginning January 2014

- Consider options / strategies to increase branch library hours of service

The presented FY15 budget is constructed as an unbroken response to these priorities and to the continuing support of the activities and actions already begun in the fulfillment of their achievement.

The Biennial Budget will be updated upon release of the San Francisco Bay Area Consumer Price Index and the CA Personal Income Growth Factor in mid-May. The application of the effective tax rate is critical to determining the final budget and executing effective budget planning and decision-making.

#### NEXT STEPS

In May, staff will present an updated Biennial Budget including application of the selected library tax rate to the board for final adoption and will provide further refinement and detail as necessary.

Once adopted, the Library will report the final budget to the City Manager's Office for inclusion in the comprehensive budget for the City.

#### Attachments:

1. Proposed Revenues Biennial Budget by Fund
2. Proposed Expenses Biennial Budget by Fund
3. Proposed Biennial Budget Revenue Adjustments
4. Proposed Biennial Budget Expenditure Adjustments
5. Library Tax Fund 5-Year Fund Analysis
6. Other Funds 5-Year Fund Analysis
7. Gifts Fund 5-Year Fund Analysis
8. Berkeley Public Library Organization Chart for FY2105
9. FTE Summary by Division and Position
10. FTE Summary by Division
11. FTE Summary by Position Number

**ALL FUNDS – PROPOSED REVENUES BIENNIAL BUDGET FY15 (\$)**

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	Fndn 307	Mse FF 308	FY 2015
01-01	Refund on Bills	2,000							2,000
13-15	Library Tax	16,042,394							16,042,394
20-07	Library Svc&Constr Act			30,000					30,000
20-11	Library Fines	223,000							223,000
20-15	Lost Book Fines	30,000							30,000
20-21	Tool Lending Fines	20,000							20,000
23-13	Friends of BPL					80,000			80,000
65-01	Meeting Room Fees	2,000							2,000
99-99	Miscellaneous Revenue	8,500	20,000						28,500
	<b>Berkeley Public Library w/CoB</b>	<b>16,327,894</b>	<b>20,000</b>	<b>30,000</b>		<b>80,000</b>			<b>16,457,894</b>

All Funds shown have FY 2015 beginning balances.



**ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET FY15 (\$)**

Elmnt- Object	Description	Lib Dscr 301-DP	DL / ILL 302-DP	Grants 304-DP	Pub Lib 305-DP	Gift 306-DP	Fndtn 307-DP	Mse FF 308-DP	Bdgt DP FY15
11-01	Monthly Rated Employees	7,274,323							7,274,323
11-03	Hourly and Daily Rated Empl	223,661		23,286					246,947
11-04	Monthly Rated - Part Benefitted	319,628							319,628
12-12	General Summer Youth	11,296							11,296
13-01	O/T-Monthly Rated Employee	6,771							6,771
13-05	Holiday Pay	5,081							5,081
<b>Personal Services-Salaries and Wages</b>		<b>7,840,760</b>		<b>23,286</b>					<b>7,864,046</b>
20-11	Medical Insurance	1,202,684							1,202,684
20-12	Dental Insurance	174,790							174,790
20-13	Life Insurance	7,431							7,431
20-21	Cash-in-Lieu	51,073							51,073
20-31	Pers/Misc Other	2,339,641							2,339,641
20-34	PARS (3.75%)	22,812		929					23,741
20-36	SRIP	285,246							285,246
20-40	Medicare Tax	104,878							104,878
20-63	Retirement Med: Misc. Emp Medical Trusts	159,244							159,244
20-71	Workers Comp: Workers Comp Charges	163,352							163,352
20-82	Allowances: Shoes Allowance	1,012							1,012
20-87	Terminal Payouts-Misc.Emp	133,880							133,880
20-90	Other Employee Benefits	283,862							283,862
20-91	Commuter Check	19,724							19,724
27-20	Fringe Benefits (Budget)	19,664		786					20,450
<b>Personal Services-Fringe Benefits</b>		<b>4,969,293</b>		<b>1,715</b>					<b>4,971,008</b>
20-99	Salary Savings	79,193							79,193
<b>Personal Services-Employee</b>		<b>12,889,246</b>		<b>25,001</b>					<b>12,914,247</b>

All Funds shown have FY 2015 beginning balances.

Elemnt-Object 20-99: As shown above is a composite of Net Change to Staffing up \$335,436 less Salary Savings in Base Budget of \$256,243.

**ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET FY15 (\$)**

Elmnt- Object	Description	Lib Dscr 301-DP	DL / ILL 302-DP	Grants 304-DP	Pub Lib 305-DP	Gift 306-DP	Fndtn 307-DP	Mse FF 308-DP	Bdgt DP FY15
30-38	Professional: Misc Prof Svcs	540,750				30,000			570,750
30-39	Hazardous Materials Handling	2,000							2,000
30-42	Maint Svcs: Office Equip Maint Svcs	6,500							6,500
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000							174,000
30-44	Maint Svcs: Field Equip Maint	84,450	2,500						86,950
30-46	Maint Svcs: Computer Maintenance	5,000							5,000
30-47	Maint Svcs: Software Maintenance	350,000							350,000
30-51	Bank Credit Card Fees	4,500							4,500
<b>Purchased Professional &amp; Technical Svcs</b>		<b>1,167,200</b>	<b>2,500</b>			<b>30,000</b>			<b>1,199,700</b>
35-20	County/State/Fed Pymts.	5,000							5,000
<b>Grants &amp; Governmental Payments</b>		<b>5,000</b>							<b>5,000</b>
40-10	Professional Dues and Fee	47,250							47,250
40-20	Insurance	575							575
40-31	Communications: Telephones	87,200							87,200
40-33	Communications: Cellular	14,550							14,550
40-41	Utilities: Water	22,500				10,000			32,500
40-42	Utilities: Gas/Electricity	275,000				25,000			300,000
40-43	Utilities: Refuse	34,252							34,252
40-50	Printing and Binding	17,350		500					17,850
40-61	Travel: Commerical Travel	2,000							2,000
40-62	Travel: Meals & Lodging	3,000							3,000
40-63	Travel: Registration/Admin Fees	20,600							20,600
40-64	Travel: Transportation	1,500							1,500
40-70	Advertising	16,044							16,044
40-80	Books and Publications	16,000							16,000
40-90	Other					97,500			97,500
<b>Other Purchased Services</b>		<b>557,821</b>		<b>500</b>		<b>132,500</b>			<b>690,821</b>

All Funds shown have FY 2015 beginning balances.

**ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET FY15 (\$)**

Elmnt- Object	Description	Lib Dscr 301-DP	DL / ILL 302-DP	Grants 304-DP	Pub Lib 305-DP	Gift 306-DP	Fndtn 307-DP	Mse FF 308-DP	Bdgt DP FY15
50-10	Rental of Land/Buildings	1,500							1,500
50-20	Rental of Equip/Vehicles	1,500	40,000						41,500
50-30	Rental of Office Equipment & Furniture	10,000							10,000
50-40	Rental of Software & Licenses	75							75
<b>Rentals / Leases</b>		<b>13,075</b>	<b>40,000</b>						<b>53,075</b>
51-10	Postage	46,500		500					47,000
51-20	Messenger/Deliver		13,000						13,000
<b>Mail Services</b>		<b>46,500</b>	<b>13,000</b>	<b>500</b>					<b>60,000</b>
55-11	Office Supplies	30,450		1,000					31,450
55-20	Field Supplies	149,030	8,500	18,191					175,721
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000							12,000
55-50	Food	1,000		500					1,500
55-60	Library Materials	1,327,000				50,000			1,377,000
<b>Supplies</b>		<b>1,519,480</b>	<b>8,500</b>	<b>19,691</b>		<b>50,000</b>			<b>1,597,671</b>
60-20	Outside Janitorial Svcs	205,000							205,000
<b>Purchased Property Services</b>		<b>205,000</b>							<b>205,000</b>
65-70	Building-Improvement/Renovation	500,000					150,000		650,000
<b>Infrastructure</b>		<b>500,000</b>					<b>150,000</b>		<b>650,000</b>
70-41	Machinery and Equipment	72,342							72,342
70-43	Furniture and Fixtures	16,000							16,000
70-44	Computers & Printers	40,000							40,000
70-47	Computer Softwares & Lic	25,000							25,000
<b>Property</b>		<b>153,342</b>							<b>153,342</b>

All Funds shown have FY 2015 beginning balances.

**ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET FY15 (\$)**

Elmnt- Object	Description	Lib Dscr 301-DP	DL / ILL 302-DP	Grants 304-DP	Pub Lib 305-DP	Gift 306-DP	Fndtn 307-DP	Mse FF 308-DP	Bdgt DP FY15
71-10	Small Equipment	25,500							25,500
71-43	Mach & Equip: Furniture And Fixtures						50,000		50,000
71-44	Mach & Equip: Computers And Printers	50,000							50,000
71-47	Mach & Equip: Software & Licenses	20,000							20,000
<b>Property Under Cap Limit</b>		<b>95,500</b>					<b>50,000</b>		<b>145,500</b>
75-35	Mail Services	1,764							1,764
75-50	City Vehicles/Fuel & Main	7,800							7,800
75-60	City Parking Permits	500							500
<b>Internal Services</b>		<b>10,064</b>							<b>10,064</b>
<b>Other Expenses</b>		<b>4,272,982</b>	<b>64,000</b>	<b>20,691</b>		<b>212,500</b>	<b>200,000</b>		<b>4,770,173</b>
<b>Berkeley Public Library: CoB+Library</b>		<b>17,162,228</b>	<b>64,000</b>	<b>45,692</b>		<b>212,500</b>	<b>200,000</b>		<b>17,684,420</b>

All Funds shown have FY 2015 beginning balances.

**ALL FUNDS – BIENNIAL BUDGET REVENUE ADJUSTMENTS FY15 (\$)**

Fund	DepDiv	Base	EleObj	Description	FY15	Comment
306	9101	368	23-13	Friends of BPL	80,000	Projected for Friends FY15 award
<b>Total</b>					<b>80,000</b>	



**ALL FUNDS – BIENNIAL BUDGET EXPENDITURE ADJUSTMENTS FY15 (\$)**

Fund	DepDiv	Base	EleObj	Description	FY15	Comment
<b>301</b>	<b>9101</b>	<b>450</b>	<b>##-##</b>	<b>Labor</b>	<b>335,436</b>	<b>Projected Labor FTE changes</b>
301	9101	450	30-38	Professional: Misc Prof Svcs	30,000	Strategic Plan Outreach/Production
301	9101	450	30-38	Professional: Misc Prof Svcs	175,000	Central Infra Design+Construction (14LB24)
301	9101	450	51-10	Postage	(5,000)	All Library usage to \$16K
301	9101	450	40-63	Travel: Registration/Admin Fees	8,500	Staff Training +Dvlpmnt (inc \$5K to \$15K)
301	9101	450	70-43	Furniture+Equipment >\$1K	10,000	CNTL Staff Furn Rplcmnt Prgrm to \$10K
301	9101	450	71-43	Furniture+Equipment <\$1K	(32,425)	To \$0; remove prior year's plug
301	9102	450	30-38	Professional: Misc Prof Svcs	25,000	Intranet Redesign
301	9102	450	70-41	Machinery+Equipment >\$1K	25,000	Central A/V upgrades
301	9102	450	71-10	Small Equipment <\$1K	5,000	Central A/V upgrades
301	9103	450	11-03	Hourly and Daily Rated Empl	(25,000)	delete Intermittent staffing due to new Senior
301	9150	450	65-70	Building-Improvement/Renovation	325,000	Central Infrastructure Construction (14LB24)
301	9201	450	40-50	Printing and Binding	(10,000)	Read Local (Defunct Program; incl Lib cards)
301	9201	450	40-70	Advertising	(10,000)	Read Local (Defunct Program; incl Lib cards)
301	9201	450	51-10	Postage (Add Project Code to \$)	30,000	Books by Mail (1-year pilot-Outreach)
301	9201	450	55-20	Postage (Add Project Code to \$)	2,000	Books by Mail (1-year pilot-Outreach)
301	9204	450	30-38	Professional: Misc Prof Svcs	15,000	Fairs/Festivals Programming+Adult Prgms
301	9204	450	40-70	Advertising	10,000	Fairs/Festivals Programming
301	9302	450	30-38	Professional: Misc Prof Svcs	(300)	Intrusion and Landscaping services
301	9302	450	30-42	Maint Svcs: Office Equip Maint Svcs	(1,000)	delete
301	9302	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	2,050	Fire Monitoring, Pest Cntrl, misc maint to \$6K
301	9302	450	40-41	Utilities: Water	(6,000)	to 306: Pace Estate Gift Trust-Water
301	9302	450	40-42	Utilities: Gas/Electricity	(20,000)	to 306: Pace Estate Gift Trust-PG&E
301	9302	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9302	450	55-11	Office Supplies	50	Projected full-year needs
301	9302	450	55-20	Field Supplies	(250)	Projected full-year needs
301	9303	450	55-11	Office Supplies	350	Projected full-year needs
301	9303	450	55-20	Field Supplies	450	Projected full-year needs
301	9304	450	55-11	Office Supplies	500	Projected full-year needs
301	9304	450	55-20	Field Supplies	1,000	Projected full-year needs
301	9305	450	55-11	Office Supplies	50	Projected full-year needs
301	9305	450	55-20	Field Supplies	(500)	Projected full-year needs
301	9303	450	30-38	Professional: Misc Prof Svcs	3,000	Intrusion and Landscaping services
301	9303	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	4,500	Fire Monitoring, Pest Cntrl, misc maint to \$6K
301	9303	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9304	450	30-38	Professional: Misc Prof Svcs	3,500	Intrusion and Landscaping services
301	9304	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	6,000	Fire Monitoring, Pest Cntrl, misc maint to \$6K
301	9304	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9305	450	30-38	Professional: Misc Prof Svcs	(4,050)	Intrusion and Landscaping services
301	9305	450	30-42	Maint Svcs: Office Equip Maint Svcs	(500)	delete
301	9305	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	2,050	Fire Monitoring, Pest Cntrl, misc maint to \$8K
301	9305	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9402	450	55-60	Library Materials	50,000	e-Collections, shelf-ready, other
<b>301</b>				<b>Sub-total</b>	<b>955,411</b>	

