



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
March 9, 2016

AGENDA
6:30 PM

Tarea Hall Pittman
South Branch
1901 RUSSELL STREET

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. 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 February 10, 2016 Regular Meeting**
Recommendation: Approve the minutes of the February 10, 2016 Regular Meeting of the Board of Library Trustees.
- B. **Accept and Appropriate Grant and Gift Funds in Support of Berkeley Public Library Programs**
Recommendation: Adopt a resolution to accept and appropriate grant funds from Pacific Library Partnership (PLP) in the amount of \$15,000 and a gift from community member Nicol Addison in the amount of \$700.

III. ACTION CALENDAR

- A. **Measure FF Funds**
Recommendation: Adopt a resolution to transfer unused balance of Measure FF Branch Renovation Bond proceeds from Capital Project Fund 308 to Debt service Fund 714 upon completion of remaining projects.
- B. **Central Library Improvement Project**
Recommendation: Adopt a resolution authorizing a budget expenditure of \$1.8 million from Fund 301 in FY 2017 for the Central Library Improvement Project.
- C. **All-Staff Development Day**
Recommendation: Adopt a resolution authorizing closure of Central and all branch libraries on Friday, June 3, 2016 for an All-Staff Development Day.

IV. INFORMATION REPORTS

- A. **FY16 – 1st Half Budget Report** - Senior Management Analyst Lucy Xie
- B. **Library Operations** – Acting Deputy Director Sarah Dentan
- C. **Library Director's Report** – Interim Director Beth Pollard
- D. **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 6:30 PM on Wednesday, April 6, 2016 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VI. ADJOURNMENT

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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 this amended agenda for the special 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 March 4, 2016.

//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

II Consent Calendar, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, February 10, 2016, 6:30 PM

TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:

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

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: 6:31 PM

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

Absent: None.

Also Present: Beth Pollard, Interim Director of Library Services; Sarah Dentan, Acting Deputy Director; Eve Franklin.

B. Public Comments: 5 speakers.

C. Report from Library employees and unions, discussion of staff issues - None.

D. Report from Board of Library Trustees

1. **Trustee Moore** – reported attending the Author's Dinner last weekend.
2. **Trustee Novosel** – reported attending the Author's Dinner last weekend.
3. **Trustee Burton** – reported attending the Author's Dinner last weekend.

II. PRESENTATION CALENDAR

A. Presentation of East Bay Municipal Water District Water Smart Award - East Bay Municipal Water District representative was not in attendance.

III. CONSENT CALENDAR

Action: M/S/C Trustee Novosel / Trustee Franklin to adopt Resolution # R16-003 to approve Consent Calendar items with corrections to the minutes of December 16, 2015.

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

A. Approve minutes of January 13, 2016 Regular Meeting

From: Interim Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the January 13, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Beth Pollard, Interim of Library Services

Action: Adopted Resolution # R16-004

B. Accept And Appropriate Gift Funds In Support Of Berkeley Public Library Programs

From: Acting Deputy Director of Library Services

Recommendation: Adopt a resolution authorizing the acceptance of gift funds from the Alba Witkin Foundation through the Berkeley Public Library Foundation constituting payment implementation of the Berkeley Public Library's early childhood initiative, Berkeley Builds Readers.

Financial Implications: see report.

Contact: Sarah Dentan, Acting Deputy Director of Library Services

Action: Adopted Resolution # R16-005

C. Approve minutes of January 13, 2016 Regular Meeting

From: Accounting Office Specialist III

Recommendation: Adopt a resolution authorizing the Director of Library Services to accept the second and final payment of \$41,167 of the FY 2016 CLLS grant fund award of \$59,167.

Financial Implications: see report.

Contact: Raymond Westphal, Accounting Office Specialist III

Action: Adopted Resolution # R16-006

IV. ACTION CALENDAR

Information Calendar Item B was moved to Action Calendar

B. Tarea Hall Pittman South Branch Signage Subcommittee Update

Trustees Burton and Novosel provided a status report. Memorial feature designed by Avery Taylor Moore was approved by the subcommittee. Subcommittee has completed their task and will disband. Sarah Dentan will continue to hold public meetings to discuss

From: Acting Deputy Director of Library Services

Contact: Sarah Dentan, Acting Deputy Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Burton to adopt Resolution # R16-007 to approve the memorial feature as shown in the design drawings and to authorize the Interim Library Director to find and allocate funds.

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

Abstentions: None.

V. INFORMATION REPORTS

Item B moved to Action Calendar.

A. Update on Library Director Recruitment Process

Associate Human Resources Analyst July Cole provided a status report.

From: Associate Human Resources Analyst

Contact: July Cole, Associate Human Resources Analyst

Action: Received.

B. Tarea Hall Pittman South Branch Signage Subcommittee Update

Moved to Action Calendar

C. Library Operations

Sarah Dentan provided a presentation (Attachment 1).

From: Acting Deputy Director of Library Services

Contact: Sarah Dentan, Acting Deputy Director of Library Services

Action: Received

D. February 2015 Monthly Report from Library Director

From: Interim Director of Library Services

Contact: Beth Pollard, Interim Director of Library Services

Action: Received.

