



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
November 18, 2015

AGENDA
6:30 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. PRESENTATIONS

- A. Library Operations – Sarah Dentan

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 October 21, 2015 Special Closed Session Meeting
Recommendation: Approve the minutes of the October 21, 2015 Special Meeting of the Board of Library Trustees.
- B. Approve minutes of October 21, 2015 Special Meeting
Recommendation: Approve the minutes of the October 21, 2015 Special Meeting of the Board of Library Trustees.
- C. Approve minutes of November 6, 2015 Special Meeting
Recommendation: Approve the minutes of the November 6, 2015 Special Meeting of the Board of Library Trustees.

IV. ACTION CALENDAR

- A. Expand Tool Lending Library Service Hours
Recommendation: Adopt a resolution authorizing the Acting Director of Library Services to increase public services at the Tool Lending Library (TLL) during FY 2015 to 40 hours per week as a normal schedule, with one additional morning.
- B. FY 2016 Budget Amendment (AAO2) and FY 2015 Closing Budget Results
Recommendation: Adopt a resolution amending the FY 2016 Adopted Expenditures Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$165,528.
- C. Appointment of Winston Burton to the Library Signage Subcommittee
Recommendation: Adopt a resolution to appoint Winston Burton to the Library Signage Subcommittee to decide on the new sign for the South/Tarea Hall Pittman branch library.
- D. Accept the Library Signage Subcommittee Recommendation to Change the Name of the South Branch to Tarea Hall Pittman South Branch
Recommendation: Adopt a resolution to accept the recommendation of the Library Signage Subcommittee and formally recommend to City Council to change the name of the South Branch Library to "Tarea Hall Pittman South Branch."

* Public Comments - speakers allowed 3 minutes each

E. Board of Library Trustees' Officer Elections

Recommendation: Selection of Board Chairperson (President) and Vice-Chairperson (Vice-President) for a one-year term.

V. INFORMATION REPORTS

- A. Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, December 16, 2015 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT

* * * * *



Communication Access Information

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please call at 981-6195 (V) or 981-6345 (TDD) at least three business days before the meeting date.

Please refrain from wearing scented products to this meeting.

I hereby certify that the agenda for this regular 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 November 13, 2015.

//s//

Beth Pollard, Interim 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.

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

Agendas and agenda reports may be accessed via the Internet at www.berkeleypubliclibrary.org/about/board-library-trustees and may be read at reference desks at the following locations:

Central Library - 2090 Kittredge Street
Claremont Branch - 2940 Benvenue
West Branch - 1125 University
North Branch - 1170 The Alameda
South Branch - 1901 Russell

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, October 21, 2015, 6:30 PM

SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

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

A. Call to Order: 5:30 P.M.

Present: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Absent: None.

Also Present: July Cole, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: 1 speakers.

II. CLOSED SESSION

A. Public Employee Appointment – Pursuant to Government code Section 54957.

Title: Interim Director of Library Services

B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

City Negotiators: Abigail Franklin, Chair, Board of Library Trustees

Unrepresented Employee: Interim Director of Library Services

III. OPEN SESSION:

1. Public Reports of actions taken pursuant to Government Code section 54957.1.

No action taken.

IV. ADJOURNMENT

Adjourned at 6:28 P.M.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, October 21, 2015, 6:30 PM

SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

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

A. Call to Order: 6:31P.M.

Present: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Absent: None.

Also Present: Sarah Dentan, Acting Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments: 19 speakers.

C. Report from Library employees and unions, discussion of staff issues

1. **Andrea Mullarkey**

2. **Debbie Carton**

D. Report from Board of Library Trustees

1. **Trustee Novosel** – apologized for missing September 9, 2015 meeting due to long schedule vacation. Eager to work.

2. **Trustee Burton** – expressed concern about morale at the library.

II. PRESENTATION CALENDAR

A. Update on Interim Director of Library Services and Director of Library Services Search – July Cole provided an update on the Interim Director of Library Services and Director of Library Services Search. We are following City of Berkeley HR process. The first priority is finding an Interim Director of Library Services. Once that is accomplished the focus will be on finding a permanent Director of Library Services.

B. Programming Presentation - Sarah Dentan, Acting Library Director provided a presentation (Attachment #1)

III. CONSENT CALENDAR

Item D held for discussion.

Action Calendar items A & B moved to consent.

Action: M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R15-125 to approve Consent Calendar items A, B, C, E, F G and Action Item A (moved to consent calendar).

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

A. Approve minutes of September 09, 2015 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 9, 2015 Special Meeting as presented.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-127

B. Approve minutes of September 09, 2015 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 9, 2015 Regular Meeting as presented.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-128

C. Approve minutes of October 2, 2015 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 2, 2015 Special Meeting as presented.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-129

D. 2016 Meeting Schedule for the Board of Library Trustees

From: Acting Director of Library Services

Recommendation: Adopt a resolution approving the dates, times and locations for the 2016 regular meeting schedule for the Board of Library Trustees.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R15-126 to approve Consent Calendar items D.

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

E. 2016 Holiday Schedule for the Berkeley Public Library

From: Acting Director of Library Services

Recommendation: Adopt a resolution approving the 2016 calendar of holidays for the Berkeley Public Library.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-130

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

From: Acting Director of Library Services

Recommendation: Adopt a resolution to open the Central Library and all branch libraries one hour later on January 29, April 29, July 29 and September 30, 2016 to allow adequate time for the all-staff meeting.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-131

G. California State Library FY 2016 Baseline Grant Funds From The California Library Literacy Services (CLLS) Program

From: Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to accept \$18,000 in awarded FY 2016 CLLS baseline grant funds.

Financial Implications: See report.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-132

The following items were moved to the Consent Calendar from the Action Calendar:

A. Amendment: Contract No. 9200, One Workplace L. Ferrari, LLC

From: Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$100,000 for the procurement of furniture and associated delivery, temporary storage, and installation services for staff workstations and other related furniture at the Central Library for an amended not-to-exceed value of \$490,000 for the period projected from February 18, 2013 through June 30, 2016.

Financial Implications: see report.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-133

B. Contract No. 9563 Amendment: Noll & Tam Architects And Planners

From: Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$213,541, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the Contract's allowable not-to-exceed amount to \$355,416.

Financial Implications: see report.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-134

IV. ACTION CALENDAR

Items A & B were moved to the Consent calendar.

A. Amendment: Contract No. 9200, One Workplace L. Ferrari, LLC

B. Contract No. 9563 Amendment: Noll & Tam Architects And Planners

C.

V. INFORMATION REPORTS

A. Oral Update on South Signage Sub-Committee

Darryl Moore reported the Library Signage Sub-Committee will meet on Thursday, November 5 at 6:30 pm at the South Berkeley Senior Center. Future meetings will be held at the South Branch Library.

B. Library Events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

From: Director of Library Services

Contact: Sarah Dentan, Acting Library Director

Action: None.

VI. ADJOURNMENT

Adjourned at 7:51 P.M.