**ALL FUNDS – BIENNIAL BUDGET EXPENDITURE ADJUSTMENTS FY15 (\$)**

Fund	DepDiv	Base	EleObj	Description	FY15	Comment
302	9201	450	51-20	Messenger/Delivery	(12,000)	Lower delivery costs for inter-library lending
<b>302</b>				<b>Sub-total</b>	<b>(12,000)</b>	
304	9101	450	55-20	Field Supplies	15,691	BALIS Toolkit Grant (spend-down)
<b>304</b>				<b>Sub-total</b>	<b>15,691</b>	
306	9101	450	40-90	Other	15,000	Staff Development Day \$10K=Fol+\$5K=BPL
306	9101	450	40-90	Other	2,500	Misc. Discretionary Purchases
306	9101	450	40-90	Other	80,000	estimated Fol gift
306	9302	450	30-38	Professional Services	30,000	Pace Estate Gift Trust-Programming (14LB29)
306	9302	450	40-41	Utilities: Water	10,000	Pace Estate Gift Trust-Water (14LB29)
306	9302	450	40-42	Utilities: Gas/Electricity	25,000	Pace Estate Gift Trust-PG&E (14LB29)
<b>306</b>				<b>Sub-total</b>	<b>162,500</b>	
307	9101	450	65-70	Existing Prop Improvements	150,000	Central Infrastructure Construction (14LB24)
307	9101	450	71-43	Furniture & Fixtures	50,000	Central Infrastructure FF&E (14LB24)
307	9301	450	71-10	Furniture & Fixtures	(50,000)	Mse FF FF&E (10LB28)
307	9301	450	71-43	Furniture & Fixtures	(200,000)	Mse FF FF&E (10LB28)
<b>307</b>				<b>Sub-total</b>	<b>(50,000)</b>	
				<b>TOTAL</b>	<b>1,071,602</b>	

**LIBRARY TAX FUND 5-YEAR ANALYSIS**

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	\$ 1,540,808	\$ 2,267,968	\$ 3,068,245	\$ 3,068,245	\$ 3,068,245	\$ 3,093,824	\$ 2,380,099	\$ 2,701,631	\$ 1,867,297
<b>Revenues</b>									
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,870,770	\$ 15,870,770	\$ 15,999,834	\$ 16,188,185	\$ 16,188,185	\$ 16,042,394	\$ 16,363,242
Fines/Fees	254,985	210,984	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	10,500	10,500	16,835	10,500	10,500	10,500	12,000
<b>TOTAL REVENUE</b>	<b>\$ 14,909,060</b>	<b>\$ 15,488,692</b>	<b>\$ 16,156,270</b>	<b>\$ 16,156,270</b>	<b>\$ 16,291,669</b>	<b>\$ 16,473,685</b>	<b>\$ 16,473,685</b>	<b>\$ 16,327,894</b>	<b>\$ 16,650,242</b>
<b>Expenditures</b>									
<b>Operations</b>									
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,729,231	\$ 12,729,231	\$ 12,543,098	\$ 12,854,469	\$ 12,854,469	\$ 13,117,663	\$ 13,511,193
<b>Salaries, Wages, Benefits</b>									
less: Labor Vacancy Savings			253,691	253,691	253,691	256,243	256,243	256,243	275,000
Personnel	\$ 11,740,958	\$ 11,928,221	\$ 12,475,540	\$ 12,475,540	\$ 12,289,407	\$ 12,598,226	\$ 12,598,226	\$ 12,861,420	\$ 13,236,193
Non-Personnel	516,299	536,892	904,005	1,166,741	1,053,058	799,005	799,005	847,830	800,000
Library Materials (incl Tool Lndng)	859,099	990,423	1,152,000	1,227,000	1,227,000	1,277,000	1,277,000	1,327,000	1,500,000
Misc. Professional Services	232,389	249,284	318,600	650,924	472,042	293,600	293,600	540,750	300,000
Utilities+Telephone	329,620	284,052	509,402	566,454	551,344	459,402	459,402	433,402	450,000
Janitorial	157,763	161,230	200,000	203,182	203,182	205,000	205,000	205,000	210,000
Software Maintenance	238,126	154,770	325,000	313,805	340,182	350,000	350,000	350,000	350,000
Computer & Software Purchase >\$1K	66,121	37,014	65,000	49,632	90,924	65,000	65,000	65,000	75,000
Building/Infrastructure	20,364	325,259	150,000	159,994	400,000	175,000	175,000	500,000	250,000
<b>Subtotal:</b>	<b>\$ 14,160,739</b>	<b>\$ 14,667,145</b>	<b>\$ 16,099,547</b>	<b>\$ 16,813,272</b>	<b>\$ 16,627,139</b>	<b>\$ 16,222,233</b>	<b>\$ 16,222,233</b>	<b>\$ 17,130,402</b>	<b>\$ 17,171,193</b>
<b>Charges From Other Depts</b>									
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 18,110	\$ 18,110	\$ 18,110	\$ 18,812	\$ 18,812	\$ 18,730	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	13,034	13,034	13,034	13,096	13,096	13,096	14,000
<b>Subtotal:</b>	<b>\$ 21,161</b>	<b>\$ 21,270</b>	<b>\$ 31,144</b>	<b>\$ 31,144</b>	<b>\$ 31,144</b>	<b>\$ 31,908</b>	<b>\$ 31,908</b>	<b>\$ 31,826</b>	<b>\$ 34,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,181,900</b>	<b>\$ 14,688,415</b>	<b>\$ 16,130,691</b>	<b>\$ 16,844,416</b>	<b>\$ 16,658,283</b>	<b>\$ 16,254,141</b>	<b>\$ 16,254,141</b>	<b>\$ 17,162,228</b>	<b>\$ 17,205,193</b>
<b>Projected Surplus/(Shortfall)</b> <b>{Rev - Exp}</b>	<b>\$ 727,160</b>	<b>\$ 800,277</b>	<b>\$ 25,579</b>	<b>\$ (688,146)</b>	<b>\$ (366,614)</b>	<b>\$ 219,544</b>	<b>\$ 219,544</b>	<b>\$ (834,334)</b>	<b>\$ (554,951)</b>
<b>GROSS FUND BALANCE</b> <b>{Bal + Rev - Exp}</b>	<b>\$ 2,267,968</b>	<b>\$ 3,068,245</b>	<b>\$ 3,093,824</b>	<b>\$ 2,380,099</b>	<b>\$ 2,701,631</b>	<b>\$ 3,313,368</b>	<b>\$ 2,599,643</b>	<b>\$ 1,867,297</b>	<b>\$ 1,312,346</b>
Annual Committed Reserve		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000
<b>Uncommitted Fund Balance</b>	<b>\$ 2,267,968</b>	<b>\$ 1,868,245</b>	<b>\$ 1,893,824</b>	<b>\$ 1,180,099</b>	<b>\$ 1,401,631</b>	<b>\$ 2,113,368</b>	<b>\$ 1,399,643</b>	<b>\$ 567,297</b>	<b>\$ 12,346</b>

G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR\_FY10 14\_9APR14.xlsx\301

printed: 1-Apr-14



**OTHER FUNDS 5-YEAR ANALYSIS**

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	\$ 266,656	\$ 253,529	\$ 281,955	\$ 281,955	\$ 281,955	\$ 202,941	\$ 198,498	\$ 209,130	\$ 149,439
Direct Loan Fund (302)	194,613	199,151	180,223	180,223	180,223				
Grants Fund (304)	13,330	(3,015)	45,450	45,450	45,450				
Public Library Fund (305)	58,713	57,393	56,283	56,283	56,283				
<b>Revenues</b>									
Direct Loan Fund	\$ 36,205								
Literacy Services & LSTA		43,288	30,632	30,000	30,632	30,000	30,000	30,000	
Miscellaneous Grant Revenue	15,000	50,691	15,000	15,000	15,000				
Public Library Fund (SB 358)									
Other	21,987	19,976	20,000	20,000	20,000	20,000	20,000	20,000	30,000
<b>TOTAL REVENUE</b>	<b>\$ 73,192</b>	<b>\$ 113,955</b>	<b>\$ 65,632</b>	<b>\$ 65,000</b>	<b>\$ 65,632</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 30,000</b>
<b>Expenditures</b>									
<b>Operations</b>									
Personnel	\$ 3,234	\$ 24,331	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 35,000
Non-Personnel	83,084	56,544	119,646	123,457	113,457	81,000	81,000	84,691	80,000
Library Materials		4,654							
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,318</b>	<b>\$ 85,529</b>	<b>\$ 144,646</b>	<b>\$ 148,457</b>	<b>\$ 138,457</b>	<b>\$ 106,000</b>	<b>\$ 106,000</b>	<b>\$ 109,691</b>	<b>\$ 115,000</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ (13,126)</b>	<b>\$ 28,426</b>	<b>\$ (79,014)</b>	<b>\$ (83,457)</b>	<b>\$ (72,825)</b>	<b>\$ (56,000)</b>	<b>\$ (56,000)</b>	<b>\$ (59,691)</b>	<b>\$ (85,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 253,529</b>	<b>\$ 281,955</b>	<b>\$ 202,941</b>	<b>\$ 198,498</b>	<b>\$ 209,130</b>	<b>\$ 146,941</b>	<b>\$ 142,498</b>	<b>\$ 149,439</b>	<b>\$ 64,439</b>
G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR_FY10 14_9APR14.xlsx]Othr								printed:	1-Apr-14



**GIFTS FUND 5-YEAR ANALYSIS**

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	\$ 609,927	\$ 531,885	\$ 484,450	\$ 484,450	\$ 484,450	\$ 305,950	\$ 290,248	\$ 291,797	\$ 159,297
<b>Revenues</b>									
Friends of BPL	\$ 86,810	\$ 76,028	\$ 82,004	\$ 82,004	\$ 82,004			\$ 80,000	
BPL Foundation	500	500							
Donations/Private	6,882	5,928							
Interest/Misc. Revenues	140	858			1,651				
<b>TOTAL REVENUE</b>	\$ 94,332	\$ 83,314	\$ 82,004	\$ 82,004	\$ 83,655	\$ -	\$ -	\$ 80,000	\$ -
<b>Expenditures</b>									
<b>Operations</b>									
Personnel	\$ 3,202	\$ 2,021		\$ 1,645	\$ 1,747				
Non-Personnel	39,065	38,582	85,504	39,667	39,685			132,500	
Professional Services	58,946	38,196	125,000	174,876	174,876			30,000	
Library Materials	62,367	51,950	50,000	60,018	60,000	50,000	50,000	50,000	30,000
<b>TOTAL EXPENDITURES</b>	\$ 172,377	\$ 130,749	\$ 260,504	\$ 276,206	\$ 276,308	\$ 50,000	\$ 50,000	\$ 212,500	\$ 30,000
<b>Projected Surplus / (Deficit) (Rev - Exp)</b>	\$ (78,045)	\$ (47,435)	\$ (178,500)	\$ (194,202)	\$ (192,653)	\$ (50,000)	\$ (50,000)	\$ (132,500)	\$ (30,000)
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	\$ 531,885	\$ 484,450	\$ 305,950	\$ 290,248	\$ 291,797	\$ 255,950	\$ 240,248	\$ 159,297	\$ 129,297

G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR\_FY10 14\_9APR14.xlsx]306