E. Library Events: Calendar of events and press releases for various Library programs are posted at

<http://www.berkeleypubliclibrary.org>

From: Interim Director of Library Services

Contact: Beth Pollard, Interim Director of Library Services

Action: Received.

VI. AGENDA BUILDING

- Measure FF Bond Funds Update
- Strategic Plan Update (May 2016)

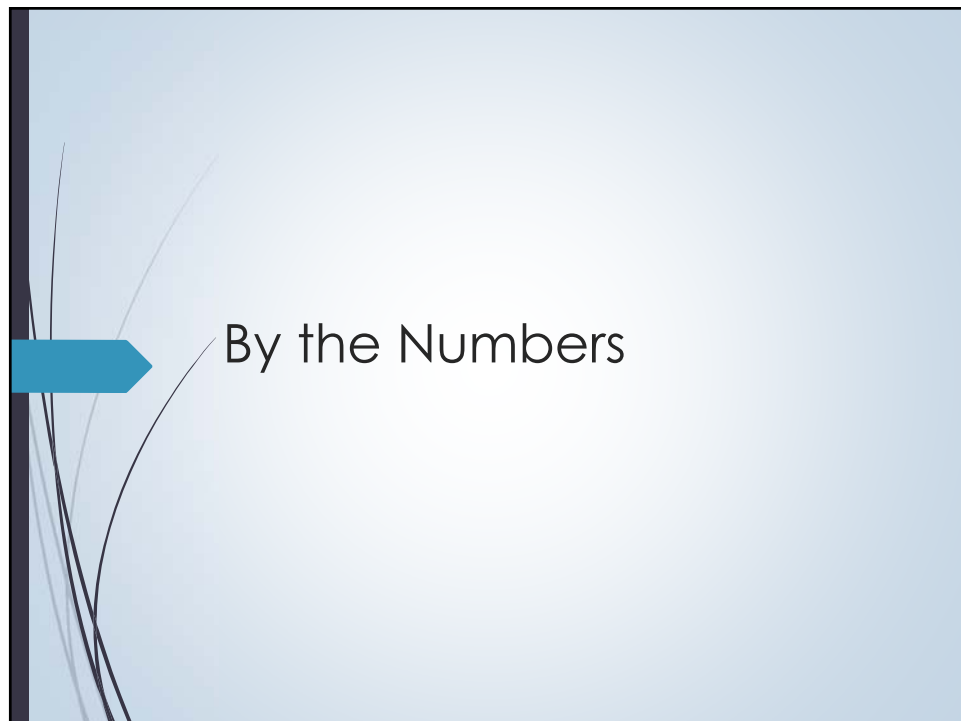
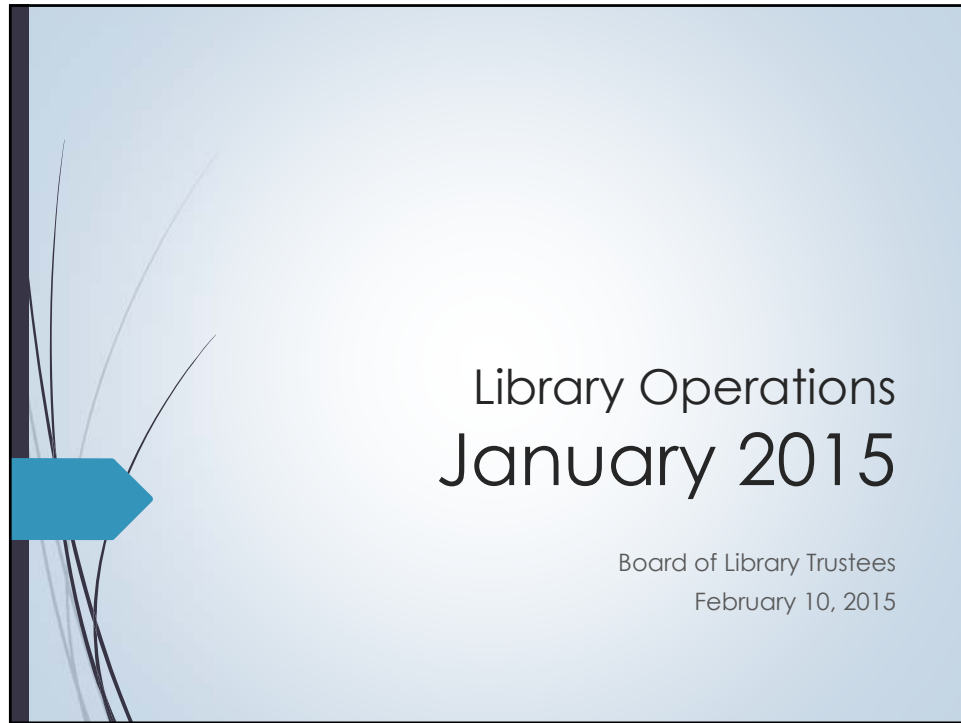
VII. ADJOURNMENT

Adjourned at 7:40 PM.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Library Operations Presentation - Sarah Dentan, Acting Deputy Director