COMMUNICATIONS:

1. Andrea Mullarkey
2. Debbie Carton

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Programming Presentation - Sarah Dentan, Acting Library Director



By the Numbers

September 2015

September FY16		
Circulation	123,909	
Computer usage	14,539	
Wireless Users	6,395	
Gate Count	123,000	
Information Requests	21,389	
New Library Cards	1,767	
-----	Events	Attendees
Library Programs	244	3795
Library Outreach	23	1187

Best Circulators Adult Fiction

1. The girl on the train (Hawkins)
2. Go set a watchman: a novel (Lee)
3. All the light we cannot see: a novel (Doerr)
4. The Whites: a novel (Lee)
5. The goldfinch (Tartt)
6. A god in ruins: a novel (Atkinson)
7. A spool of blue thread: a novel (Tyler)
8. The buried giant (Ishiguro)
9. Euphoria: a novel (King)
10. The children's crusade: a novel (Packer)

Best Circulators Adult Non-Fiction

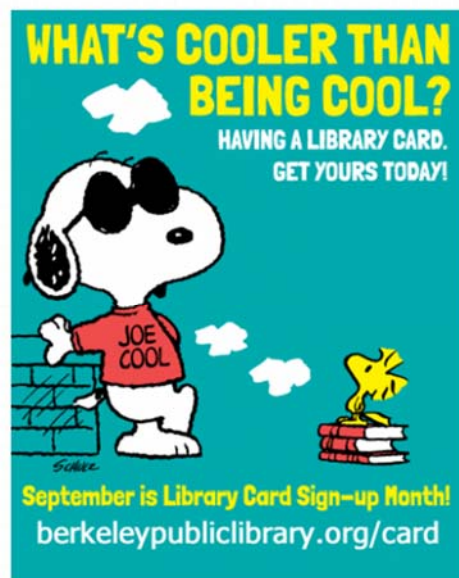
1. Being mortal: medicine and what matters in the end (Gawande)
2. H is for hawk (Macdonald)
3. Between the world and me (Coates)
4. The life-changing magic of tidying up: the Japanese art of decluttering and organizing (Kondo)
5. The sixth extinction: an unnatural history (Kolbert)
6. Wild: from lost to found on the Pacific Crest Trail (Strayed)
7. Modern Romance (Ansari)
8. Leaving before the rains come (Fuller)
9. Between you & me: confessions of a Comma Queen (Norris, ed.)
10. Dead wake: the last crossing of the Lusitania (Larson)

Best Circulators Children's

1. Harry Potter and the sorcerer's stone
2. Harry Potter and the chamber of secrets
3. Diary of a wimpy kid: Rodrick Rules
4. Diary of a wimpy kid: the long haul
5. Harry Potter and the Order of the Phoenix
6. Diary of a wimpy kid: dog days
7. Diary of a wimpy kid: Greg Heffley's journal
8. The blood of Olympus
9. The Lightning Thief
10. Ivy & Bean break the fossil record

National Library Card Sign-Up Month

September 2015







Library on Wheels



Berkeley City College

Downtown Farmers' Market

Oakland Pride Parade with OPL

North Berkeley Farmers' Market

South Berkeley Farmers' Market

Bed Bug Response

- o **No indication collections or materials were involved**
- o Inspected all locations, found only very localized evidence of presence of bed bugs
- o Treated immediately, with steam, heat and boric acid powder
- o Inspections will continue quarterly

Author Visits

- o Novella Carpenter, *Going Feral* @Claremont

Banned! Authors Speak Out Against Censorship

- o Mariko Tamaki, *This One Summer*
- o Marcus Ewert, *10,000 Dresses*
- o Nina LaCour, *Hold Still*

New Programs

- ESL Conversation Club @West Branch
- Third Grade Readers' Theater @Central
- MakerSpace @Claremont
- Life Academy @South (with YAP)
- Expanded Board Games @North



MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, November 6, 2015, 2:00 PM

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

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

A. Call to Order: 2:03 P.M.

Present: Trustees, Franklin, Holcomb, Moore and Novosel.

Trustee Burton arrived at 2:13pm

Absent: None.

Also Present: Julie Cole, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: 4 speakers.

II. ACTION CALENDAR

A. Appointment of Interim Director of Library Services

From: Board of Library Trustees Chair

Recommendation: Adopt a Resolution confirming the appointment Beth Pollard as the Interim Director of Library Services for the Berkeley Public Library effective November 9, 2015.

Financial Implications: see report.

Contact: Abigail Franklin, Chair Board of Library Trustees

Action: M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R15-123 confirming the appointment Beth Pollard as the Interim Director of Library Services for the Berkeley Public Library effective November 9, 2015.

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

Abstentions: None.

B. Establish a Salary for Interim Director of Library Services

From: Board of Library Trustees Chair

Recommendation: Set salary within existing salary range for Director of Library Services.

Financial Implications: see report.

Contact: Abigail Franklin, Chair Board of Library Trustees

Action: M/S/C Trustee Holcomb / Trustee Novosel to adopt Resolution # R15-124 confirming the appointment Beth Pollard as the Interim Director of Library Services for the Berkeley Public Library effective November 9, 2015.

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

Abstentions: None.

III. ADJOURNMENT

Adjourned at 2:19 P.M.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.



III Action Calendar, Item A

ACTION CALENDAR

November 18, 2015

TO: Board of Library Trustees

FROM: Sarah Dentan, Acting Deputy Director of Library Services / Manager of Neighborhood & Youth Services

SUBJECT: EXPAND TOOL LENDING LIBRARY SERVICE HOURS

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to increase public services at the Tool Lending Library (TLL) during FY 2015 from 37 to 40 hours per week as a normal schedule, with one additional morning.

FISCAL IMPACT

This action will have no fiscal impacts. Coverage will be provided by eliminating scheduled hours on Mondays, when the Tool Lending Library is closed to the public. Any additional increase will be offset by reduced reliance on intermittent staff to cover planned and unplanned leave.

BACKGROUND

When the Tool Lending Library opened in May 2013, it was open 37 hours per week, while branches were open 48 hours per week; TLL was open 11 fewer hours than Branches. In December 2013, Branch hours were extended to 52 hours per week while TLL hours were not extended, increasing the difference in open hours to 15.

CURRENT SITUATION AND ITS EFFECTS

Currently, the South Branch (and all other libraries) open at 10 am on Fridays, while the Tool Lending Library opens at 1 pm. Patrons have requested TLL open at the same time as South Branch on Fridays to make it easier to borrow tools for weekend projects.

Current TLL Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Closed	10:00 am – 6:00 pm	12:00 pm – 8:00 pm	12:00 pm – 8:00 pm	1:00 pm – 6:00 pm	10:00 am – 6:00 pm	Closed

Proposed TLL Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Closed	10:00 am – 6:00 pm	12:00 pm – 8:00 pm	12:00 pm – 8:00 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	Closed

Attachment 1: Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: R15-___

EXPAND TOOL LENDING LIBRARY HOURS

WHEREAS, the Tool Lending Library opened in May 2013 with 37 hours per week, while branches were open 48 hours per week; and

WHEREAS the Tool Lending Library maintained its schedule of 37 hours per week in December 2013, when branch hours were extended to 52 hours per week; and

WHEREAS patrons regularly request increased hours at the Tool Lending Library; and

WHEREAS, the Library is in possession of the resources needed to expand the hours of the Tool Lending Library; and

WHEREAS, patrons have expressed a preference for additional Friday hours at the Tool Lending Library;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to increase public service hours at the Tool Lending Library to 40 hours per week as a normal schedule, with additional Friday hours.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 18, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Beth Pollard, Interim Director of Library Services
Serving as Secretary of the Board of Library Trustees



IV Action Calendar, Item B

CONSENT CALENDAR

November 18, 2015

TO: Board of Library Trustees

FROM: Dennis Dang, Acting General Services Manager (CoB)

SUBJECT: FY 2016 BUDGET AMENDMENT (AAO2) AND FY 2015 CLOSING BUDGET RESULTS

INTRODUCTION

Fiscal year 2015 results and year-over-year percentage changes by Fund entities are:

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (301)	\$16,747,095	98.8%	+3.2%	\$16,016,730	97.2%	+2.0%
Transaction Based Reimb (302)	\$25,373	0.1%	+14.5%	\$42,992	0.3%	-6.8%
Grants (304)	\$49,011	0.3%	+7.4%	\$58,324	0.3%	+33.7%
Public Library (305)	-	-	-	-	-	-
Gifts (306)	\$113,198	0.7%	+19.9%	\$189,133	1.1%	+14.8%
Foundation (307)	\$14,510	0.1%	-98.7%	\$78,907	0.5%	-86.0%
Measure FF (308)	\$1,492	0.0%	-43.5%	\$91,194	0.6%	-97.6%
Total	\$16,950,679	100.0%	-3.1%	\$16,477,280	100.0%	-19.0%

RECOMMENDATION

Adopt a resolution amending the FY 2016 Adopted Expenditures Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$165,528.