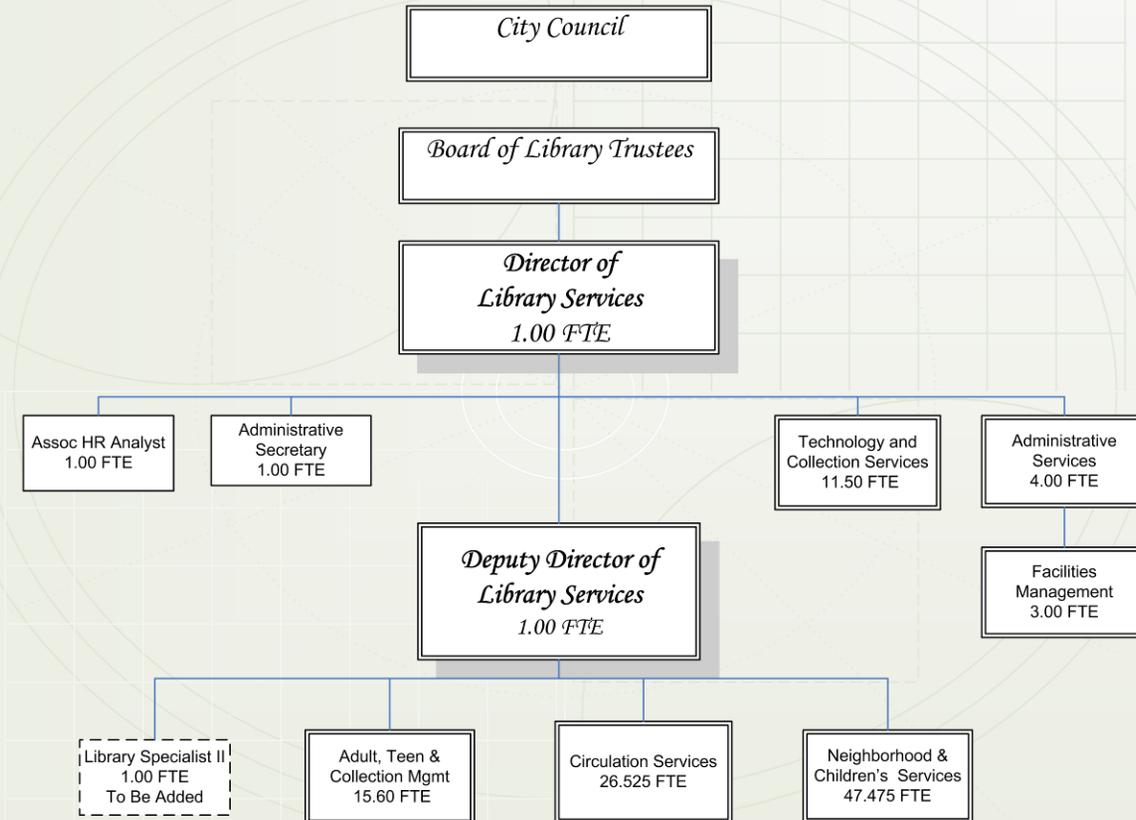
printed: 1-Apr-14



# Berkeley Public Library

## All Divisions

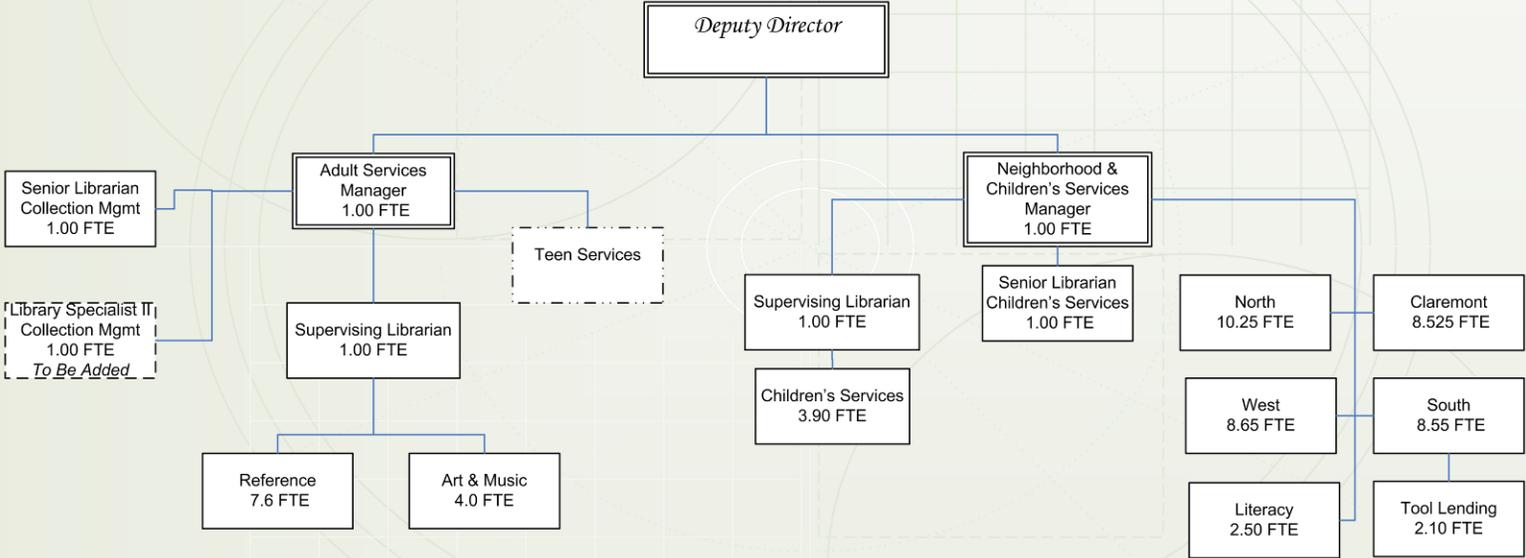
113.10 Total FTE



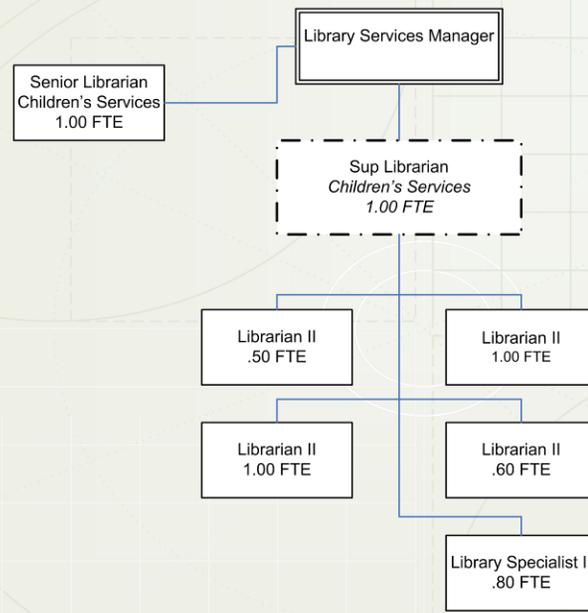
# Berkeley Public Library

## Public Services Divisions

Total FTE 63.075



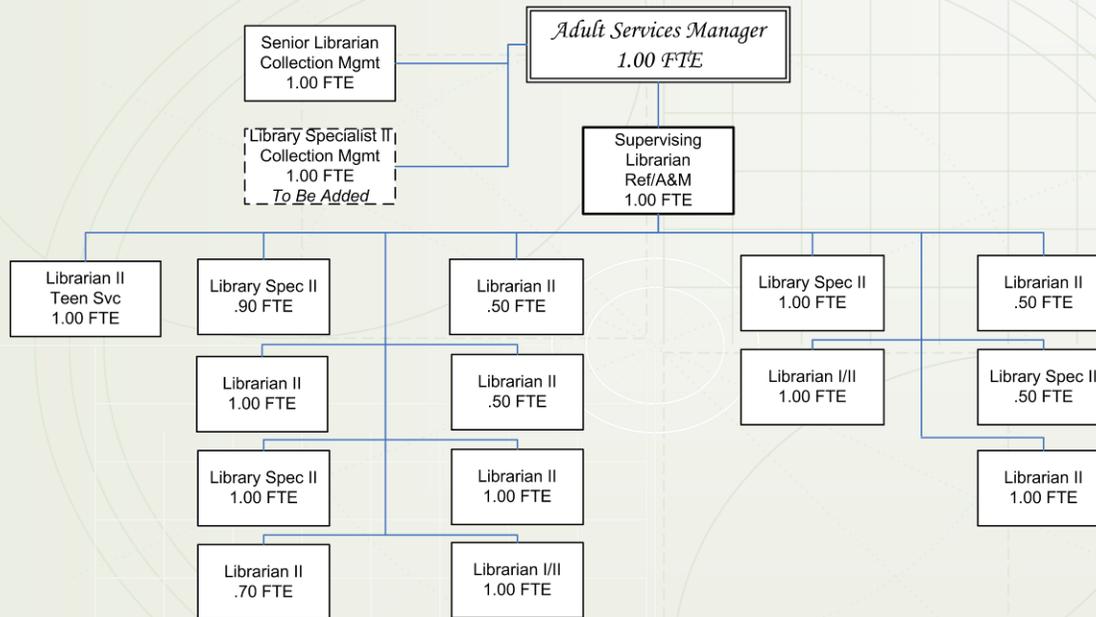
*Berkeley Public Library*  
*Children's Services Division*  
*Total FTE 5.90*