	January 2015		January 2016	
Circulation	126,334		133,461	
Computer Usage	15,076		14,377	
Wireless Users	6,334		7,164	
Gate Count	47,592		81,382	
Information Requests	17,739		13,075	
	Events	Attendees	Events	Attendees
Library Programs	125	3,730	165	4,779
Outreach	15	309	34	1,054

Highest Circulators Adult Fiction

1. **The Girl on the Train**, Paula Hawkins
2. **Go Set a Watchman**, Harper Lee
3. **All the Light We Cannot See**, Anthony Doerr
4. **Rogue Lawyer**, John Grisham
5. **The Goldfinch**, Donna Tartt
6. **X**, Sue Grafton
7. **A God in Ruins**, Kate Atkinson
8. **Career of Evil**, Robert Galbraith
9. **The Buried Giant**, Kazuo Ishiguro
10. **The Girl in the Spider's Web**, David Lagercrantz

Highest Circulators Adult Non-Fiction

1. **Being Mortal: Medicine and What Matters in the End**, Atul Gawande
2. **H is for Hawk**, Helen Macdonald
3. **Between the World and Me**, Ta-Nehisi Coates
4. **M Train**, Patti Smith
5. **The Life-changing Magic of Tidying Up**, Marie Kondō
6. **On the Move: a Life**, Oliver Sacks
7. **Modern Romance**, Aziz Ansari
8. **Yes Please**, Amy Poehler
9. **My Life on the Road**, Gloria Steinem
10. **Gratitude**, Oliver Sacks

Highest Circulators Children's Materials

1. **Diary of a Wimpy Kid: Old School**, Jeff Kinney
2. **Harry Potter and the Sorcerer's Stone**, JK Rowling
3. **Harry Potter and the Chamber of Secrets**, JK Rowling
4. **Waiting is Not Easy!** Mo Willems (*reader*)
5. **Angelina's Cinderella**, Katharine Holabird (*picture book*)
6. **Diary of a Wimpy Kid: The Long Haul**, Jeff Kinney
7. **Secret Coders**, Gene Luen Yang (*graphic novel*)
8. **The Princess in Black and the Perfect Princess Party**, Shannon Hale
9. **Freight Train**, Donald Crews (*picture book*)
10. **I Broke My Trunk!** Mo Willems (*reader*)





Yoga Series

Central

Author & Literary Events

- Dora Sorell, *Tell the Children: Letters to Miriam* – North Branch and Central Library
- Cristin O'Keefe Aptowicz, *Dr. Mütter's Marvels: A True Tale of Intrigue and Innovation at the Dawn of Modern Medicine* – North Branch
- Café Literario – West Branch
- Paws to Read – North Branch
- Youth Speaks! – Central Library
- Playreaders – Central Library
- Claremont Book Club
- 4th & 5th Grade Book Club – Central Library
- Berkeley READS Adult Literacy Tutor Training
- 60 storytimes per month!

Author & Literary Events

- Dora Sorell, *Tell the Children: Letters to Miriam* – North Branch and Central Library
- Cristin O'Keefe Aptowicz, *Dr. Mütter's Marvels : A True Tale of Intrigue and Innovation at the Dawn of Modern Medicine* – North Branch
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- 4th & 5th Grade Book Club – Central Library
- Berkeley READS Adult Literacy Tutor Training
- **60 storytimes per month!**



Works in Progress: Conversations with Susan Griffin

Melissa Nelson, *Climate Change and Indigenous Wisdom*
Central Library



PacAm Ensemble

Central Library



Asheba's Caribbean Music for Kids

West Branch



Yarn Bombing!

Central Children's Room



Unique Derique

Claremont



Library on Wheels

Everywhere!

Thank you!



CONSENT CALENDAR

March 9, 2016

TO: Board of Library Trustees

FROM: Raymond Westphal, Accounting Office Specialist III

SUBJECT: ACCEPT AND APPROPRIATE GRANT AND GIFT FUNDS IN SUPPORT OF BERKELEY PUBLIC LIBRARY PROGRAMS

RECOMMENDATION

Adopt a resolution to accept and appropriate grant funds from Pacific Library Partnership (PLP) in the amount of \$15,000 and a gift from community member Nicol Addison in the amount of \$700.

FISCAL IMPACTS OF RECOMMENDATION

The acceptance of this grant and gift will have no negative impact on the Library budget. Upon board acceptance, the grant funds will be deposited into Fund 304 (Library Grant Fund) in fiscal year 2016 and the gift funds will be deposited into Fund 306 (Library Gift Fund) in fiscal year 2016.

The Library will appropriate these funds to the fiscal year 2016 budget at the time of the second annual appropriation ordinance (AAO2) submittal to the expenditure budget.

BACKGROUND

The Library makes an active effort to locate grant program funding that is consistent with the library's mission and objectives to support the "cultural, informational, recreational, and educational needs" of the Berkeley community. The PLP Grant was awarded to the Library to fund the Peer-Inspired Support for Job Seekers program.

Nicol Addison is a member of the community who has made repeated generous gifts to help fund the programs offered by the West Branch of the Library.