FISCAL IMPACTS

Recommended revisions to the fiscal year 2016 expenditure budget by Fund entities are:

Fund	FY16 Budget (Fund\$)	Encumbered C/O	Adjustments (AAO2)	FY16 Budget	Prjctd FY-End Fund Balance
Library Tax (301)	\$18,438,717	\$120,628		\$18,559,345	\$1,573,983*
TBR (302)	\$69,000	\$4,837		\$73,837	\$89,653
Grants (304)	\$55,691			\$55,691	\$12,454
Public Library (305)	\$0			\$0	\$56,283
Gifts (306)	\$115,000	\$388	16,954	\$132,342	\$271,084
Foundation (307)	\$203,500	\$221	\$22,500	\$226,221	\$630,872
Total	\$18,881,908	\$126,074	\$39,454	\$19,047,436	

*Net of \$1.4M in reserve funds.

On June 3, 2015 at a special meeting, the Board of Library Trustees by Resolution No.: 15-109 approved the revenues and expenditure budgets for all Library Fund entities for biennial budget fiscal years 2016 and 2017. The board's approval of the encumbered carry-over and the budget adjustments to the FY 2016 budget would be effected as part of the second amendment to the FY 2016 Annual Appropriations Ordinance to be brought before the City Council in early 2016.

BACKGROUND

The Library has several revenue sources of support dedicated to its operations. By far, the largest revenue source is the library tax, a property tax special assessment based on building square footage and use code. Much less sizable in terms of dollar value, but nonetheless, of importance to the Library are allocations distributed by the California State Library typically through such a program as the California Library Literacy Services (CLLS) program. Defunct programs included the Transaction-Based Reimbursement (TBR) and Public Library Fund programs, of which the Library continues to retain funds from prior years. The Library also receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and private organizations and individuals.

Excluding Funds: Gifts (306), Foundation (307), and Measure FF (308) – Funds targeted primarily to special programs and projects – FY15 revenue at \$16,821,479 ended \$519,192 higher than the prior fiscal year, a percentage increase of 3.2%; likewise, expenditures trended up 2.1%, increasing \$326,251. Among these Funds, FY15 revenues exceeded expenses by \$703,433, 37.8% greater than the surplus achieved in the prior fiscal year. The favorable revenue increase among these Fund groups was primarily due to \$478,802 in higher library tax receipts and \$45,000 gained from the sale of the BranchVan. On the expenditure side, labor costs were up year-over by \$394,189 due primarily to implemented staffing reclassifications and added positions with the consequent expected impacts to career staff salaries and wages, CalPERS contributions, and medical and dental benefits. Other areas driving costs over the prior fiscal year included library materials, and maintenance and upgrades to the integrated library system.

As a share of total revenue library tax receipts represented 98.8% of revenue. Library Tax Fund expenditures at 97.2% were primarily related to normal operating expenses.

1. Library Tax Fund

The Library Tax Fund ended fiscal year 2015 in surplus as revenues exceeded expenditures by \$730,365 yielding an estimated fund balance of \$2,932,536 at the beginning of fiscal year 2016 net of reserves of \$1.4M.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor’s Office and is indexed to the higher of the increase in the California Personal Income Growth (PIG) or the San Francisco Bay Area Consumer Price Index (CPI) rates. In FY15, the library tax rate was pegged to the CPI index increase of 2.7874%, generating receipts of \$16,470,657 for an incremental gain of \$478,802 over the FY 2014 PIG rate of 5.12%. Library fine proceeds at \$215,652 rose from the prior year by \$3,948. The sale of the BranchVan to the Richmond Public Library yielded \$45,000.

Fiscal year expenditures at \$16,016,730 increased 2.0% or \$314,664 from last fiscal year. Labor costs were up primarily in career staff salaries and wages, CalPERS contributions, and medical and dental benefits correlating with the addition of a Senior Building Maintenance Supervisor, two Librarians focused on Teen Services, the conversion of Library Aide positions from non-benefited P/T to permanent benefited, and a standardization of hours of the Tool Lending Specialist positions to .70 FTE. Non-labor expense dropped \$72,168 year-over, and was favorably impacted by the FY 2014 completion of purchases for self-check equipment; offsets were higher spending in library materials and software system maintenance related to the Library’s integrated library system. In comparison to the budget, fiscal year spending was favorable by approximately \$1M because of postponement to the expected start of construction for the Central Library space planning project stemming from the early 2015 departure of the Deputy Director who was leading the project.

2. Gifts Fund

Expenditures at \$189,133 rose 14.8% or \$24,412 over the prior year. Spending in the Fund was primarily attributable to full spend down at \$87,399 of the Alice Meyer Trust (07LB16), and \$87,164 in targeted funding support from the Friends of the Library. Received funding support from the Friends was \$92,400 for the fiscal year of which \$38,235 was expended for Childrens events and activities, \$9,000 was spent for digitization of historical Berkeley History Room materials, \$5,904 dedicated to Teen programming, and \$5,458 for adult programming.

3. Other Funds

The TBR Fund (302) ended the fiscal year with revenue of \$25,373, up 14.5% over FY 2014. Receipts in the TBR Fund are derived solely from public-use photocopiers. Ending TBR Fund expenditures at \$42,992 dropped \$3,114 year-over or -6.8% as promotional savings were realized from the Library’s public photocopier provider Konica Minolta for contract consolidation and a one-time contract extension to June 2016; these savings were partially offset by higher LINK+ delivery fees due to the higher rates charged by the program’s assigned delivery service.

Sole funding in the Grants Fund (304) was \$49,011 from the California Library Literacy Services (CLLS) program to support the BerkeleyREADS adult literacy program. Expenditures to the Fund

included BerkeleyREADS at \$54,324, and a final vendor payment of \$4,000 for completion of the Incident Toolkit Database funded by FY 2013's BALIS Technology grant.

The Public Library Fund (305) is an inactive program of the California State Library. This Fund received annual awards based on a per capita calculation and distribution share of population. The last program receipts were received was in FY 2011. Currently, the Public Library Fund carries an unrestricted fund balance of \$56,283.

CURRENT SITUATION AND ITS EFFECTS

Throughout the year, the Board of Library Trustees takes actions that amend the fiscal year's revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to the adopted expenditure authority due to unanticipated needs.

The revised budget is also amended annually to reflect the re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. These budget changes or modifications include re-appropriating FY15 spending authority to FY16 for coverage of commitments entered into in prior years. The amended FY 2015 Revised Budget will be sent to the City's budget office for inclusion in the consolidated second amendment of the Annual Appropriations Ordinance (see table in *Fiscal Impacts* section).