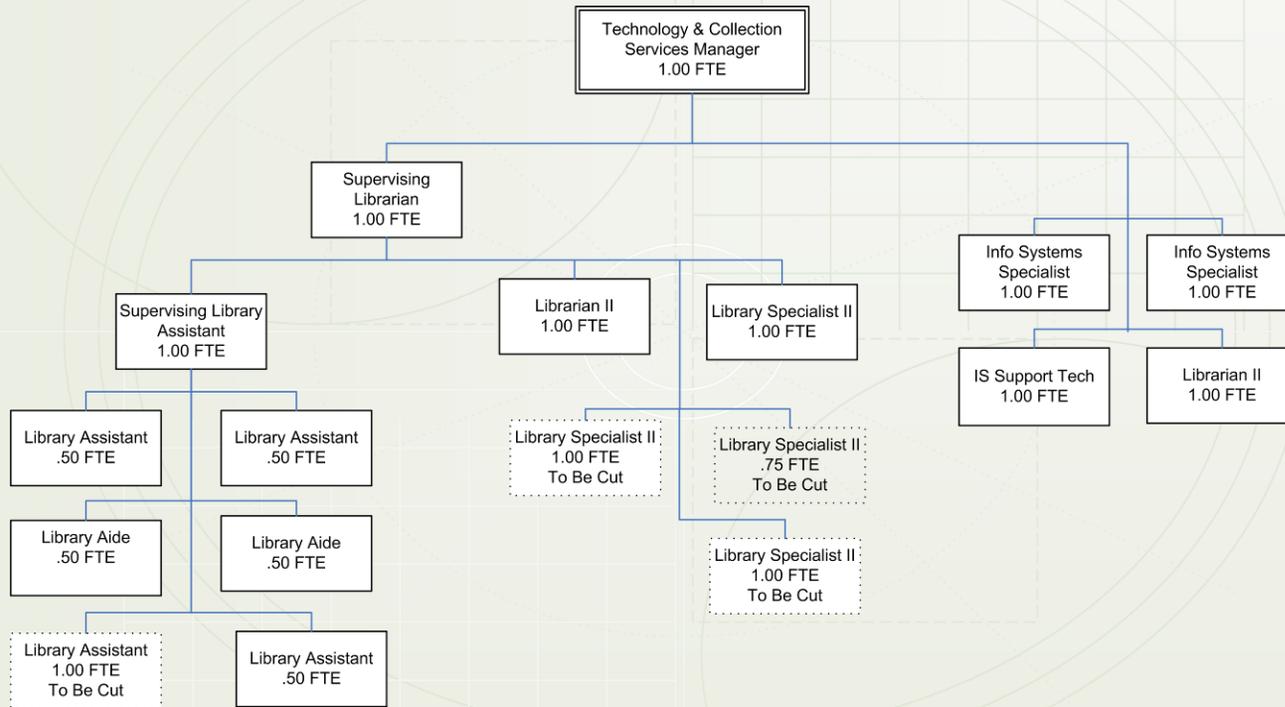
# Berkeley Public Library

## Adult Services Divisions

Total FTE 15.6



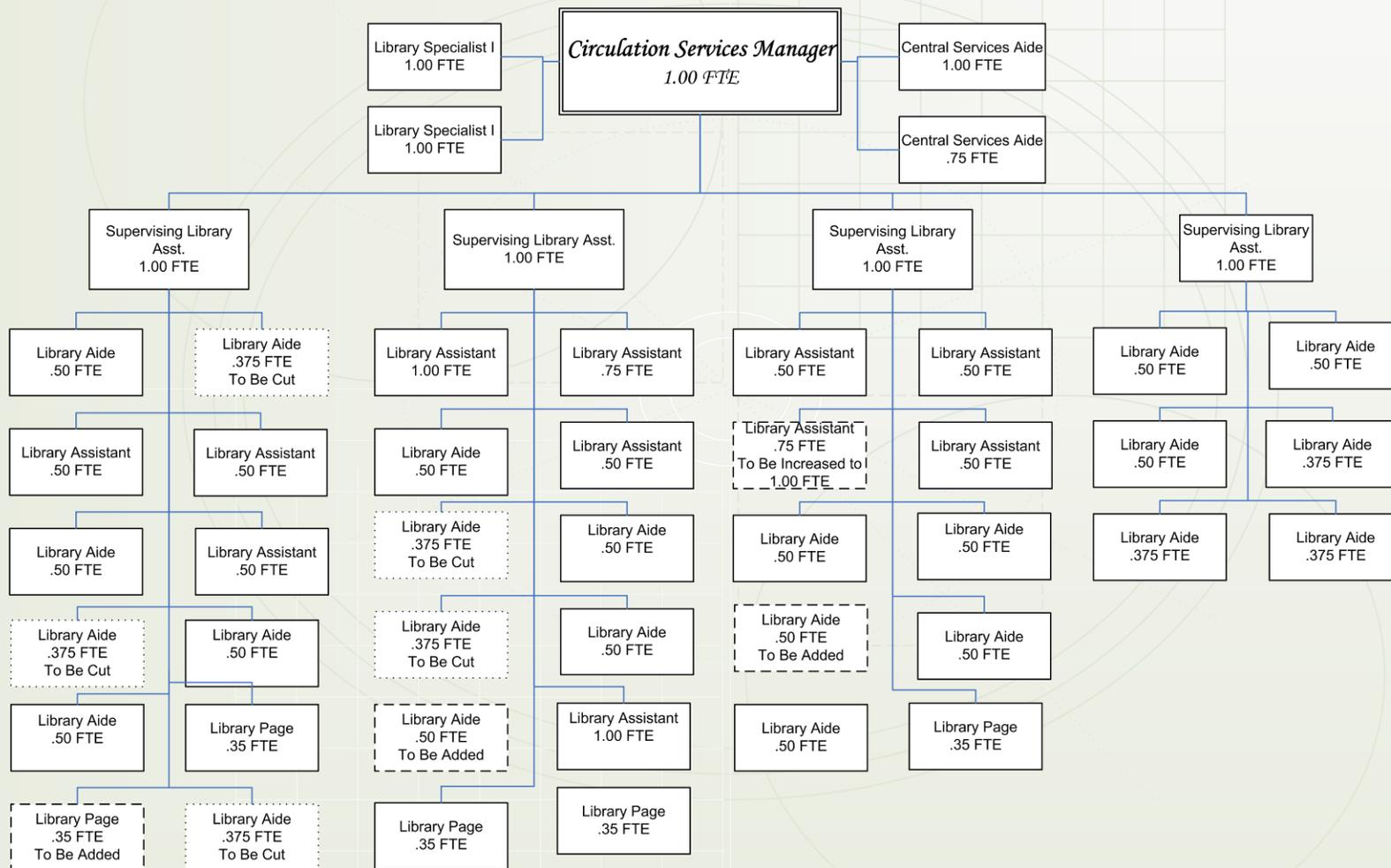
*Berkeley Public Library*  
*Technology & Collection Services*  
 FTE 11.50



# Berkeley Public Library

## Circulation Services Division

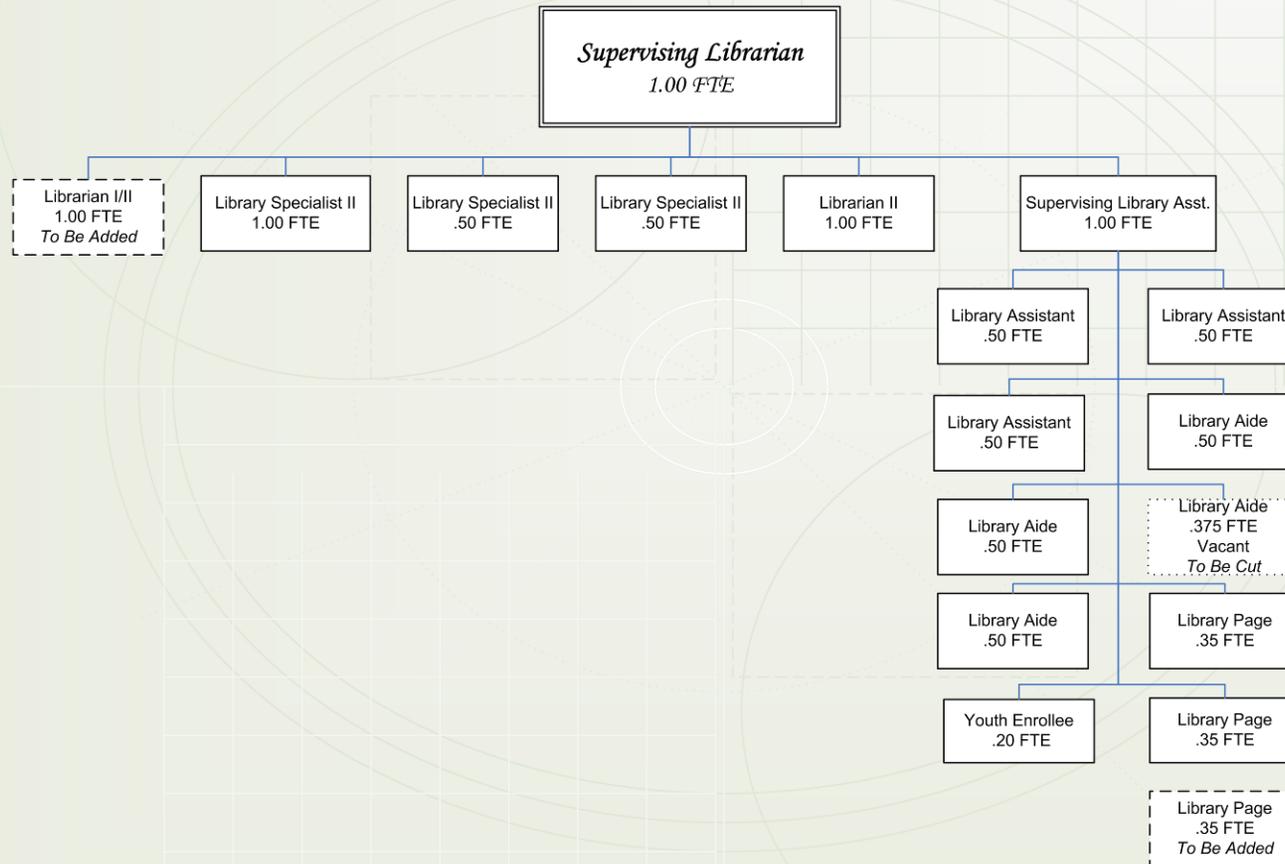
26.525 Total FTE



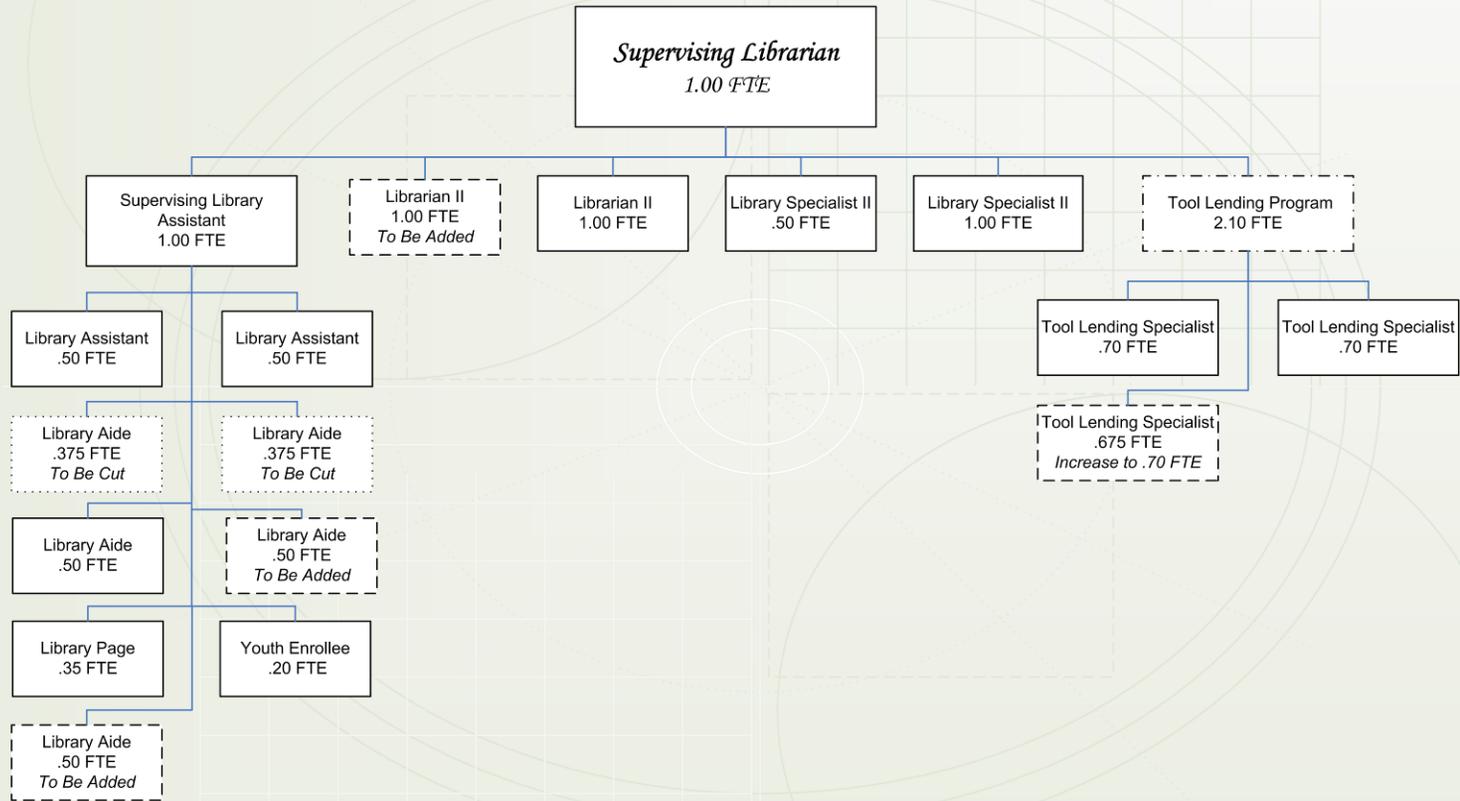
# Berkeley Public Library

## North Branch

10.25 Total FTE



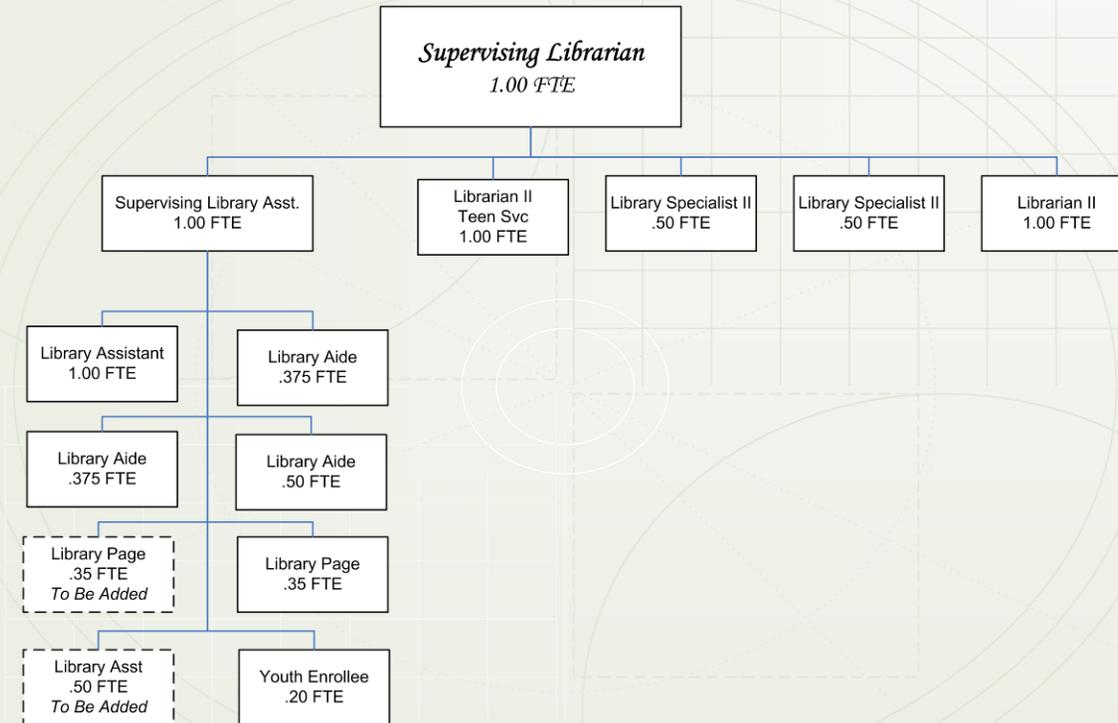
*Berkeley Public Library*  
*South Branch / Tool Lending*  
*10.65 Total FTE*