The Board of Library Trustees has in the past managed the acceptance and appropriation of all grants, and gifts, including substantial gifts, donations, and monetary awards designated for use by the Library, as part of the regular budget management process, including quarterly budget reports, the annual budget appropriation. Since 2008, the Library has had a Gift Policy (A.R. Number 10.11) which addresses the acceptance of gifts by the Board of Library Trustees.

In all cases of gifts to the Library up to \$200,000 and not related to the Berkeley Public Library Foundation's Branch Libraries FF&E capital campaign, City Council Resolution No. 65,444-N.S. states, "...the *Council of the City of Berkeley hereby delegates to the Board of Library Trustees the authority to accept: (1) any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use...and mandates annual reporting to the Council of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda.*"

RATIONALE FOR RECOMMENDATION

The Library regularly receives gift funding and support from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, as well as many individuals and organizations. Donations and gifts are greatly appreciated by the Library as they allow the Library to augment and enhance the delivery of public services in a tangible and visible manner that benefits the quality of life standards enjoyed by all members of the Berkeley community.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: R16-___

ACCEPT AND APPROPRIATE GRANT FUNDS AND GIFT

WHEREAS, the Berkeley Public Library regularly receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as many individuals and groups; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council by passage of Resolution No. 65,444-N.S. delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use; and

WHEREAS, the Library has a Gift Policy (A.R. Number 10.11), which addresses the acceptance of gifts by the Board of Library Trustees and includes a requirement for annual reporting to the City Council for any gift received over \$1,000 in aggregate; and

WHEREAS, the Pacific Library Partnership has awarded grant funds in the amount of \$15,000 to the Library to fund the Peer-Inspired Support for Job Seekers program; and

WHEREAS, Ms. Nicol Addison has donated funds in the amount \$700 to the Library to fund programs at the West Branch of the Library; and

WHEREAS, the Library will appropriate these funds to the fiscal year 2016 budget at the time of the second annual appropriation ordinance (AAO2) submittal to the expenditure budget; and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby approves the acceptance of grant funds from the Pacific Library Partnership in the sum of \$15,000, and the appropriation of these funds to the fiscal year 2016 expenditure budget for the Peer-Inspired Support for Job Seekers program on account line 304-9205-450 at the time of the fiscal year's second annual appropriation ordinance (AAO2) submittal; and

BE IT FURTHER RESOLVED that the Board of Library Trustees of the City of Berkeley hereby approves the acceptance of gift funds from the Nicol Addison in the amount of \$700, and the appropriation of these funds to the fiscal year 2016 expenditure budget for programs at the West Branch of the Library on account line 306-9304-450 at the time of the fiscal year's second annual appropriation ordinance (AAO2) submittal.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 9, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

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



CONSENT CALENDAR

March 9, 2016

TO: Board of Library Trustees
FROM: Lucy Xie, Senior Management Analyst
SUBJECT: MEASURE FF BRANCH RENOVATION BOND PROCEEDS

RECOMMENDATION

Adopt a resolution to transfer unused balance of Measure FF Branch Renovation Bond proceeds from Capital Project Fund 308 to Debt service Fund 714 upon completion of remaining projects

FISCAL IMPACT

Adoption of the resolution will authorize the balance of Measure FF funds to be transferred to the Debt Service Fund to be used for debt service payments on the bonds. The net fiscal impact to the Berkeley taxpayer will be a slightly lower tax payment over the life of the bonds.

BACKGROUND

In November 2008, Berkeley voters approved a \$26 million library bond measure dedicated to improving Berkeley Public Library's four neighborhood branch libraries. The approved bond funds were used to renovate, expand, and restore the branches, and included seismic and access improvements as well as restoration and refurbishment of historic features. The bond proceeds were recorded in Fund 308 for all the capital projects. In the meantime, Fund 714 was set up to receive property tax for debt service payments.

CURRENT SITUATION AND ITS EFFECTS

As of June 30, 2015, the Capital Project Fund 308 for Measure FF Bonds has a balance of almost \$1.3 million with interest earned each month from the City's pooled cash investment.

All the four branch libraries were renovated and reopened to the public. North Branch was the first one to be reopened to the public in April 2012. Claremont Branch reopened to the public in May 2012, Tarea Hall Pittman South Branch reopened in May 2013, and lastly, West Branch reopened to the public in December 2013.

Other projects that fall under the purpose of the Bonds issuance at the four neighborhood branch libraries could still be paid out of the capital project Fund 308 in the near future

Staff has reviewed each of the four branches for capital project elements associated with branch renovation goals not accomplished in the primary construction project. The intention is to ensure meeting the objectives of the measure to improve the facilities. Staff has identified elements that are not estimated to exceed approximately \$200,000, such as expanding sidewalk access, security equipment, and drainage improvements at North Branch.

Per the Official Statement regarding balance of the Bond Proceeds, if the City Manager shall determine that the purpose for which the Bonds were authorized have been completed, the City Treasurer shall transfer any balance in the Project Fund to the Debt Service Account to be used for payment of Debt Service on the Bonds. Amounts on deposit in the Debt Service Account may be invested by the City Treasurer in investments authorized to the City for investment of City funds by law and the investment policy of the City.