Fiscal Year 2015 results (in the Library Tax Fund) – with subsequent effects to FY 2016 budgeted and actual expenses – were impacted by unexpected delays to the Central Library space planning project. With current vacancies (at the time of writing this report) in the Director of Library Services, Deputy Director, and Fiscal Manager positions, it is possible that once those positions are filled and project activities resume future adjustments may be necessary to the FY 2016 budgets.

1. Library Tax Fund (301)

The Library Tax Fund budget is requested to be increased by the carryover amount of \$120,628 to \$18,559,345. There are no requested budget adjustments. Effective FY 2016, the set-aside for reserve funds is adjusted upwards by \$100,000 to \$1,400,000 to reflect approximately 8% of the Fund's revenue; and is in line with the City's percentage reserve target as applied to the General Fund. Incorporating these actions yields a projected ending Uncommitted Fund Balance net of reserves of \$1,573,983. As of this fiscal year the Library Tax Fund is affected by a change in the CalPERS contribution rate as a new actuarial policy revising the approach to establishing employer contribution rates take effect. The new policy sets a 30-year fixed amortization period for investment gains and losses, with a five-year ramp-up of rates at the start and a five-year ramp-down at the period's end.

Carryover \$120,628

• 4 Imprint Inc.	\$1,898	Promotional Materials
• Accutite Environmental Engin.	\$62	Underground Tank Servicing
• Advantel Inc.	\$6,348	VoIP Equipment
• Amazon.com	\$5	Miscellaneous Supplies
• AMS.net	\$5,000	Computer Maintenance and Servicing
• ARC Document Solutions	\$776	Document Reproduction

• Bibliotheca ITG	\$4,799	Self-check and AMH Systems maintenance
• Bradbury Associates	\$8,000	Director Recruitment
• Califa Group	\$1	Internet Support Services
• City Mechanical	\$1,172	Facility Maintenance
• First Security Services	\$9,741	Guard Services
• GNU Group	\$8,397	Signage Manufacture
• Innovative Interfaces	\$3,758	Integrated Library System
• Kray Cabling	\$31	I.T. Cabling
• L.J. Kruse Co.	\$2,000	Facility Maintenance
• New Image Landscaping	\$566	Landscaping Maintenance
• Noll and Tam Architects	\$47,035	Architectural Services-Central Teen Project
• Security Engineers	\$12,815	Fire Alarm Monitoring Services
• Sentry Alarm Systems	\$1,666	Intrusion Alarm Monitoring Services
• Syserco	\$5,759	Building Systems
• ThyssenKrupp Elevator	\$1,459	Elevator Maintenance
• Trinity EMCS	\$5,200	Building Energy Management System
• Unique Management Services	\$1,774	Collections Agency
• Universal Building Service	\$366	Janitorial Services
• VAS Security System	\$1	Key-card System Servicing

Adjustments \$0

There are no proposed adjustments to the Library Tax Fund.

2. Gifts Fund (306)

The Gifts Fund revised budget increases \$17,342 to \$132,342 due to FY15 carryover, and adjustments.

Carryover	\$388	
• 4Imprint Inc.	\$10	Promotional Materials
• Amazon.com	\$6	Miscellaneous Supplies
• Copy Central	\$73	Photocopy and Print Materials
• International Contact	\$37	Translation Services
• S&S Worldwide	\$28	Youth Gaming Supplies
• Scholastic Inc.	\$234	Library Materials
Adjustment	\$16,954	
• BALIT	\$566	for Literacy BerkeleyREADS program
• Califa	\$2,000	for 21 st Century Library Design Thinking
• Kolenda Estate	\$13,342	Appropriation for Library Materials (audiobks)
• Private Gifts	\$1,046	Private Gifts: FY15 and FY16

The Collections Management division expects to spend down the remaining funds of \$13,342 of the \$18,890 gift accepted last fiscal year from the Kolenda Estate by board approval of BOLT Resolution No.:

R14-040 on June 23, 2014. The Califa gift of \$2,000 will be used to supplement Teen programming, the BALIT gift will support Literacy's BerkeleyREADS activities, and the collection of private gifts is to be directed to Literacy, Childrens, and the West Branch Library.

3. Other Funds (302, 304, 305)

The TBR Fund (302) revised budget increases \$4,837 to \$73,837 due to FY15 carryover.

Carryover	\$4,837	
• Konica Minolta	\$4,837	Public Copier Services

The Grants Fund (304) is unchanged.

The Public Library Fund (305) is unchanged.

4. Foundation Fund (307)

The Foundation Fund revised budget increases \$22,721 to \$226,221 due to FY15 carryover and an adjustment.

Carryover	\$12,794	
• Amazon.com	\$13	Miscellaneous Supplies
• Littlebits Electronics, Inc.	\$208	Youth Gaming Supplies
Adjustment	\$22,500	
• Tech for Teens	\$22,500	Promoting Technology into Teen Learning

With funding support from the Foundation the Library will undertake a "Tech for Teens" learning initiative with the goal of assisting, encouraging and exhibiting to Teens a myriad of tips, tricks, and methods to incorporate desktops, laptops, tablets and other devices and peripheral equipment and hardware into the structure of their day-to-day learning activities.

FUTURE ACTION

The Library will report the amended revised budget to the City Manager's Office for inclusion in the amendment to the FY 2016 Annual Appropriations Ordinance to be brought before the City Council at a future date.

Attachments:

- A. Resolution
 - 1. FY 2015 Revenue by Fund: Close II
 - 2. FY 2015 Expenditure by Fund: Close II
 - 3. FY 2015 Friends of the Library Gift Expenditures
 - 4. Library Tax Fund: 5-Year Fund Analysis
 - 5. Gifts Fund: 5-Year Fund Analysis
 - 6. Other Funds: 5-Year Fund Analysis
 - 7. BPL Foundation FF&E Fund: 5-Year Fund Analysis
 - 8. Measure FF Fund: 5-Year Fund Analysis

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

AMEND THE FY 2016 EXPENDITURE BUDGETS TO \$19,047,436

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 14-077 on December 10, 2014 adopted the FY 2016 and FY 2017 biennial budget priorities; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 15-109 on June 3, 2015 adopted the FY 2016 and FY 2017 biennial revenue and expenditure budgets; and

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

WHEREAS, the FY 2016 expenditures budget is requested to be amended to include fiscal year 2015 encumbrances of \$126,074; and

WHEREAS, the FY 2016 expenditures budget is requested to be amended to include other adjustments of \$39,454; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2016 Expenditure Budgets are amended based upon a recommended value of \$19,047,436 in expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 18, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Beth Pollard, Interim Director of Library Services
Serving as Secretary to the Board of Library Trustees

Attachment 1

FY 2015 REVENUE BY FUND

BERKELEY PUBLIC LIBRARY REVENUE JUN FY15 (PERIOD 13)										data as of: 21-Aug-15
Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY15
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								10,140	10,140
13-15	Library Tax	16,345,912								16,345,912
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	20,000								20,000
23-13	Friends of BPL					80,000				80,000
30-01	Interest-Investment Pool									
65-01	Meeting Room Fees	2,000								2,000
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adopted	Berkeley Public Library	16,631,412	20,000	30,000		80,000			10,140	16,771,552
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								10,140	10,140
13-15	Library Tax	16,345,912								16,345,912
20-07	Library Svc&Constr Act			49,011						49,011
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
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
30-01	Interest-Investment Pool									
65-01	Meeting Room Fees	2,000								2,000
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adjusted	Berkeley Public Library	16,631,412	20,000	49,011		80,000			10,140	16,790,563
01-01	Refund on Bills									
05-01	Over and Shorts	251								251
10-01	Collection by City	45,000							10,914	55,914
13-15	Library Tax	16,470,657								16,470,657
20-07	Library Svc&Constr Act			49,011						49,011
20-11	Library Fines	183,064								183,064
20-12	Link + Fines	1,483								1,483
20-15	Lost Book Fines	22,064								22,064
20-21	Tool Lending Fines	9,041								9,041
23-13	Friends of BPL	3				92,400				92,403
30-01	Interest-Investment Pool					458		1,492		1,950
65-01	Meeting Room Fees	180								180
99-01	Appropriations Ord #1	3,602,171	156,272	47,458	56,283	414,158	1,117,988	1,421,449		6,815,779
99-03	Donations					20,340	14,510			34,850
99-99	Miscellaneous Revenue	15,352	25,373							40,725
Actl+Upstd	Berkeley Public Library	20,349,266	181,645	96,469	56,283	527,356	1,132,498	1,422,941	10,914	23,777,372