# Berkeley Public Library

## West Branch

8.65 Total FTE



*Berkeley Public Library*

*Berkeley Reads*

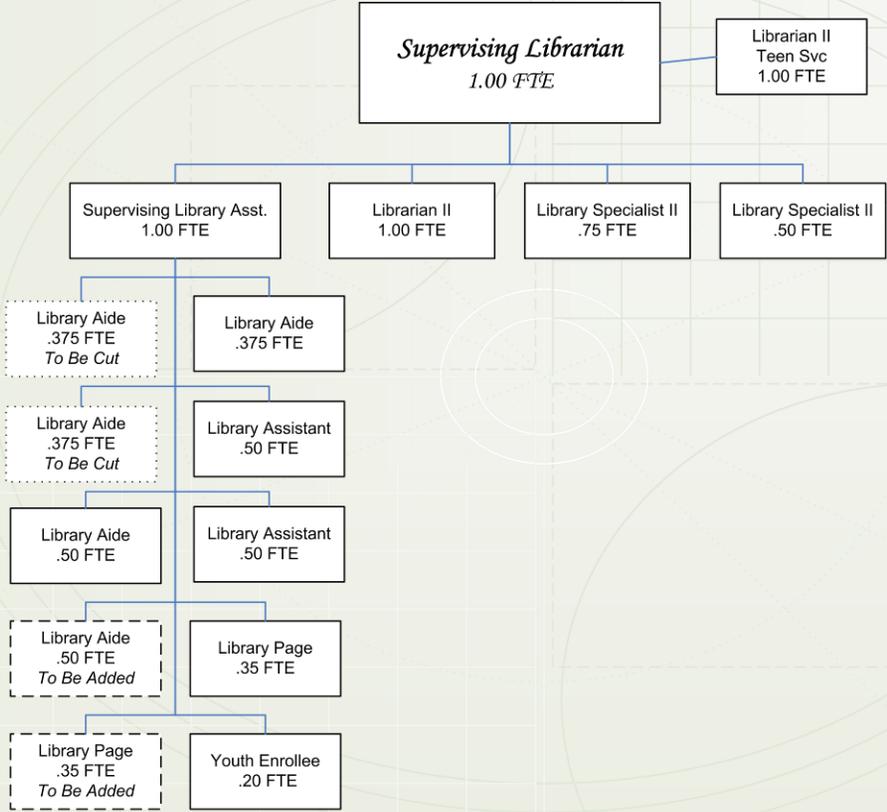
*2.50 Total FTE*

*Library Literacy  
Program Coordinator  
1.00 FTE*

Library Specialist I  
1.00 FTE

Library Assistant  
.50 FTE

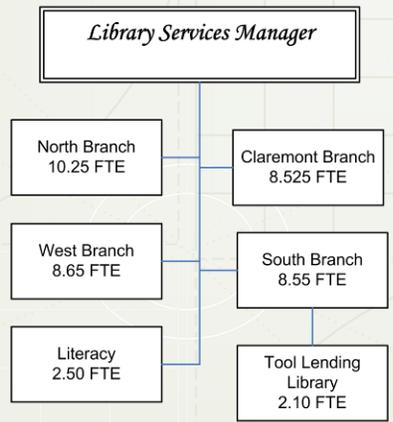
*Berkeley Public Library*  
*Claremont Branch*  
*8.525 Total FTE*



*Berkeley Public Library*  
*Facilities Management Division*  
*3.00 Total FTE*



*Berkeley Public Library*  
*Neighborhood Services Division*  
*Total FTE 40.575*





**FTE SUMMARY BY DIVISION AND POSITION**

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9101	ASSOCIATE HUMAN RESOURCES	2703	1.000	1.000	1.000	1.000	
	DEPUTY DIRECTOR OF LIBRAR	1211	1.000	1.000	1.000	1.000	
	DIRECTOR OF LIBRARY SERVI	1115	1.000	1.000	1.000	1.000	
	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000	1.000	
	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000	1.000	
	ADMIN & FISCAL SVS MGR	1463	1.000	1.000	1.000	1.000	
	ADMINISTRATIVE SECRETARY	4613	1.000	1.000	1.000	1.000	
	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000	
	OFFICE SPECIALIST II	4703	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	0.000	<b>1.000</b>			<i>add</i>
	<b>Administration</b>			<b>10.000</b>	9.000	9.000	
9102	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000	1.000	
	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000	1.000	
	INFORMATION SYSTEMS SUPPO	3605	1.000	1.000	1.000	1.000	
	LIBRARY INFO SYS ADMINIST	1464	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	<b>Information Services</b>			<b>5.000</b>	5.000	5.000	
9103	BUILDING MAINTENANCE MECH	5106	1.000	1.000	1.000	1.000	
	BUILDING MAINTENANCE SUPE	5117	1.000	1.000	1.000	1.000	
	SENIOR BUILDING MTC SUPER	13350	0.000	<b>1.000</b>			<i>add</i>
	<b>Facilities Maintenance</b>			<b>3.000</b>	2.000	2.000	

Each *add* or *delete* represents a specific position.

**FTE SUMMARY BY DIVISION AND POSITION**

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9201	CENTRAL SERVICES AIDE	4401	1.000	0.750	0.750	0.750	
	CENTRAL SERVICES AIDE	4401	1.000	1.000	1.000	1.000	
	CIRCULATION SERVICES MANA	1469	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	0.750	0.750	0.750	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.000	<b>0.000</b>	0.750	0.750	<i>delete</i>
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	<b>1.000</b>			<i>add, xfr from 9202</i>
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>
	LIBRARY AIDE	4245	0.000	<b>0.375</b>			<i>add, xfr from 9202</i>
	LIBRARY AIDE	4245	0.000	<b>0.375</b>			<i>add, xfr from 9202</i>
	LIBRARY AIDE	4245	0.000	<b>0.375</b>			<i>add, xfr from 9202</i>
LIBRARY AIDE	4245	0.500	<b>0.500</b>			<i>add</i>	
LIBRARY AIDE	4245	0.500	<b>0.500</b>			<i>add</i>	
LIBRARY AIDE	4245	0.500	<b>0.500</b>			<i>add, xfr from 9202</i>	
LIBRARY AIDE	4245	0.500	<b>0.500</b>			<i>add, xfr from 9202</i>	
LIBRARY AIDE	4245	0.500	<b>0.500</b>			<i>add, xfr from 9202</i>	
LIBRARY ASSISTANT	4213	1.000	<b>1.000</b>			<i>add; increase FTE=0.250</i>	
	<b>Circulation Services</b>			<b>26.525</b>	<b>23.525</b>	<b>23.525</b>	

Each *add* or *delete* represents a specific position.

**FTE SUMMARY BY DIVISION AND POSITION**

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9202	SUPERVISING LIBRARY ASSIS	9609	0.000	<b>0.000</b>	1.000	1.000	<i>delete, xfr to 9201</i>
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	0.500	0.600	0.600	0.600	
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.500	0.500	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.500	0.500	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.500	0.500	<i>delete, xfr to 9201</i>
	LIBRARY SPECIALIST II	9610	1.000	0.800	0.800	0.800	
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete, xfr to 9201</i>
		<b>Childrens Services</b>			<b>5.900</b>	<b>9.525</b>	<b>9.525</b>
9203	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	<b>Art &amp; Music</b>			<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	
9204	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	0.500	0.700	0.700	0.700	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	0.900	0.900	0.900	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	<b>Reference</b>			<b>8.600</b>	<b>8.600</b>	<b>8.600</b>	
9205	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	<b>Literacy Programs</b>			<b>2.500</b>	<b>2.500</b>	<b>2.500</b>	

Each **add** or **delete** represents a specific position.

**FTE SUMMARY BY DIVISION AND POSITION**

Dep/Div	Position			FTE			Notes	
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14		
9302	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000		
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000		
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500		
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500		
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000		
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500		
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000		
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350		
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350		
	YOUTH ENROLLEE INTERN	6718	0.000	0.200	0.200	0.200		
	LIBRARIAN II	2604	1.000	<b>1.000</b>			<i>add</i>	
	LIBRARY PAGE	4246	0.000	<b>0.350</b>			<i>add</i>	
		<b>North Branch</b>			<b>10.250</b>	<b>9.275</b>	<b>9.275</b>	
	9303	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
LIBRARIAN II		2604	1.000	1.000	1.000	1.000		
LIBRARY AIDE		4245	0.500	0.500	0.500	0.500		
LIBRARY ASSISTANT		4213	0.500	0.500	0.500	0.500		
LIBRARY ASSISTANT		4213	0.500	0.500	0.500	0.500		
LIBRARY SPECIALIST II		9610	1.000	1.000	1.000	1.000		
LIBRARY SPECIALIST II		9610	0.500	0.500	0.500	0.500		
SUPERVISING LIBRARIAN		2603	1.000	1.000	1.000	1.000		
LIBRARY AIDE		4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>	
LIBRARY AIDE		4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>	
LIBRARY PAGE		4246	0.000	0.350	0.350	0.350		
YOUTH ENROLLEE INTERN		6718	0.000	0.200	0.200	0.200		
LIBRARIAN II		2604	1.000	<b>1.000</b>			<i>add</i>	
LIBRARY AIDE		4245	0.500	<b>0.500</b>			<i>add</i>	
LIBRARY AIDE		4245	0.500	<b>0.500</b>			<i>add</i>	
	<b>South Branch</b>			<b>8.550</b>	<b>7.300</b>	<b>7.300</b>		
9304	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000		
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000		
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000		
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000		
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500		
	LIBRARY SPECIALIST II	9610	0.000	<b>0.000</b>	0.500	0.500	<i>delete</i> ; authorized at FTE=1.0; unused 0.5	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000		
	LIBRARY AIDE	4245	0.000	0.375	0.375	0.375		
	LIBRARY AIDE	4245	0.000	0.375	0.375	0.375		
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350		
	YOUTH ENROLLEE INTERN	6718	0.000	0.200	0.200	0.200		
	LIBRARY PAGE	4246	0.000	<b>0.350</b>			<i>add</i>	
	LIBRARY ASSISTANT	4213	0.500	<b>0.500</b>			<i>add</i>	
	LIBRARY SPECIALIST II	9610	0.500	<b>0.500</b>			<i>add</i>	
	LIBRARY SPECIALIST II	9610	0.000	<b>0.000</b>	0.500	0.500	<i>delete</i> ; authorized at FTE=1.0; unused 0.5	
		<b>West Branch</b>			<b>8.650</b>	<b>8.300</b>	<b>8.300</b>	

Each *add* or *delete* represents a specific position.

**FTE SUMMARY BY DIVISION AND POSITION**

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9305	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	0.750	0.750	0.750	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.000	0.375	0.375	0.375	
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>
	LIBRARY AIDE	4245	0.000	<b>0.000</b>	0.375	0.375	<i>delete</i>
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	<b>0.350</b>			<i>add</i>
	YOUTH ENROLLEE INTERN	6718	0.000	0.200	0.200	0.200	
LIBRARY AIDE	4245	0.500	<b>0.500</b>			<i>add</i>	
	<b>Claremont Branch</b>			<b>8.525</b>	<b>8.425</b>	<b>8.425</b>	
9307	TOOL LENDING SPECIALIST	6301	0.500	0.700	0.700	0.700	
	TOOL LENDING SPECIALIST	6301	0.500	0.700	0.700	0.700	
	TOOL LENDING SPECIALIST	6301	0.000	<b>0.000</b>	0.675	0.675	<i>delete</i>
	TOOL LENDING SPECIALIST	6301	0.500	<b>0.700</b>			<i>add</i>
	<b>Tool Lending Library</b>			<b>2.100</b>	<b>2.075</b>	<b>2.075</b>	
9401	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.000	<b>0.000</b>	1.000	1.000	<i>delete</i>
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	0.000	<b>0.000</b>	1.000	1.000	<i>delete</i>
	LIBRARY SPECIALIST II	9610	0.000	<b>0.000</b>	1.000	1.000	<i>delete</i>
	LIBRARY SPECIALIST II	9610	0.000	<b>0.000</b>	0.750	0.750	<i>delete</i>
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
		<b>Technical Services</b>			<b>6.500</b>	<b>10.250</b>	<b>10.250</b>
9402	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000	
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	<b>1.000</b>			<i>add</i>
	<b>Collections Management</b>			<b>3.000</b>	<b>2.000</b>	<b>2.000</b>	
	<b>Total</b>			<b>113.100</b>	<b>111.775</b>	<b>111.775</b>	

\* Med : Medical benefits coverage provided based on Prp FY15 FTE.

**Bold Italics** indicates a proposed FY 2015 FTE change

Gray colored filter indicates non-career classified position.

Each **add** or **delete** represents a specific position.