The completion of the project areas and the requirement from the Official Statement of the Bonds for the unused balance justify that the transfer of balance from Capital Project Fund 308 to Debt Service Fund 714 is in compliance with what has been promised in the Bonds Issuance.

At this time, staff recommends that the Library proceed with completing final projects within the 2016 calendar year, and authorize the Director of Library services to notify the City Manager upon completion of these projects that the purpose for which the Bonds were authorized have been completed.

FURTHER ACTION

No further action is needed.

Attachments

1. Resolution
2. Application and Investment of Bond Proceeds page from the Official Statement

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-____

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO TRANSFER UNUSED BALANCE OF THE MEASURE FF BONDS PROCEEDS FROM CAPITAL PROJECT FUND 308 TO DEBT SERVICE FUND 714

WHEREAS, Measure FF Bonds in the amount of \$26 million were issued to provide funds to finance renovations, construction, seismic and access improvements, and expansion of program areas at four neighborhood branch libraries in the City with 68% voter approval in the November 2008 election; and

WHEREAS, the four neighborhood branch libraries were renovated with the Bonds Proceeds and reopened to the public respectively in 2012 and 2013; and

WHEREAS, as of 6/30/2015, there is an unused balance of \$1.3 million with interest earned each month from the City's pooled cash investment policy; and

WHEREAS, a minor number of projects remain to fulfill the purpose of Measure FF; and

WHEREAS, there will be a balance of Capital Project Fund 308 funds upon completion of the remaining projects; and

WHEREAS, Per the Official Statement of this General Obligation Bonds, any balance in the Capital Project Fund shall be transferred to the Debt Service Fund to be used for payment of Debt Service on the Bonds; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to transfer the balance of Capital Project Fund 308 to Debt Service Fund 714 upon completion of remaining projects.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday March 9, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

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

Bonds became due and payable, shall, upon request of the City, be repaid to the City free from the trusts created by the Resolution, and all liability of the Paying Agent with respect to such moneys shall thereupon cease.

Application and Investment of Bond Proceeds

The premium received upon the delivery of the Bonds, and all taxes collected for payment of the Bonds, will be deposited into the Debt Service Account within the City's General Fund.

All remaining proceeds of the sale of the Bonds are required to be deposited in the Project Fund, created within the General Fund of the City, which shall be maintained by the City Treasurer as a separate account, distinct from all other funds of the City, to be withdrawn and paid by the City Treasurer only for authorized purposes of the Bonds. If the City Manager shall determine that the purposes for which the Bonds were authorized have been completed, the City Treasurer shall transfer any balance in the Project Fund to the Debt Service Account to be used for payment of Debt Service on the Bonds.

Amounts on deposit in the Project Fund and the Debt Service Account may be invested by the City Treasurer in investments authorized to the City for investment of City funds by law and the investment policy of the City. All interest earned on any such fund or account will be retained in that fund or account. See APPENDIX A: "THE CITY OF BERKELEY—FINANCIAL AND DEMOGRAPHIC INFORMATION – Investment Policy", and APPENDIX F: "CITY INVESTMENT POLICY."

ESTIMATED SOURCES AND USES OF FUNDS

The following are the sources and estimated uses of funds in connection with the Bonds:

Estimated Sources of Funds

Principal Amount of Bonds	\$16,000,000.00
Original Issue Premium	428,535.90
Total Sources	<u>\$16,428,535.90</u>

Estimated Uses of Funds

Deposit to Project Fund	\$16,000,000.00
Deposit to Debt Service Account	113,435.90
Underwriter's Discount	175,100.00
Costs of Issuance ⁽¹⁾	140,000.00
Total Uses	<u>\$16,428,535.90</u>

⁽¹⁾ Includes fees for services of rating agencies, Financial Advisor, Bond Counsel and Disclosure Counsel, printer and other miscellaneous costs associated with the issuance of the Bonds.



ACTION CALENDAR

March 9, 2016

To: Board of Library Trustees

From: Beth Pollard, Interim Director of Library Services

Subject: FY 2017 BUDGET AMENDMENT FOR CONSTRUCTION OF THE CENTRAL LIBRARY
IMPROVEMENT PROJECT

RECOMMENDATION

Adopt a resolution approving an amendment to Fiscal Year 2017 Budget to authorize the expenditure of \$1.8 million from Fund 301 for construction of the Central Library Project.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this amendment is to be provided from 301 funds that are carried over from FY 2016, funds already included in the FY 2017 budget, and the FY 2016 year end fund balance of Fund 301. The net new allocation of budgeted funds from Fund 301 is \$590,000.

BACKGROUND

Following goals contained in the 2008-11 Berkeley Public Library Strategic Plan, the Library embarked on a project to make the Central Library more welcoming to teens and improve the layout and function of other aspects of the Library. Over the past few years, with the assistance of the firm of Noll & Tam Architects, members of staff and the community, and a teen focus group, the Library identified renovation and improvement options. Following a December 2014 Central Library Area Improvements Report, the Board of Library Trustees gave direction on a project with a primary focus on the first and second floors. The project will result in improvements such as a Teen Room and a welcome station near the entry on the first floor, and a reference room on the second floor that can be flexed for programming or other uses.