Attachment 2

FY 2015 EXPENDITURE BY FUND (1 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY15 (PERIOD 13)												13	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances									YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY15	Bdgt RSV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	Fndtn 307	Mse FF 308	Cap Imp 610	Actual FY15	% RSV Spent
11-01	Monthly Rated Employees	7,599,325	7,599,325	7,348,761								7,348,761	96.7%
11-03	Hourly and Daily Rated Empl	271,947	275,947	230,280		34,191				81		264,552	95.9%
11-04	Monthly Rated - Part Benefitted	147,903	147,903	72,061								72,061	48.7%
11-51	Retro Pay No Pers & SRIP			2,480								2,480	
11-59	Reg Retro Gross Adjust.			811								811	
11-60	Excess Hours Pay			204,693				107				204,800	
12-12	General Summer Youth	11,296	11,296	5,966								5,966	52.8%
13-01	O/T-Monthly Rated Employee	6,771	6,771	1,384								1,384	20.4%
13-05	Holiday Pay	5,081	5,081										
Prsnl Svcs-Salaries and Wages		8,042,323	8,046,323	7,866,436		34,191		107		81		7,900,815	98.2%
20-11	Medical Insurance	1,222,558	1,222,558	1,137,839				45				1,137,884	93.1%
20-12	Dental Insurance	186,609	186,609	163,226								163,226	87.5%
20-13	Life Insurance	8,498	8,498	7,000								7,000	82.4%
20-21	Cash-in-Lieu	84,796	84,796	125,482								125,482	148.0%
20-31	Pers/Misc Other	2,426,091	2,426,091	2,380,558				34				2,380,592	98.1%
20-34	PARS (3.75%)	23,741	23,741	11,379		1,282						12,661	53.3%
20-36	SRIP	297,789	297,789	299,041				7				299,048	100.4%
20-40	Medicare Tax	110,047	110,047	109,715		477		1		1		110,194	100.1%
20-63	Retirement Med: Misc. Emp Medical Trusts	166,077	166,077	166,941				2				166,943	100.5%
20-71	Workers Comp: Workers Comp Charges	172,325	172,325	166,956		609		2		1		167,568	97.2%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,212								1,212	119.8%
20-87	Terminal Payouts-Misc.Emp	140,094	140,094	142,049				2				142,051	101.4%
20-90	Other Employee Benefits	296,655	296,655	292,571				4				292,575	98.6%
20-91	Commuter Check	19,964	19,964	18,014								18,014	90.2%
27-20	Fringe Benefits (Budget)	20,450	20,450										
Prsnl Svcs-Fringe Benefits		5,176,706	5,176,706	5,021,983		2,368		97		2		5,024,450	97.1%
20-99	Salary Savings	(256,243)	(256,243)										
Personal Services-Employee		12,962,786	12,966,786	12,888,419		36,559		204		83		12,925,265	99.7%

Attachment 2

FY 2015 EXPENDITURE BY FUND (2 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY15 (PERIOD 13)												13	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances									YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY15	Bdgt RSV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	Fndtn 307	Mse FF 308	Cap Imp 610	Actual FY15	% RSV Spent
30-12	Professional: Stipends		9,248	5,681								5,681	61.4%
30-35	Professional: Engrng & Architecural Svcs	50,000	196,567	50,122						9,340		59,462	30.3%
30-38	Professional: Misc Prof Svcs	620,750	669,777	255,397				36,466	6,095	1,975		299,933	44.8%
30-39	Hazardous Materials Handling	2,000	2,000	500								500	25.0%
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	7,500	2,543								2,543	33.9%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	190,655	127,421								127,421	66.8%
30-44	Maint Svcs: Field Equip Maint	86,950	83,031	5,181								5,181	6.2%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	3,157								3,157	63.1%
30-47	Maint Svcs: Software Maintenance	350,000	379,769	340,051								340,051	89.5%
30-51	Bank Credit Card Fees	4,500	4,500	3,983								3,983	88.5%
Purchased Prof & Tech Svcs		1,299,700	1,548,047	794,036				36,466	6,095	11,315		847,912	54.8%
35-20	County/State/Fed Pymts.	5,000	5,000	4,559								4,559	91.2%
35-70	Fines/Violations		58	58								58	100.0%
Grants & Gvrnmntl Payments		5,000	5,058	4,617								4,617	91.3%
40-10	Professional Dues and Fee	47,250	53,540	26,934				190		6,100		33,224	62.1%
40-20	Insurance	575	575										
40-31	Communications: Telephones	87,200	117,389	72,521								72,521	61.8%
40-33	Communications: Cellular	14,550	10,665	3,967								3,967	37.2%
40-41	Utilities: Water	32,500	40,222	28,568					4,282			32,850	81.7%
40-42	Utilities: Gas/Electricity	300,000	308,933	244,459					18,902			263,361	85.2%
40-43	Utilities: Refuse	34,252	31,752	18,000								18,000	56.7%
40-50	Printing and Binding	17,850	29,318	7,113		1,906		9,614	330			18,963	64.7%
40-61	Travel: Commerical Travel	2,000	4,446	3,707				446				4,153	93.4%
40-62	Travel: Meals & Lodging	3,000	14,236	12,934				759				13,693	96.2%
40-63	Travel: Registration/Admin Fees	20,600	21,099	19,286				237				19,523	92.5%
40-64	Travel: Transportation	4,500	3,740	1,848				471	44			2,363	63.2%
40-70	Advertising	16,044	17,054	5,363					121			5,484	32.2%
40-80	Books and Publications	16,000	18,300	17,064								17,064	93.2%
40-90	Other	197,500	113,679	849								849	0.7%
Other Purchased Services		793,821	784,948	462,613		1,906		11,717	23,679	6,100		506,015	64.5%
50-10	Rental of Land/Buildings	1,500	2,700	1,686					300			1,986	73.6%
50-20	Rental of Equip/Vehicles	41,500	43,281		31,515			246				31,761	73.4%
50-30	Rental of Office Equipment & Furniture	10,000	10,666	6,166								6,166	57.8%
50-40	Rental of Software & Licenses	75	75										
Rentals / Leases		53,075	56,722	7,852	31,515			246	300			39,913	70.4%