**FTE SUMMARY BY DIVISION  
FY 2015**

Dep/Div	Name	FTE		
		<i>Prop FY15</i>	Bdgt FY15	Bdgt FY14
9101	Administration	<b>10.000</b>	9.000	9.000
9102	Information Services	<b>5.000</b>	5.000	5.000
9103	Facilities Maintenance	<b>3.000</b>	2.000	2.000
9201	Circulation Services	<b>26.525</b>	23.525	23.525
9202	Childrens Services	<b>5.900</b>	9.525	9.525
9203	Art & Music	<b>4.000</b>	4.000	4.000
9204	Reference	<b>8.600</b>	8.600	8.600
9205	Literacy Programs	<b>2.500</b>	2.500	2.500
9302	North Branch	<b>10.250</b>	9.275	9.275
9303	South Branch	<b>8.550</b>	7.300	7.300
9304	West Branch	<b>8.650</b>	8.300	8.300
9305	Claremont Branch	<b>8.525</b>	8.425	8.425
9307	Tool Lending Library	<b>2.100</b>	2.075	2.075
9401	Technical Services	<b>6.500</b>	10.250	10.250
9402	Collections Management	<b>3.000</b>	2.000	2.000
	Total	<b>113.100</b>	111.775	111.775



**FTE SUMMARY BY POSITION NUMBER  
FY 2015**

Position Number	Name	FTE		
		<i>Prop FY15</i>	Bdgt FY15	Bdgt FY14
1115	DIRECTOR OF LIBRARY SERVI	<b>1.000</b>	1.000	1.000
1211	DEPUTY DIRECTOR OF LIBRAR	<b>1.000</b>	1.000	1.000
1463	ADMIN & FISCAL SVS MGR	<b>1.000</b>	1.000	1.000
1464	LIBRARY INFO SYS ADMINIST	<b>1.000</b>	1.000	1.000
1468	LIBRARY SERVICES MANAGER	<b>2.000</b>	2.000	2.000
1469	CIRCULATION SERVICES MANA	<b>1.000</b>	1.000	1.000
2603	SUPERVISING LIBRARIAN	<b>7.000</b>	7.000	7.000
2604	LIBRARIAN II	<b>21.300</b>	19.300	19.300
2606	SENIOR LIBRARIAN	<b>2.000</b>	2.000	2.000
2615	LIBRARY LITERACY PROGRAM	<b>1.000</b>	1.000	1.000
2703	ASSOCIATE HUMAN RESOURCES	<b>1.000</b>	1.000	1.000
2830	INFORMATION SYSTEMS SPECI	<b>2.000</b>	2.000	2.000
3605	INFORMATION SYSTEMS SUPPO	<b>1.000</b>	1.000	1.000
4213	LIBRARY ASSISTANT	<b>14.250</b>	14.500	14.500
4240	ACCOUNTING OFF SPEC III	<b>2.000</b>	2.000	2.000
4245	LIBRARY AIDE	<b>15.750</b>	17.000	17.000
4246	LIBRARY PAGE	<b>4.200</b>	3.150	3.150
4250	LIBRARY SPECIALIST I	<b>3.000</b>	3.000	3.000
4401	CENTRAL SERVICES AIDE	<b>1.750</b>	1.750	1.750
4613	ADMINISTRATIVE SECRETARY	<b>1.000</b>	1.000	1.000
4703	OFFICE SPECIALIST II	<b>1.000</b>	1.000	1.000
5106	BUILDING MAINTENANCE MECH	<b>1.000</b>	1.000	1.000
5117	BUILDING MAINTENANCE SUPE	<b>1.000</b>	1.000	1.000
6301	TOOL LENDING SPECIALIST	<b>2.100</b>	2.075	2.075
6718	YOUTH ENROLLEE INTERN	<b>0.800</b>	0.800	0.800
9609	SUPERVISING LIBRARY ASSIS	<b>9.000</b>	9.000	9.000
9610	LIBRARY SPECIALIST II	<b>12.950</b>	14.200	14.200
13350	SENIOR BUILDING MTC SUPER	<b>1.000</b>	0.000	0.000
		<b>113.100</b>	111.775	111.775



**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, March 19, 2014, 6:00 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Acting Chair Julie Holcomb	Winston Burton
Abigail Franklin	Darryl Moore
	Jim Novosel

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet and a digital recording of the meeting is accessible at [http://www.berkeleypubliclibrary.org/about\\_the\\_library/bolt/bolt.php](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:04 P.M.**

Present: Trustees Burton, Franklin, Holcomb and Novosel.

Absent: Trustee Moore.

Also Present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Deputy Director; Dennis Dang, Administrative and Fiscal Services Manager; Jenifer Shurson; Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

**B. Public Comments:** None.

**C. Report from library employees and unions, discussion of staff issues:** None.

**D. Report from Board of Library Trustees:**

1. Trustee Holcomb – Has heard many enthusiastic comments about upcoming Branch Out events.
2. Trustee Novosel reported a church in West Berkeley will receive a grant to repair the bell tower from the fund that was established in the settlement of the lawsuit to stop the demolition and rebuilding of the South and West branches.

**II. Presentations**

- A. **Library Budget FY14/15 Workshop** – Dennis Dang provided a presentation (Attachment 1.) Board discussion.

**III. CONSENT CALENDAR**

Action: M/S/C Trustee Franklin / Trustee Novosel to adopt Resolution # R14-015 to adopt Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Novosel. Noes: None. Absent: Trustee Moore. Abstentions: None.

**A. Approve minutes of February 12, 2014 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the February 12, 2014 Regular Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-016.

**B. Approve Measure FF Public Art Report to Council**

From: Director of Library Services

Recommendation: Adopt a resolution directing the Director of Library Services to prepare and submit an informational report on the Measure FF Branch Library Improvement Program's civic art component.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-017.

**C. Administrative Regulation: Non-Commercial Photography And Filming In The Library**

From: Deputy Director of Library Services

Recommendation: Adopt a resolution adopting the Administrative Regulation revising Berkeley Public Library policy regarding non-commercial photography and filming, and the parameters under which it may take place in Library facilities.

Financial Implications: See report.

Contact: Suzanne Olawski, Deputy Director of Library Services

Action: Adopted Resolution # R14-018.

**D. Bequest: Estate and Trust of Mary Jo Pace**

From: Director of Library Services

Recommendation: Adopt a resolution recommending City Council accept a donation to the library from the Estate and Trust of Mary Jo Pace in the sum of \$686,250.34.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-019.

**E. Board Of Library Trustees' Officer Election**

From: Director of Library Services

Recommendation: Adopt a resolution electing Trustee Abigail Franklin as Board Chairperson (President) for a one-year term effective immediately.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-020.

#### **IV. INFORMATION REPORTS**

##### **A. March 2014 Monthly Branch Improvement Report**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

##### **B. Library events**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: None.

#### **V. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, April 9, 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Budget
- Unattended Children's Policy
- Communications Plan Update

#### **VI. ADJOURNMENT**

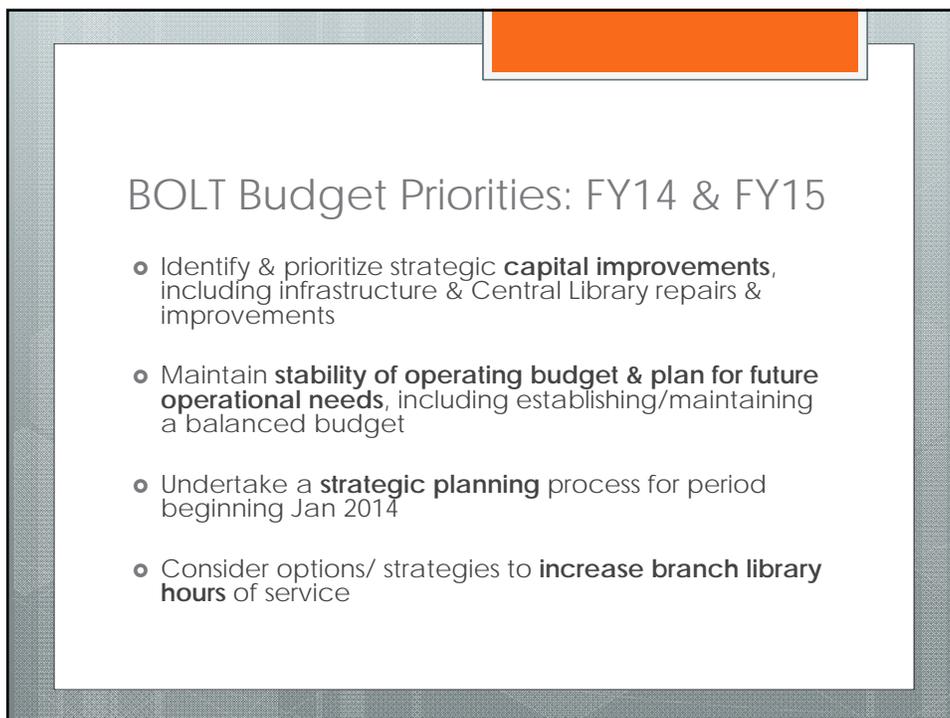
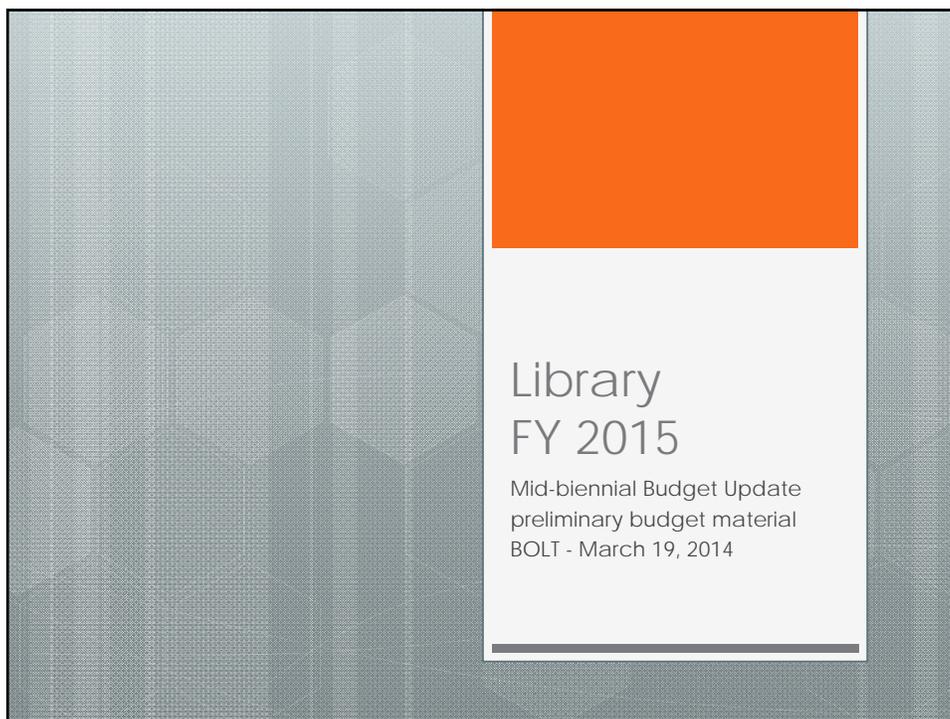
Adjourned at 6:55 P.M.

#### **COMMUNICATIONS:**

#### **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Library Budget FY14/15 Workshop





## FY 2015 Budget Development – external considerations

- Fully fund FY14/15 initiatives and priorities
- Full resumption of branch services
- Close-out of Measure FF bond program
- Programs / Projects / Activities
- Timeline based on City guidelines for budget development/approval
- Library Work Plan (approved July 10, 2013)

## Programs / Projects / Activities

- Technology:
  1. Upgrade AV/Media capacity @ Central
  2. Upgrade software (Sierra, Federated searching) and staff intranet
- Personnel:
  1. Assess service needs (outreach, expanded hours, teen services) and impact on workload / staffing levels
  2. Increase staff training and development opportunities



## more Programs / Projects / Activities

- Services:
  1. Complete Strategic Planning process and implement initiatives approved
  2. Support collections and new material types, online options
  
- Central Library Capital Improvements



## Putting it all together

- Personnel: Assess current staffing and cost out assignment changes
- Non-labor: Central Library infrastructure/furnishing, and A/V upgrades; Books by Mail, Integrated Library System enhancements; Electronic Materials expansion; Intranet

## Library Tax Fund – 301 (\$)

(net of reserves)

START	FY 2015 (base)	FY 2014 (mid-yr projection)	FY 2013 (final)
Begin Balance	1,401,631	1,768,245	1,067,968
Revenue	16,327,894	16,291,669	15,488,692
Expense (less):			
Compensation	12,578,810	12,289,407	11,928,221
Services, Goods, CoB	3,628,007	4,368,876	2,760,194
Surplus/(Deficit)	121,077	(366,614)	800,277
Ending Balance	1,522,708	1,401,631	1,868,245

## Proposed FY 2015 Updates

primary Programs / Projects / Activities

Fund	Description	\$ Value
301	Staffing: reassignments and changes to FTE	200,529
301	Central Library Improvements: construction	500,000
301	Intranet Revamp	30,000
301	Integrated Library System Enhancements	20,000
301	Central Library A/V system upgrades	30,000
301	Books by Mail	32,000
301	System-wide Programming	20,000
301	Collections: shelf ready, e-collection	50,000
307	North Branch: Pace Trust programming	30,000

**Library Tax Fund – 301 (\$)**  
(net of reserves)

changes	proposal	FY 2015 (base)	FY 2014 (mid-yr projection)	FY 2013 (final)
Begin Balance	-	1,401,631	1,768,245	1,067,968
Revenue	-	16,327,894	16,291,669	15,488,692
Expense (less):				
Compensation	200,529	12,578,810	12,289,407	11,928,221
Services, Goods, CoB	656,475	3,628,007	4,368,876	2,760,194
Surplus/(Deficit)	(857,004)	121,077	(366,614)	800,277
<b>Ending Balance</b>	<b>-</b>	<b>1,522,708</b>	<b>1,401,631</b>	<b>1,868,245</b>