CURRENT SITUATION & ITS EFFECTS

In the last Board action, on October 21, 2015, the Board by Resolution R15-135 authorized the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to proceed with preparing construction drawings, and provide other services during the bid and construction phases.

Progress on the Central Library Improvement Project was then paused because of the changes in Library Administration. Plans for the project are now re-starting with the help of a project manager from KPM

Consulting provided with the assistance of the City of Berkeley Public Works Department. The project manager has assisted staff in updating and refining estimated project costs.

To proceed with the completion of construction drawings, staff is seeking Board authorization for funding for the full amount of the estimated project costs at this time. This will help provide assurance that after completion of the construction drawings, the project can be put out to bid with sufficient funds appropriated for the current estimated costs.

Attachment 1 contains updated project cost estimates, current budget allocations, and recommended fiscal year 2017 budget allocations. The project funding includes anticipated contributions from the Berkeley Public Library Foundation. These estimates are for current budgeting purposes; they do not include project contingency funds. The anticipated construction schedule is January through October 2017.

Attachments:

1. Resolution
2. Estimated Project Costs and Funding

**Board of Library Trustees
Resolution No.: 16-**

Attachment 1

**A RESOLUTION AMENDING THE FISCAL YEAR 2017 BUDGET FOR CONSTRUCTION OF
THE CENTRAL LIBRARY AREA IMPROVEMENTS PROJECT**

WHEREAS, the Board of Library Trustees embarked on a Central Library Area Improvements Project to construct improvements that will be welcoming to teens and other members of the community at the Central Library; and

WHEREAS, the firm of Noll & Tam Architects and Planners was selected in a competitive City of Berkeley RFP solicitation (#14-10812) solicitation to provide programmatic, architectural and design services for public area improvements at the Central Library; and,

WHEREAS, Noll & Tam engaged with a teen focus group, employees, and members of the community along with the Board of Library Trustees to identify project options and approaches; and

WHEREAS, the Board of Library Trustees provided direction on improvements located primarily on the first and second floors of Central Library to enhance the use of the Library by teens and other patrons; and

WHEREAS, on October 21, 2015, the Board of Library Trustees by Resolution R15-135 authorized a contract amendment with Noll & Tam to provide services inclusive of construction documents, bidding & negotiation, and construction administration; and,

WHEREAS, Library staff and the Project Manager have updated the project cost estimates and funding required for allocation in Fiscal Year 2017 to begin constructing the project in calendar year 2017; and

WHEREAS, an appropriation of \$1.8 million in Fiscal Year 2017 from Fund 301 is recommended to provide sufficient funding to proceed with preparation of construction documents for purposes of going out to bid,

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend the Fiscal Year 2017 budget to allocate \$1.8 million from Fund 301 to fund the Central Library Area Improvements Project.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 9, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

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

CENTRAL LIBRARY PROJECT	Project costs	FY 16+17 Budgets	Net add budget FY17
Project Cost Elements			
Construction	1,900,000		
Construction drawings, bidding, construction admin)	215,000		
Project Management	150,000		
Permits	100,000		
Misc. (Environmental, communications, utilities, start-up/move, etc.)	150,000		
Sub-total:	2,515,000		
Less anticipated Foundation portion:	(600,000)		
Library Fund 301	1,915,000	1,325,000	590,000



ACTION CALENDAR

March 9, 2016

TO: Board of Library Trustees
FROM: Beth Pollard, Director of Library Services
SUBJECT: AUTHORIZATION TO CLOSE THE CENTRAL LIBRARY AND ALL BRANCHES ON FRIDAY, JUNE 3, 2016 FOR AN ALL-STAFF DEVELOPMENT DAY

RECOMMENDATION

Adopt a resolution to authorize the closure of the Central Library and all branch libraries on Friday, June 3, 2016 to allow adequate time for an All-Staff Development Day.

FISCAL IMPACT

No impacts from this report.

BACKGROUND

All-Staff meetings are currently conducted for a period of one and a half hours approximately four times per year. The 2016-18 Strategic Plan adopted by the Board of Library Trustees includes an action item calling for an All Staff Day event, in addition to the All-Staff meetings, with the stated purpose of helping employees enhance their effectiveness.

CURRENT SITUATION AND ITS EFFECTS

A staff Teambuilding Task Force is assisting the Interim Library Director in designing elements of an All-Staff Development Day. Planning is underway for interactive activities to strengthen connections and communications among employees, which are integral to being a strong Library team. Training on skills, knowledge and abilities relevant to staff system-wide will also be included.

The day targeted for an all-staff gathering is Friday, June 3, 2016. The Central Library and branches, and tool library are typically open on Fridays from 10 am to 6 pm. The start and end times for the event have not yet been set. For planning purposes, the recommendation is to authorize closure for the full day with the understanding that a full-day closure may not be necessary.

All Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT**

Authorization to Close the Central Library and All Branches on Friday, June 3, 2016 for an All-Staff Development Day

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timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: R16-___

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ON FRIDAY, JUNE 3, 2016 TO ALLOW TIME FOR AN ALL-STAFF DEVELOPMENT DAY

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

WHEREAS, the Library's 2016-18 Strategic Plan calls for an All-Staff Development Day to provide employees with tools to enhance their effectiveness; and

WHEREAS, the Interim Library Director is working with a task force to create an All-Staff Development Day designed to strengthen connections and communications among employees; and

WHEREAS, Friday, June 3, 2016 has been identified as the best day for an All-Staff event to occur in Spring 2016; and

WHEREAS, Central and branch libraries are typically open on Fridays from 10 am to 6 pm, unless closure is authorized by the Board of Library Trustees,

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Interim Director of Library Services to close the Central Library and all branches on Friday, June 3, 2016 to allow adequate time for an All-Staff Development Day.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 9, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

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

**INFORMATION CALENDAR**

March 09, 2016

TO: Board of Library Trustees**FROM:** Lucy Xie, Senior Management Analyst**SUBJECT:** FY16 – 1ST HALF BUDGET REPORT (YEAR OVER YAER AND BUDGETED VERSUS ACTUAL)**HIGHLIGHTS OF YEAR OVER YEAR**

The year over year analysis gives a very good head start for FY16. Total library revenue shows an increase of \$395,713, where Library Tax Fund 301 takes a big share and shows a revenue increase of \$338,428. Total expenditure shows a decrease of \$223,999, where Library tax Fund 301 sees a decrease of \$123,440 mostly due to salary savings. The total effect to all library Fund balance is a net increase of \$619,712 in the first half of FY16.

INTRODUCTION

Library fiscal year 2016 1st half results by Fund are as follows:

Fund	Revenue			Expenditure		
	FY15	FY16		FY15	FY16	
	Actual 6 months	Actual 6 months	Difference	Actual 6 months	Actual 6 months	Difference
Fund 301-Library Tax	\$8,692,646	\$9,031,074	\$338,428	\$7,628,125	\$7,504,685	\$(123,440)
Fund 302-Transaction Based Reimbursement	\$11,287	\$11,141	\$(146)	\$18,465	\$20,150	\$1,685
Fund 304-Grants Fund	\$15,000	\$59,167	\$44,167	\$17,319	\$21,462	\$4,143
Fund 305-Public Library Fund						
Fund 306-Gifts Fund	\$65,607	\$52,283	\$(13,324)	\$57,963	\$38,089	\$(19,874)
Fund 307-Foundation Fund		\$26,000	\$26,000	\$29,056	\$29,357	\$301
Fund 308-Measure FF Branch Libraries Renovation Fund	\$616	\$1,204	\$588	\$86,814		\$(86,814)
Total	\$8,785,156	\$9,180,869	\$395,713	\$7,837,742	\$7,613,743	\$(223,999)

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CURRENT SITUATION AND ITS EFFECTS**FUND 301 -LIBRARY TAX FUND**

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the second quarter, revenues stands at \$9,031,074, representing an increase of 3.89% YOY (year over year), of which \$8,922,626 was received in December from the County for library tax collections. The net year-over change in revenue, amounting to \$338,428, a year over year

rate of 3.89%, was attributable primarily to an incremental gain of \$391,301 sourced from the December library tax receipt. Revenue offsets reflected a drop in library fines \$1,986, miscellaneous revenue at \$5,887 and a one-time sale of library van \$45,000 in FY15 only. The Year over year increase closely matches the same 3.82% per capita Personal Income Growth Factor in California for FY16 provided by the State Department of Finance in May 2015.

The budgeted library taxes in FY16 is \$16,913,793. If total receipts so far \$8,922,626 represents half of the year actual receipts, library tax revenue will project an almost \$800,000 increase over the budget. (Attachment 1)

Library Tax Fund expenditures of \$7,504,685 is lower than prior year same period expenditure of \$7,628,125, representing a decrease of \$123,440. The Expenditure decrease is mainly due to salary savings from vacant positions. Despite an increase of library materials expenditures of \$158,729 from FY 15 \$546,205 to FY16 \$704,934, professional services cost decreased by a similar amount from FY15 \$540,604 to FY16 \$411,763 to give an almost offset.

The total budgeted Fund 301 expenditure was \$18,559,345. The total 1st half year library fund expenditure of \$7,504,685 is under budget mainly because the central library teen room space planning project, with a FY 16 budget of \$1.2 million, was not started during the year FY16. (Attachment 2)

FUND 302 – TRANSACTION BASED REIMBURSEMENT

The sole revenue source into the TBR Fund (302) remains usage from public-use photocopying which was almost flat at \$11,141 in 1st half of FY16 compared with the same period last fiscal year of \$11,287. Right now, the contracted monthly expenditure is slightly over the revenue the copiers brought in to the library. 1st half FY15 expenditure was \$18,465 compared \$20,150 in the same period FY16. Besides some messenger/delivery costs charged for the interlibrary delivery, this Fund has an average loss of \$10,000 due to copier services provided to the general public. This shortfall of cash is supported by the previous unrestricted Fund balance from California State library interlibrary loan program. The last time Fund 302 received interlibrary loan reimbursement is FY12. The state has discontinued the program.