Attachment 2

FY 2015 EXPENDITURE BY FUND (3 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY15 (PERIOD 13)												13	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances									YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY15	Bdgt RSV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	Fndtn 307	Mse FF 308	Cap Imp 610	Actual FY15	% RSV Spent
51-10	Postage	47,000	47,500	21,702								21,702	45.7%
51-20	Messenger/Deliver	13,000	13,000		11,477							11,477	88.3%
	Mail Services	60,000	60,500	21,702	11,477							33,179	54.8%
55-11	Office Supplies	31,450	34,507	21,698		1,000						22,698	65.8%
55-20	Field Supplies	175,721	266,464	148,594		12,930		34,243	4,546			200,313	75.2%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	1,409										
55-50	Food	1,500	15,231	3,461		782		6,765	1,699			12,707	83.4%
55-60	Library Materials	1,377,000	1,420,580	1,270,771				98,642	273			1,369,686	96.4%
	Supplies	1,597,671	1,738,191	1,444,524		14,712		139,650	6,518			1,605,404	92.4%
60-20	Outside Janitorial Svcs	205,000	218,424	189,974								189,974	87.0%
	Purchased Property Services	205,000	218,424	189,974								189,974	87.0%
65-70	Building - Existing Construction	650,000	686,624							68,863		68,863	10.0%
65-75	Building - New Construction	1,126,030	1,048,852							4,833		4,833	0.5%
	Infrastructure	1,776,030	1,735,476							73,696		73,696	4.2%
70-41	Machinery and Equipment	72,342	61,782						1,227			1,227	2.0%
70-43	Furniture and Fixtures	75,000	153,889	73,302				55	32,974			106,331	69.1%
70-44	Computers & Printers	40,000	40,000	15,743								15,743	39.4%
70-47	Computer Softwares & Lic	25,000	51,054	47,053		4,000						51,053	100.0%
	Property	212,342	306,725	136,098		4,000		55	34,201			174,354	56.8%
71-10	Small Equipment	25,500	27,671	14,978				795	553			16,326	59.0%
71-43	Mach & Equip: Furniture And Fixtures	50,000	57,098	2,411		1,147			7,561			11,119	19.5%
71-44	Mach & Equip: Computers And Printers	50,000	48,745	25,451								25,451	52.2%
71-47	Mach & Equip: Software & Licenses	20,000	11,595	11,495								11,495	99.1%
	Property Under Cap Limit	145,500	145,109	54,335		1,147		795	8,114			64,391	44.4%
75-35	Mail Services	1,764	1,764	1,764								1,764	100.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	10,296								10,296	132.0%
75-60	City Parking Permits	500	500	500								500	100.0%
	Internal Services	10,064	10,064	12,560								12,560	124.8%
99-01	Appropriations Ord #1		(29,379)										
99-02	Appropriations Ord #2		(56,408)										
99-11	Appropriations Ord #1 Offset Acct		29,379										
99-12	Appropriations Ord #2 Offset Acct		56,408										
	Balance Sheet Accounts												
	Other Expenses	6,158,203	6,609,264	3,128,311	42,992	21,765		188,929	78,907	91,111		3,552,015	53.7%
	Berkeley Public Library + CoB	19,120,989	19,576,050	16,016,730	42,992	58,324		189,133	78,907	91,194		16,477,280	84.2%

Attachment 3

FY 2015 FRIENDS OF THE LIBRARY GIFT EXPENDITURES

BERKELEY PUBLIC LIBRARY								data dated:	30-Jun-15
FY15 GIFT SPENDING ACTUALS - FRIENDS OF THE LIBRARY *** CLOSING REPORT ***									
G:\ADMIN\FINANCE\BUDGETS\FY15\Friends\FY15 Final_Friends Actuals_4NOV15.xlsx\tbl									
DpDv	Code	Project	@30JUN15 Spent	FY15 Bdgt	FY15 Rcvd #2	FY15 Rcvd #1	%age/ Bdgt Spnt	%age/ Rcvd Spnt	Notes
9101	15LB01	Gift FY15: BPL Annual Art Show	205.44	125.00	62.50	62.50	164.4%	164.4%	
	15LB02	Gift FY15: ALA 2015	930.00	1,000.00	500.00	500.00	93.0%	93.0%	
	15LB03	Gift FY15: All Staff Food	699.36	700.00	350.00	350.00	99.9%	99.9%	
	15LB07	Gift FY15: Volunteer Services	627.93	400.00	200.00	200.00	157.0%	157.0%	
	15LB10	Gift FY15: Employee Teamwork	1,860.17	1,800.00	900.00	900.00	103.3%	103.3%	
	15LB20	Gift FY15: Training=Dvlpmnt+Hlthy Food	1,172.82	3,375.00	1,687.50	1,687.50	34.8%	34.8%	
Admin		9101	5,495.72	7,400.00	3,700.00	3,700.00	74.3%	74.3%	
9202	15LB11	Gift FY15: Childrens	38,234.90	40,000.00	20,000.00	20,000.00	95.6%	95.6%	
9203	15LB05	Gift FY15: Art & Music	6,075.58	6,000.00	3,000.00	3,000.00	101.3%	101.3%	
9204	15LB12	Gift FY15: Asian Culture (REF)	945.00	800.00	400.00	400.00	118.1%	118.1%	
	15LB13	Gift FY15: Writing Wrkshp (REF)	1,500.00	1,500.00	750.00	750.00	100.0%	100.0%	
	15LB14	Gift FY15: Adult Program (REF)	2,135.35	2,321.00	1,160.00	1,160.00	92.0%	92.0%	
	15LB15	Gift FY15: BHR TALK (REF)	600.00	600.00	300.00	300.00	100.0%	100.0%	
	15LB16	Gift FY15: Book into Film (REF)	278.05	279.00	140.00	140.00	99.7%	99.3%	
Reference		9204	5,458.40	5,500.00	2,750.00	2,750.00	99.2%	99.2%	
9205	15LB04	Gift FY15: Literacy	2,920.22	3,500.00	1,750.00	1,750.00	83.4%	83.4%	
9206	15LB06	Gift FY15: Teen	5,904.20	6,000.00	3,000.00	3,000.00	98.4%	98.4%	
9301	15LB09	Gift FY15: Programming Committee	1,989.99	2,000.00	1,000.00	1,000.00	99.5%	99.5%	
9303	15LB21	Gift FY15: South Branch	3,061.40	3,300.00	1,650.00	1,650.00	92.8%	92.8%	
9304	15LB18	Gift FY15: Café Literario West	3,142.26	3,950.00	1,975.00	1,975.00	79.6%	79.6%	
	15LB19	Gift FY15: West Branch	2,183.99	2,050.00	1,025.00	1,025.00	106.5%	106.5%	
West		9304	5,326.25	6,000.00	3,000.00	3,000.00	88.8%	88.8%	
9305	15LB08	Gift FY15: Claremont Branch	3,696.85	3,700.00	1,850.00	1,850.00	99.9%	99.9%	
9402	15LB22	Gift FY15: Collection Development	9,000.00	9,000.00	4,500.00	4,500.00	100.0%	100.0%	
Total - *** Friends *** 2015			87,163.51	92,400.00	46,200.00	46,200.00	94.3%	94.3%	