**Library Tax Fund – 301 (\$)**  
(net of reserves)

END	FY 2015 (proposed)	Updates	FY 2015 (base)	FY 2014 (mid-yr projection)	FY 2013 (final)
Begin Balance	1,401,631	-	1,401,631	1,768,245	1,067,968
Revenue	16,327,894	-	16,327,894	16,291,669	15,488,692
Expense (less):					
Compensation	12,779,339	200,529	12,578,810	12,289,407	11,928,221
Services, Goods, CoB	4,284,482	656,475	3,628,007	4,368,876	2,760,194
Surplus/(Deficit)	(735,927)	(857,004)	121,077	(366,614)	800,277
<b>Ending Balance</b>	<b>665,704</b>	<b>-</b>	<b>1,522,708</b>	<b>1,401,631</b>	<b>1,868,245</b>



## major Programs / Projects / Activities

- Strategic Planning process
- Services (Books by Mail, teen services)
- Central Library area improvements project



## Personnel - Branches

- Claremont
  - Add .50 Librarian I/II
  - Cut (2) 15hr Library Aide positions
  - Add 20hr Library Aide
  - Add 14hr Library Page
- North
  - Add .50 Librarian I/II
  - Cut 15hr Aide position
  - Add 14hr Library Page



## Personnel – Branches cont.

- South
  - Add .50 Librarian I/II
  - Cut (2) 15hr Library Aide positions
  - Add (2) 20hr Library Aides
  - Increase TLS to .70 FTE
  
- West
  - Add .50 Librarian I/II
  - Add 14hr Library Page
  - Add 20hr Library Assistant



## Personnel - Central

- Circulation
  - Cut (5) 15hr Library Aide positions
  - Add (2) 20hr Library Aides

## Personnel FTE by Department

Department	FY 15		FY14
	Prop	Bdgt	Bdgt
Administration	10.000	9.000	9.000
Information Systems	5.000	5.000	5.000
Facilities Maintenance	2.000	2.000	2.000
Circulation Services	22.900	23.525	23.525
Childrens Services	9.525	9.525	9.525
Art+Music	4.000	4.000	4.000
Reference	8.600	8.600	8.600
Literacy Programming	2.500	2.500	2.500
North Branch	10.250	9.275	9.275
South Branch	8.550	7.300	7.300
West Branch	8.650	8.300	8.300
Claremont Branch	8.525	8.425	8.425
Tool Lending Library	2.100	2.075	2.075
Technical Services	6.500	10.250	10.250
Collections Management	3.000	2.000	2.000
Total	112.100	111.775	111.775

## Budget Adoption Schedule

- **February 12:** BOLT FY 2014 mid-year budget update & FY 2015 budget development
- **March 7:** Library Council FY 2015 preliminary budget materials presentation
- **March 19:** BOLT FY 2015 preliminary budget workshop
- **April 9:** Draft FY 2015 biennial budget – Library Tax Fund
- **May 14:** Library tax rate acceptance & proposed FY 2015 biennial budget – all Funds for approval
- **June 24:** City Council adopts FY 2015 consolidated city budget



**CONSENT CALENDAR**

April 9, 2014

**To:** Board of Library Trustees  
**From:** Sarah Dentan, Neighborhood and Children’s Services Manager  
**Subject:** Revised Administrative Regulation No. 10.5: Unattended Children in the Library

**RECOMMENDATION:**

Approve a resolution adopting the revised Administrative Regulation No. 10.5 updating the Library policy regarding unattended children in the Library, inclusive of clarifying language affirming that children aged seven or younger must be supervised by a responsible caregiver at all times while they are in any Berkeley Public Library facility.

**FISCAL IMPACTS OF RECOMMENDATION**

None.

**BACKGROUND**

On December 6, 2006, the Board of Library Trustees approved Administrative Regulation 10.5, by Resolution No. R06-115, establishing the policies and procedures for identification of and handling unattended children in the Library, inclusive of conditions under which children must be supervised by a responsible caregiver.

**CURRENT SITUATION AND ITS EFFECTS**

The current Library policy on unattended children in the Library was last revised in winter 2006, and, therefore was reviewed by Library staff in winter 2014 to ensure it meets the Library’s current needs. Staff indicated that the policy as it exists is effective but that some of the phrasing is confusing. Staff also expressed concern that the procedures as outlined in the policy were overly proscriptive and didn’t take into account the different physical layouts and staffing situations in branches.

There is no need to change the policy itself, just to clarify some language. The current policy states that children “under the age of eight” must be supervised by a responsible caregiver. For clarity, the recommended policy states that children “aged seven or younger” must be supervised.

The procedures as outlined in this policy are extremely proscriptive and go so far as to specify the content of the conversations staff should be having with caregivers. While specific guidelines and suggested language is appropriate for inclusion in staff manuals and training, it is not necessary in the

Board approved policy. The recommended policy contains streamlined procedures so that concerned caregivers can understand what actions staff will take in the circumstance of an unattended child in the Library.

FUTURE ACTION

When adopted by the Board, the revised policy will be posted on the Internet and will be made available to all Library staff.

CONTACT PERSON

Sarah Dentan, Neighborhood and Children's Services Manager                      981-6106

Attachments:

1. Resolution
2. Unattended Children in the Library Policy approved 12/06/2006
3. Unattended Children in the Library Policy (revised 04/09/14)

**RESOLUTION NO.: R14-\_\_\_**

**ADOPTION OF ADMINISTRATON REGULATION 10.5 REVISING BERKELEY PUBLIC LIBRARY UNATTENDED CHILDREN IN THE LIBRARY POLICY**

WHEREAS, the Berkeley Public Library currently has a policy establishing the age at which a child may be left unattended as eight years of age; and

WHEREAS, this policy has proven effective in practice; and

WHEREAS, some language in the policy has proven confusing and overly proscriptive.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to officially adopt the attached Unattended Children in the Library policy, which clarifies the earlier policy and reaffirms the age of 8 years as the youngest age at which a child may be left unattended in any Berkeley Public Library facility.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 9, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Abigail Franklin, Chairperson

---

Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees



<b>A.R. Number:</b>	<b>10.5</b>
ORIGINAL DATE:	12/6/06
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 3

BERKELEY PUBLIC LIBRARY

**ADMINISTRATIVE REGULATIONS**

SUBJECT: Unattended Children in the Library

**I. PURPOSE**

The purpose of this administrative regulation is to establish policies and procedures for identification of and handling unattended children in the Library.

**II. POLICY**

The Berkeley Public Library welcomes children of all ages. Library staff strives to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings. Any public place may be dangerous for a child who is left unattended even for brief periods of time. In addition, Library facilities are neither designed nor licensed to provide childcare. A child left alone at the Library without a responsible caregiver may become bored, fatigued or frightened and this may lead to behavior that disrupts the Library services that staff provides to them and/or others.

Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library. Additionally, children under the age of eight must be supervised by a responsible caregiver at all times while they are in the Library. If a child under the age of eight is found to be unattended in any area of the Library (or an unattended child eight or older is found frightened, crying, or otherwise in distress), staff will attempt to locate the child's caregiver. If Library staff cannot find the child's parent or caregiver, the Berkeley Police will be notified and asked to assume care of the child.

**Reviewed by:** \_\_\_\_\_  
 Director of Library Services Date

**Approved by:** \_\_\_\_\_  
 Chair, Board of Library Trustees Date

### III. PROCEDURES

#### a. Children found unattended during Library public hours

An unattended child found frightened or crying, or any unattended children under age eight (8), in the Library should be approached and reassured by a staff member. Staff interacting with the child should ask the child his/her name and the name and whereabouts of his/her parent/caregiver(s). At least one other staff member should be informed that an unattended child is being assisted. When Children's staff is available, the unattended child should be brought to the Children's area of the Library.

1. If the parent/caregiver is in the building, staff will:
  - Page the parent/caregiver
  - Upon reuniting the child with the parent/caregiver, express the Library's concern for the welfare of children and explain the Library's policy regarding unattended children.
2. If the parent/caregiver is not in the building, staff will:
  - Contact the manager/supervisor in charge of the building
  - With the child's help, obtain the parent/caregiver's name and telephone number
  - Stay with the child until parent/caregiver can be located.
  - Call Berkeley Police Department (981-5900) and ask that they assume responsibility for the child if the parent/caregiver cannot be located or does not respond to the phone request within 30 minutes.

#### b. Children found unattended at closing

1. If staff judges that a child should not be left alone after the Library closes, two staff members, at least one of which needs to be the manager/supervisor in charge, should remain inside the Library with the child.
2. Library staff should identify the child and write his/her name, Library card number, and/or phone number. Staff will then phone the parent/caregiver or other responsible family member to pick up the child.
3. Staff members must wait with the child inside the Library building until the parent/caregiver/family member or police officer arrives.
4. If a parent/caregiver comes within 15 minutes, staff will inform him/her about the Library's closing time and policy regarding unattended children.
5. If a parent/caregiver does not come within 15 minutes, staff will call the Berkeley Police Department (981-5900) and ask the police to assume protection of the unattended child.

6. Staff may leave after the police office or parent/caregiver has picked up the child and assumed responsibility.
7. The following work day, staff must notify the supervisor about the incident and fill out an Incident Report. The report must be turned into the supervisor and the Children's Services Manager and will be forwarded to the Deputy Director.
8. Compensation time for any overtime spent with the child after hours should be arranged within the same pay period whenever possible.



**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.5
ORIGINAL DATE:	12/06/06
BOLT Resolution #:	R06-115
REVISED DATE:	04/09/14
PAGE:	1 of 2

**SUBJECT: Unattended Children Policy**

---

**I. Purpose:**

The purpose of this administrative regulation is to establish policies and procedures for identification of and handling unattended children in the Library.

**II. Policy:**

The Berkeley Public Library welcomes children of all ages. Library staff strive to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings, and any public place may be dangerous or frightening for a child who is left unattended even for brief periods of time. Library facilities are neither designed for nor licensed to provide childcare.

Parents and caregivers are solely responsible for the welfare and the behavior of children using the Library. Children aged seven or younger must be supervised by a responsible caregiver at all times while they are in the Library.

If a child aged seven or younger is found to be unattended in any area of the Library (or an unattended child aged eight or older is found in distress), staff will stay with the child while they attempt to locate the child's caregiver. If Library staff cannot find the child's parent or caregiver, the Berkeley Police will be notified and asked to assume care of the child.

If a child is found unattended in the library at closing and is unable to wait for a caregiver alone, two members of staff will stay inside the library with the child while they attempt to contact a caregiver. If a parent or caregiver cannot be located or cannot take responsibility for the child in a timely manner, the Berkeley Police will be notified and asked to assume care of the child.

**III. Procedure:****Unattended Children**

Any public place may be dangerous for a child who is left unattended even for brief periods of time. Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library.

**Relevant Rule of Conduct:**

*The following behaviors are also prohibited:*

- *Leaving children under the age of eight (8) unattended by a parent or authorized adult.*

Staff procedure (during library hours):

- If a child aged seven or younger is found to be unattended in any area of the Library (or an unattended child eight or older is found frightened, crying, or otherwise in distress), approach the child and ask what is the matter.
- Ask the child their name and the name and whereabouts of their parent or caregiver.
- Notify a Children’s Librarian of the situation if possible; if not, notify another staff member.
- If the parent/caregiver is not in the immediate area, page the parent/caregiver.
- If you are unable to locate the parent/caregiver, call the supervisor in charge and/or security. Identify the child and write down his/her name, library card number and phone number; call to alert a parent/caregiver to the situation.
- Stay with the child until a parent/caregiver can be located. If they cannot be contacted by phone or do not arrive in a timely manner, call the Berkeley Police Department at (510) 981-5900 and ask that they assume responsibility for the child.
- Fill out an Incident Report Form.

Staff procedure (at closing):

- If staff judges that a child should not be left alone after the library closes, two staff members, one of whom should be the manager/supervisor in charge, will remain with the child.
- Identify the child and write down his/her name, library card number and phone number; call to alert a parent/caregiver to the situation.
- If a parent/caregiver cannot be located or does not arrive in a timely manner, call the Berkeley Police Department at (510) 981-5900 and ask the police to assume protection of the unattended child.
- A minimum of two staff members must wait with the child inside the library building until the parent/caregiver or police officer arrives.

<b>Reviewed by:</b> _____	
Director of Library Services	Date
<b>Approved by:</b> _____	
Chair, Board of Library Trustees	Date



**INFORMATION CALENDAR**

April 9, 2014

**TO:** Board of Library Trustees  
**FROM:** Suzanne Olawski, Deputy Director of Library Services  
**SUBJECT:** 2014 CENTRAL LIBRARY SPACE PLANNING UPDATE

**INTRODUCTION**

This report provides an update on the progress towards making improvements to the public spaces at the Central Library.

**FISCAL IMPACT**

This report has no fiscal impacts.