Attachment 4

LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 PROJECTED	FY 2017 PROJECTED
Beginning Fund Balance	\$ 2,267,968	\$ 3,068,245	\$ 3,602,171	\$ 4,332,536	\$ 4,332,536	\$ 4,332,536	\$ 2,973,983
Revenues							
Library Services Tax	\$ 15,253,044	\$ 15,991,855	\$ 16,470,657	\$ 16,913,793	\$ 16,913,793	\$ 16,913,793	\$ 17,252,069
Fines/Fees	210,984	213,243	215,832	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	24,664	30,941	60,606	12,000	12,000	12,000	12,000
TOTAL REVENUE	\$ 15,488,692	\$ 16,236,039	\$ 16,747,095	\$ 17,200,793	\$ 17,200,793	\$ 17,200,793	\$ 17,539,069
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,928,221	\$ 12,480,850	\$ 12,865,083	\$ 13,444,829	\$ 13,444,829	\$ 13,444,829	\$ 13,715,707
Salaries, Wages, Benefits							
less: Labor Vacancy Savings				256,243	256,243	256,243	256,243
Personnel	\$ 11,928,221	\$ 12,480,850	\$ 12,865,083	\$ 13,188,586	\$ 13,188,586	\$ 13,188,586	\$ 13,459,464
Non-Personnel	536,892	824,421	641,274	896,279	896,279	932,157	836,379
Library Materials (incl Tool Lndng)	990,423	1,155,518	1,270,771	1,327,000	1,327,000	1,327,000	1,327,000
Misc. Professional Services	249,284	299,932	255,397	745,750	745,750	821,577	360,750
Utilities+Telephone	284,052	404,688	367,515	433,502	433,502	433,503	433,402
Janitorial	161,230	184,076	189,974	205,000	205,000	205,366	205,000
Software Maintenance	154,770	220,045	340,051	350,000	350,000	358,557	350,000
Computer & Software Purchase >\$1K	37,014	52,292	62,796	65,000	65,000	65,000	65,000
Building/Infrastructure	325,259	59,285		1,200,000	1,200,000	1,200,000	125,000
Subtotal:	\$ 14,667,145	\$ 15,681,107	\$ 15,992,861	\$ 18,411,117	\$ 18,411,117	\$ 18,531,746	\$ 17,161,995
Charges From Other Depts							
Finance - Billing (3601)	\$ 11,719	\$ 13,553	\$ 14,259	\$ 14,101	\$ 14,101	\$ 14,101	\$ 14,279
Facilities - Admn (5401) +Txcs (5403)	9,551	7,453	9,610	13,499	13,499	13,499	13,622
Subtotal:	\$ 21,270	\$ 21,006	\$ 23,869	\$ 27,600	\$ 27,600	\$ 27,600	\$ 27,901
TOTAL EXPENDITURES	\$ 14,688,415	\$ 15,702,113	\$ 16,016,730	\$ 18,438,717	\$ 18,438,717	\$ 18,559,346	\$ 17,189,896
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 800,277	\$ 533,926	\$ 730,365	\$ (1,237,924)	\$ (1,237,924)	\$ (1,358,553)	\$ 349,173
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 3,068,245	\$ 3,602,171	\$ 4,332,536	\$ 3,094,612	\$ 3,094,612	\$ 2,973,983	\$ 3,323,156
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 3,068,245	\$ 3,602,171	\$ 4,332,536	\$ 3,094,612	\$ 3,094,612	\$ 2,973,983	\$ 3,323,156
Annual Committed Reserve	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Uncommitted Fund Balance	\$ 1,868,245	\$ 2,302,171	\$ 3,032,536	\$ 1,694,612	\$ 1,694,612	\$ 1,573,983	\$ 1,923,156

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Attachment 5
GIFTS FUND (306): 5-YEAR FUND ANALYSIS

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 PROJECTED	FY 2017 PROJECTED
Beginning Fund Balance	\$ 531,885	\$ 484,450	\$ 414,157	\$ 338,426	\$ 338,426	\$ 338,426	\$ 296,084
Revenues							
Friends of BPL	\$ 76,028	\$ 92,004	\$ 92,400	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
BPL Foundation	500	500					
Donations/Private	5,928						
Interest/Misc. Revenues	858	1,924	20,798				
TOTAL REVENUE	\$ 83,314	\$ 94,428	\$ 113,198	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Expenditures							
Operations							
Personnel	\$ 2,021	\$ 3,042	\$ 204				
Non-Personnel	38,582	51,999	53,617	115,000	115,000	119,000	115,000
Professional Services	38,196	52,889	36,466				
Library Materials	51,950	56,791	98,642			13,342	
Computer Hardware/Software							
TOTAL EXPENDITURES	\$ 130,749	\$ 164,721	\$ 188,929	\$ 115,000	\$ 115,000	\$ 132,342	\$ 115,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (47,435)	\$ (70,293)	\$ (75,731)	\$ (25,000)	\$ (25,000)	\$ (42,342)	\$ (25,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 484,450	\$ 414,157	\$ 338,426	\$ 313,426	\$ 313,426	\$ 296,084	\$ 271,084
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Attachment 6
OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 PROJECTED	FY 2017 PROJECTED
Beginning Fund Balance	\$ 253,529	\$ 281,955	\$ 260,013	\$ 233,081	\$ 233,081	\$ 233,081	\$ 153,553
Direct Loan Fund (302)	199,151	180,223	156,272	138,653	138,653	138,653	89,653
Grants Fund (304)	(3,015)	45,450	47,458	38,145	38,145	38,145	12,454
Public Library Fund (305)	57,393	56,283	56,283	56,283	56,283	56,283	56,283
Revenues							
Direct Loan Fund							
Literacy Services & LSTA	43,288	30,632	49,011	30,000	30,000	30,000	30,000
Miscellaneous Grant Revenue	50,691	15,000					
Public Library Fund (SB 358)							
Other	19,976	22,155	25,373	20,000	20,000	20,000	20,000
TOTAL REVENUE	\$ 113,955	\$ 67,787	\$ 74,384	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Expenditures							
Operations							
Personnel	\$ 24,331	\$ 29,202	\$ 36,559	\$ 24,969	\$ 24,969	\$ 24,969	\$ 24,969
Non-Personnel	56,544	60,293	64,757	99,722	99,722	104,559	99,722
Library Materials	4,654	234					
TOTAL EXPENDITURES	\$ 85,529	\$ 89,729	\$ 101,316	\$ 124,691	\$ 124,691	\$ 129,528	\$ 124,691
Projected Surplus/Shortfall (Rev - Exp)	\$ 28,426	\$ (21,942)	\$ (26,932)	\$ (74,691)	\$ (74,691)	\$ (79,528)	\$ (74,691)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 281,955	\$ 260,013	\$ 233,081	\$ 158,390	\$ 158,390	\$ 153,553	\$ 78,862
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Attachment 7
BPL FOUNDATION FF&E FUND (307): 5-YEAR FUND ANALYSIS

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 PROJECTED	FY 2017 PROJECTED
Beginning Fund Balance	\$ 307,694	\$ 596,181	\$ 1,117,990	\$ 1,053,593	\$ 1,053,593	\$ 1,053,593	\$ 830,872
Revenues							
Foundation	\$ 650,000	\$ 1,086,250		\$ 3,500	\$ 3,500	\$ 3,500	
Misc./ Interest			14,510				
TOTAL REVENUE	\$ 650,000	\$ 1,086,250	\$ 14,510	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Expenditures							
Personnel							
Consultants	6,544	60,640	6,095	15,000	15,000	15,000	15,000
Furniture and Fixtures	224,709	260,158	40,535				50,000
Equipment	124,578	238,788	1,780				
Building				100,000	100,000	100,000	50,000
Miscellaneous/Other	5,682	4,855	30,497	88,500	88,500	111,221	85,000
TOTAL EXPENDITURES	\$ 361,513	\$ 564,441	\$ 78,907	\$ 203,500	\$ 203,500	\$ 226,221	\$ 200,000
Projected Surplus/Shortfall (Rev - Exp)	\$ 288,487	\$ 521,809	\$ (64,397)	\$ (200,000)	\$ (200,000)	\$ (222,721)	\$ (200,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 596,181	\$ 1,117,990	\$ 1,053,593	\$ 853,593	\$ 853,593	\$ 830,872	\$ 630,872
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 596,181	\$ 1,117,990	\$ 1,053,593	\$ 853,593	\$ 853,593	\$ 830,872	\$ 630,872
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Final FY14: Revenue=\$400K (Foundation) + \$686,250 (Pace Fund)							

Attachment 8
MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449
Revenues							
Bond Proceeds	\$ 10,000,000		\$ 16,428,536				
Misc./ Interest		13,641	28,477	5,508	17,486	2,639	1,492
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 2,639	\$ 1,492
Expenditures							
Bond Issuance: Costs/Premiums	35,425		310,207				
Operations							
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 39,852	\$ 83
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	235,171	11,315
Building		112,704	1,023,319	6,770,851	7,175,207	3,521,630	73,696
Misc./Utilities/Other		14,209	111,169	135,316	308,455	8,248	6,100
Other Infrastructure/Public Art			19,587	80,790	44,017	21,700	
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,826,601	\$ 91,194
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,823,962)	\$ (89,702)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,331,747
Other							
3% Personnel COLA							
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,331,747

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4-Nov-15



IV Action Calendar, Item C

ACTION CALENDAR

November 18, 2015

TO: Board of Library Trustees

FROM: Beth Pollard, Interim Director of Library Services

SUBJECT: APPOINTMENT WINSTON BURTON TO THE LIBRARY SIGNAGE SUBCOMMITTEE

RECOMMENDATION

Adopt a resolution to appoint Winston Burton to the Library Signage Subcommittee to decide on the name and new signage for the South/Tarea Hall Pittman branch library.

FISCAL IMPACT

Fiscal impact will be decided upon the subcommittee's recommendation on library signage and BOLT's approval of that recommendation.

BACKGROUND

At the May 7, 2015 Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library after Tarea Hall Pittman. Furthermore, BOLT voted to establish a Signage Subcommittee to determine how the new name shall be affixed to the library.

At the September 9, 2015 Special Meeting, BOLT appointed Trustees Jim Novosel and Darryl Moore to the Library Signage Committee via resolution #R15-122.

CURRENT SITUATION AND ITS EFFECTS

The BOLT chair is empowered by the City of Berkeley Commission Manual to appoint a temporary subcommittee with the consent of the full board. At the November 6, 2015 Special Meeting, Trustee Moore indicated he would not be able to serve on the Library Signage Subcommittee. Trustee Winston Burton has indicated a willingness to serve on the Library Signage Subcommittee.

FURTHER ACTION

The Library Signage Subcommittee will continue to meet and report back to the full board for review.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

APPOINTMENT OF WINSTON BURTON TO THE LIBRARY SIGNAGE SUBCOMMITTEE

WHEREAS, at the May 7, 2015 Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library after Tarea Hall Pittman; and

WHEREAS, BOLT also voted to establish a Library Signage Subcommittee to determine how the new name shall be affixed to the library.

WHEREAS, At the September 9, 2015 Special Meeting, BOLT appointed Trustees Jim Novosel and Darryl Moore to the Library Signage Committee via resolution #R15-122.

WHEREAS, the BOLT chair is empowered by the City of Berkeley Commission Manual to appoint a temporary subcommittee with the consent of the full board; and

WHEREAS, Trustee Moore indicated he would not be able serve on the Library Signage Subcommittee; and

WHEREAS Trustee Burton has indicated a willingness to serve on the Library Signage Subcommittee,

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley to empower the BOLT Chair to accept the resignation of Trustee Moore and to appoint Trustee Winston Burton to the Library Signage Subcommittee to decide on the new sign for the Tarea Hall Pittman South Branch library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 18, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Beth Pollard, Interim Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

November 18, 2015

TO: Board of Library Trustees

FROM: Beth Pollard, Interim Director of Library Services

SUBJECT: ACCEPT THE LIBRARY SIGNAGE SUBCOMMITTEE RECOMMENDATION TO CHANGE THE NAME OF THE SOUTH BRANCH TO TAREA HALL PITTMAN SOUTH BRANCH

RECOMMENDATION

Adopt a resolution to accept the recommendation of the Library Signage Subcommittee and formally recommend to City Council to change the name of the South Branch Library to "Tarea Hall Pittman South Branch."

FISCAL IMPACT

Fiscal impact will be decided upon the subcommittee's recommendation on library signage and BOLT's approval of that recommendation.

BACKGROUND

At the May 7, 2015 Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library in honor of Tarea Hall Pittman and encourage the citizens of Berkeley to reflect on her contributions to Berkeley and her political activism on local and national issues. Furthermore, BOLT voted to establish a Signage Subcommittee to determine the exact wording of the new name and how the new name shall be affixed to the library.

At the November 5, 2015 meeting of the Library Signage Subcommittee, the subcommittee recommended to change the name of the South Branch Library to "Tarea Hall Pittman South Branch."

CURRENT SITUATION AND ITS EFFECTS

The BOLT chair is empowered by the City of Berkeley Commission Manual to appoint a temporary subcommittee with the consent of the full board.

FURTHER ACTION

The Library Signage Subcommittee will continue to meet and report back to the full Board.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-____

ACCEPT THE LIBRARY SIGNAGE SUBCOMMITTEE RECOMMENDATION TO CHANGE THE NAME OF THE SOUTH BRANCH TO TAREA HALL PITTMAN SOUTH BRANCH

WHEREAS, at the May 7, 2015 Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library in honor of Tarea Hall Pittman and encourage the citizens of Berkeley to reflect on her contributions to Berkeley and her political activism on local and national issues; and

WHEREAS, furthermore, BOLT voted to establish a Library Signage Subcommittee to determine the exact wording of the new name and how the new name shall be affixed to the library.

WHEREAS, at the November 5, 2015 meeting of the Library Signage Subcommittee, the subcommittee recommended to change the name of the South Branch Library to "Tarea Hall Pittman South Branch."

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley to adopt a resolution to accept the recommendation of the Library Signage Subcommittee and formally recommend to City Council to change the name of the South Branch Library to "Tarea Hall Pittman South Branch."

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 18, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Beth Pollard, Interim Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

November 18, 2015

TO: Board of Library Trustees
FROM: Beth Pollard, Interim Director of Library Services
SUBJECT: DISCUSSION AND NOMINATIONS FOR THE SELECTION OF BOARD CHAIRPERSON (PRESIDENT) AND VICE-CHAIRPERSON (VICE-PRESIDENT)

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing November 19, 2015, for a one-year term.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

Regular Chair and Vice-Chair elections occurred in November 2014, at that time Trustee Franklin was elected Chair and Trustee Holcomb Vice-Chair.

Process

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

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence at the first scheduled meeting in December, or the meeting following the election.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-____

APPOINTMENT OF A TRUSTEE TO SIT AS CHAIRPERSON AND A TRUSTEE TO SIT AS VICE-CHAIRPERSON FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, each year the Board of Library Trustees must appoint a Chairperson and Vice-Chairperson to sit in those capacities for the following year; and

WHEREAS, the Board wishes to establish a consistent practice for this process to be followed in the current term and in the future, such that in October or November of each year, an open nominations process will occur, to be followed by election of Library Trustee Chair and Vice-Chair for a one-year term to the Board of Library Trustees; and

WHEREAS, nominations will be taken “from the floor”, thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting with the term commencing at the first scheduled meeting in December.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as Chairperson for the remainder of 2015 and through the time of election in 2016 and to appoint _____ to sit as Vice-chair for the same period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 18, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Beth Pollard, Interim Director of Library Services
Serving as Secretary to the Board of Library Trustees