**BACKGROUND**

In April 2002, the Central Library completed a major renovation and earthquake retrofitting project financed by Measure S, a 1996 voter approved \$30 million bond measure to finance the rehabilitation of the Central Library and other downtown Berkeley civic center area improvements. At completion, the Central Library was dramatically enlarged (100,000 sq. ft.), retrofitted, and restored. The goal for the Central Library's major renovation and expansion effort was to adapt the historical structure for the delivery of library services into the 21st century without diminishing the building's significant historical features and charm.

In early 2009 at the time of planning for the Measure FF bond funded Branch Libraries Improvement Program the Library engaged the services of Page + Moris, LLC, a design consultancy firm, that included a study of usage limited to the first three floors of the Central Library and associated recommendations for interior facility enhancements. The final report was completed in August that year and presented a range of findings and suggested responses. Based on the Library's then available resources and operational constraints some of the findings were implemented while others were left to be addressed at a future date. Since that time, staff has identified additional Central Library facility needs as well as opportunities for service enhancements beyond those identified in the Page + Moris study.

After a competitive solicitation in late 2013, the design firm of Noll & Tam Architects and Planners was selected based on their extensive library building and design experience, and at the February 12, 2014 Board of Library Trustees meeting, the board adopted Resolution No. R14-014 authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for improvements to the Central Library public spaces.

### CURRENT SITUATION AND ITS EFFECTS

The architectural design firm's scope of work includes the provision of full design services, including architectural, engineering, interior design, historic preservation and consulting services during the design phase of the Project. Contracted design services are to encompass developing alternatives and innovative solutions to improve interior public spaces within the existing square footage and without substantial structural modification. The goal of the selected design is that it be a cost effective solution meeting stakeholders' requirements, and be able to be phased in to allow for continuation of services while selected areas are under renovation.

Building upon the findings and recommendations in the 2009 Page + Moris report and the facility issues identified in RFP 14-10812, the design team has and will solicit input on the functionality of and aspirations for the Central Library's public spaces from Library staff, teens and the community as part the Project's programmatic phase, which will take approximately three months to complete from March through May 2014. Approximately three dozen Central Library staff members participated in a two-and-a-half hour focus group hosted by the design firm on Friday, March 28, 2014 and two public meetings to solicit community input are scheduled for:

- Wednesday, April 16, 2014, 6:30PM, Central Library Community Meeting Room, 3<sup>rd</sup> floor
- Saturday, April 26, 2014, 12:00PM, Central Library Children's Room, 4<sup>th</sup> floor

The design firm has engaged the services of Dr. Anthony Bernier, an expert in the field of teen library services and spaces, to assist with the teen engagement process. Dr. Bernier has been working with the teen librarians and teen taskforce to solicit their input into a new teen room. The taskforce is comprised of at least a dozen teens who are local high school students and Library student workers. Two teen focus groups were held as well as a field trip to tour other teen library spaces. Teens participating throughout the process will receive credit for school required community service, a letter of recommendation for their college portfolios and a small stipend.

As part of conceptual design development, the design firm will present layout options of the Central Library's public interior spaces, inclusive of adjacencies considerations, collections placements, sightlines and service points. Recommendations will be made for improvements to lighting and acoustics while being mindful of the building's historical elements. Costs will be associated with each option. The conceptual design phase is expected to conclude in early summer 2014.

Upon selection of a final design, Project work is expected to begin during fall 2014. Project work will not require building closures and disruption to routine Library services/operations will be minimized to the greatest extent possible. The new Senior Building Maintenance Supervisor will act as the project manager under the direction of the Deputy Director and will develop the vendor scopes for the furnishings to be purchased, a project budget and timeline.

### FUTURE ACTION

Updates on the Central Library space planning and any subsequent phases associated with the Project will be presented to the Board of Library Trustees at future meetings.



**INFORMATION CALENDAR**

April 9, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** COMMUNICATIONS PLAN UPDATE

**BACKGROUND**

One of the goals of the Berkeley Public Library's *Strategic Plan: 2011-2013* is to cultivate a broader base of Berkeley residents into regular library users. One of the initiatives of this goal is the development of a Communications Plan to further this effort.

At the July 10, 2013 regular meeting of the board staff reported on the process and results of a process involving staff and public relations firm BergDavis Public Affairs to create a Library Communications Plan. The draft report presented to the board for discussion and input included objectives and recommended activities.

The plan recommended communication strategies to increase awareness of what the Library does and offers the community. In addition, a component of the plan focused on internal communication improvements, including development of best practices, improving the Intranet to better meet staff needs and strategies to foster inclusiveness and sharing.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**CURRENT SITUATION**

The original plan was developed in June 2013, since this time some of the recommended activities have been addressed, are pending or will be included in future planning efforts. Attachment 1 captures these objectives and activities in chart format and gives an update on each. For future reporting, the remaining tasks and goals will be integrated into the Library's Strategic Plan, 2015-2018, currently under development.

**ATTACHMENTS:**

- 1) Library Communications Plan Update

## **BPL Communications Plan**

*The term communication used here is meant to include concepts that communications professionals might use, such as marketing, advertising and public relations.*

*Communication is used generally and encourages broad range thinking of the ways people communicate rather than narrower media concepts.*

### **Background**

The Berkeley Public Library included development of a communication plan in the Library's Strategic Planning initiative. Beginning in September 2012 a committee was formed including library staff, the Library Foundation and Friends of the Library, chaired by the Library Director, Donna Corbeil for this purpose.

In November 2012 the Library hired *BergDavis Public Affairs* to assist with collecting public and stakeholder input. As a result a library survey was developed and conducted in January – February 2013. The results and analysis served as the basis for the group's conclusions and recommendations. In addition, a communications audit was conducted by the committee to look at internal communication.

Going forward, the communications plan should be linked to the Library's Strategic Planning process with objectives and key components integrated as goals and objectives. Any marketing directions would be part of this larger plan, at minimum marketing would be included as a goal with targeted audiences and programs.

### **Goal:**

Develop a comprehensive public information and communications program to promote the use and support of the Library and increase public awareness of the Library's services, programs, special events and facilities. The plan will coordinate communication strategies for the Library's messages and audiences; and reduce the duplication of efforts and expenditures while increasing awareness of what the Library does and offers the community.

**Time Frame:** Approximately 3 years, September 2013 – December 2016

**Target Audience:** All Berkeley residents, Non-profit organizations, other city departments, business community, Library Foundation and Friends of the Library

**Objectives, Activities and Status Update:**

*June 2013 – Revised April 2014*

1. Utilize social media to connect with the community, promote and market library services and collections and solicit timely feedback.

Develop e-newsletter and send regular e-blasts to targeted community leaders, readers, card holders to promote services and programs	Library has licensed Constant Contact –email marketing software-to use in launching e-newsletter; custom template is being developed with release anticipated for Spring ‘14.
Consider on-line advertising that reinforces the free nature of the Library and our place in the social safety net	Using Facebook ads to publicize Branch Out events
Library’s annual report is released electronically only to help with greater distribution and access	Completed. FY14 report produced electronically only and posted on Library website.

2. Identify ways to centralize internal communication / marketing systems, including develop campaigns with a single theme; and graphic identity for an inclusive program so that there is greater coordination and consistency in outreach to the media and to streamline workload.

Establish responsibility for press / community liaison responsibilities	Deputy Director is responsible for these activities
Create templates for program / event flyers, press releases and other material	Pending. Templates are being developed.

3. Increase the visibility of the Library to the general community with a minimum of two programs annually that tie into larger Library initiatives and promotions, such as National Library Week, Library card sign-up month, summer reading program, launch of a new services such as e-books, one-city one-book program, Library Snapshot Day Campaign, etc.

Library Program Committee will recommend annual schedule of library events that includes themed efforts	Group has begun to meet regularly and a roster of Library-wide annual events was developed; Sarah Dentan is Chair.
Establish ways to inform regular users about programs and event and how the Library serves the community	New website developed; Events Page on website created; e-newsletter to be launched in Spring ‘14; more consistent posting to Library’s Facebook page.

Develop celebrations around the bond program to introduce long-term goals and new initiatives	Branch Out April '14 month long all location programs planned with extensive publicity and marketing component developed.
---	---

4. Provide patrons with attractive, easy-to-read, easy-to-understand printed material and electronic information that motivates them to participate in programs, explain Library procedures and policies, and promote services.

Develop promotional program to elevate the variety of services available at the Library beyond material lending	Pending
Target audience for unique programs and events that cater to segments of the community, particularly the under-engaged	Pending
Identify targeted media opportunities to highlight programs and services tied to current social situations, included local authors, city endeavors	Pending
Library website design promotes Library services and programming	Completed. Redesigned website launched Feb '14.
Electronic signage at all Library locations in high traffic areas to display library events, news and general information	Complete.

5. Work with print and electronic media to emphasize the importance of reading as a community value that affects quality of life and the libraries Adult/Family Literacy and early literacy programs.

Campaign to promote free nature of Library and place in social safety net.	Included in #1 above.
Target audience for unique programs and events that cater to segments of the community, particularly the under-engaged	Included in #4 above.

6. Develop and distribute timely, effective publicity, including press releases, news and feature articles about the Library.

Develop promotional program to elevate the variety of services available at the Library beyond material lending	Included in #4 above.
Staff assigned to the task of supporting promotional activities, including press releases, mailings, online event calendar postings, etc	Completed. FT Library Specialist position added in FY14/15 budget.

7. Develop a Library logo and relevant templates to ensure a consistent, professional image in all Library communications, Library produced materials and Library publications both electronic and print.

Hire graphic designer to develop logo, style sheets and related materials to create consistent cohesive look for letterhead, business cards, etc.	Completed.
---	------------

Make available to staff in a central place – electronically logo and other graphics to be used for paper and media needs	Completed.
--	------------

8. Develop strategies and practices to promote and increase awareness of the Library and enhance the perception of BPL as a valuable resource.

Outreach to community leaders to build stronger partnerships for the purpose of disseminating information about the Library	Plan to address in FY14/15
Develop e-newsletter and send regular e-blasts to targeted community leaders, readers, card holders to promote services and programs	Pending. See #1 above.
Develop a variety of tools to test effectiveness of communication strategy and depth of public's awareness of Library activities, services and programs	Pending.
Target current users that value Library services to promote unique programs etc.	Ongoing.
Library website reflects messaging campaign and provides valuable information that easily accessible and timely to target audiences	Completed. See #4 above.

9. Increase the Library's visibility and effectiveness by collaborating and forming partnerships with other city agencies, non-profits and community groups to further outreach and inform the public regarding our services.

Develop plan for outreach that prioritizes and creates list of community organizations to target, beginning with those most relevant to Library's current goals	Plan to address in FY14/15
Library administration and management staff regularly meet with other city staff, nonprofit and community organization leaders to build relationships	Pending.
Collaborate with support groups, the Foundation and Friends to raise the profile of all three organizations and the Library's mission	Ongoing.

10. Increase internal communication on programming, services, and policies so that all staff is well-informed on what the Library has to offer and what these resources can mean to or how they may help residents, and so that staff is fully equipped to help ensure a safe and welcoming environment in the Library for all users; develop and share key messages and implementation details to ensure staff support and build enthusiasm.

Expand and improve Library intranet, make it more accessible and easily searchable with social media tools used to share information, questions, calendars and policy manuals	Pending. Plan to address in FY14/15.
Staff person to be assigned to the task of supporting promotional activities, including sending out press releases, mailings, online event calendar postings, etc	Completed. See #6 above.

Promote interdepartmental sharing, post meetings and committee meeting notes and actions on the staff Intranet	Ongoing.
Establish best practices internally related to: consistent unit meetings; time and location to check email; access to information about training and staff development opportunities; effective interpersonal communication practices; effective meetings, etc	Ongoing.
Internal staff newsletter is responsive to staff information needs and wants	Staff e-news is sent out to all staff weekly. Ongoing effort to increase effectiveness and relevancy.

11. In the course of completing the Communications Plan staff has several opportunities to comment, add content and suggestion topics for inclusion. Some of these ideas and those of the consultant should be translated into actions.

Increase Library outreach - provide staff support for these activities and strategic direction at the management level	Pending. Inclusion in Strategic planning effort anticipated.
Seek feedback and involvement from external (community) groups that appear to not be fully engaged	Pending.
Increase internal coordination and sharing of information on events, performers and other contacts – make these easy for staff to find and use	Pending. Program committee will be looking at this goal.
Establish internal best practices related to communication and decision-making	LDP group will make recommendations in FY14/15.
Package programs and services to meet the needs of organizations and potential Library users that target specific interests	Pending. See #5 above.
Overhaul the Library's internal staff intranet so it is a portal to the information staff needs to work together and learn about Library programs and access graphical images, logos and templates	Pending. See #10 above.
Develop assessment tools so we can learn from patrons and those that may not be users what is effective, needed and successful	Pending.
Communication is established as a management and Library-wide priority	Ongoing.
Assign a staff person to provide Library-wide support for promotional activities, including press releases, mailings, online event calendar postings, assist performers and staff coordination of related activities	Completed. See #6 above.
Develop an online tool (database) to support staff, which would accept program suggestions from patrons and staff, collect contact and logistical information about performers and events, and a mechanism to assess program outcomes	Complete, set up process for new position to monitor and vet.