FUND 304 –GRANTS FUND

Grants revenue from California State Library Literacy and English Acquisition Services Program (CLLS) is \$59,167 compared with \$15,000 in FY15 in the same period. The annual CLLS grant has typically been provided in three parts: 1) a baseline amount applicable to the fiscal year's approved CLLS programs, including Adult Literacy and Families for Literacy – programs reflecting both the commitment and importance to the City of Berkeley and the State of California that all Californians attain their literacy goals and possess the capability to effectively use library services, and parts 2 and 3) a CLLS formula amount based on a per capita amount per adult learner served at BPL in the previous fiscal year, and a match on local funds raised and expended for adult literacy services reflecting the commitment to a continuing state/local partnership and an incentive for increased local support for adult literacy.

The revenue difference of \$44,167 is mostly a timing issue, though there is a total year difference of \$10,156 from the CLLS grants. We received the full amount of \$59,167 in the 1st half of FY16. In FY15, the total is \$49,011 but only \$15,000 was received in the 1st half of FY15.

Expenditure side, the increase from FY15 of \$17,319 to the same period in FY16 of \$21,462, an amount of \$4,143, is mainly due to the personnel cost increase for the grants program

FUND 305 –PULBIC LIBRARY FUND

The stated intent of the program was to embody the State's interest in the general diffusion of information and knowledge through free public libraries; encourage lifelong learning; supplement the system of free public education; help libraries serve as sources of information and inspiration to persons of all ages, cultural backgrounds and economic status; and furnish a resource for continuing education. The funds assured the availability to every resident of the state an adequate level of public library service regardless of the taxable wealth of the local jurisdiction providing the service.

Localities may use the funds freely so long as the funds serve the public library purposes stated in the law. Funding was eliminated in 2011/12. Currently, there is no activity in this Fund and there is a Fund balance of \$56,283 that could be used freely to serve the public library purposes stated in the law. (Attachment 3)

FUND 306 –GIFTS FUND

The Gifts Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, and the generosity of many individuals and organizations. Revenue at mid-year FY16 at \$52,283 was lower than FY15's same period receipt of \$65,607. Almost, more than half of this fiscal year's to-date gift funding was from the Friends of Berkeley Public Library, at \$48,814 to support various activities across the different libraries. Projects funded include training and development, science program, Poetry workshop, volunteer services, employee teamwork, annual art show, literacy, art and music, and children's programs.

The 1st half of FY16 expenditure at \$38,089 is lower than FY15 same period expenditure of \$57,963. Program expenditures for the remaining funding is underway or under revision.

FUND 307 –FOUNDATION FUND

Berkeley Public Library Foundation has funded this Fund 307 to support the furnishing, fixtures, and equipment needs of the finished branch facilities through a capital campaign fundraising effort. With the renovations on the branch libraries completed and the reopening of all the branch libraries in December 2013, foundation decreased efforts for capital drive and contribution. During FY14, the Library received \$400,000 constituting the final payment in proceeds from the Foundation's FF&E capital campaign fund. In the 1st half of FY15, none was received from Foundation.

The 1st half of FY16 receipts showed a total of \$26,000, \$22,500 from Foundation for the Chrome Books program, and \$3,500 from Raymond Family Foundation pass through from Foundation for the literacy program.

Expenditure in this Fund so far is for the PACE Fund. On 8/19/14, Library received \$686,250.34 from the Pace Fund Pass through from Berkeley Public Library Foundation. On 3/31/2015, the final distribution from the PACE Fund was received in the amount of \$9,510.35. 1st half FY15 expenditure of \$29,056 was almost flat with 1st half of FY16 expenditure of \$29,357.

FUND 308 - MEASURE FF FUNDS

In the November 2008 election, more than 68 percent of Berkeley voters approved a \$26 million library bond dedicated to improving their four neighborhood branch libraries. This bond was used to renovate, expand, and restore the branches, and included seismic and access improvements as well as restoration

and refurbishment of historic features. The bond proceeds were recorded in Fund 308 for all the capital projects. In the meantime, Fund 714 was set up to receive property tax for debt service payments.

With major renovation work almost completed in Fund 308, the main revenue is the pooled cash investment income. The Measure FF Fund received \$616 in interest revenue in 1st half of FY15, whereas interest income through 1st half of FY16 to \$1,901, indicating an improved economy and better investment rate.

There was no expenditure in 1st half of FY16, compared with some contract services payment of \$86,814 in FY15.

Any other projects that might fall into the purpose of the Bonds issuance such as renovations, construction, seismic and access improvements and expansion of programs areas at four neighborhood branch libraries could still be paid out of the capital project Fund 308.

Per the Official Statement regarding balance of the Bond Proceeds, if the City Manager shall determine that the purpose for which the Bonds were authorized have been completed, the City Treasurer shall transfer any balance in the Project Fund to the Debt Service Account to be used for payment of Debt Service on the Bonds. Amounts on deposit in the Debt Service Account may be invested by the City Treasurer in investments authorized to the City for investment of City funds by law and the investment policy of the City, which means that if the project areas are completed, library will need to transfer the unused balance from Capital Project Fund 308 to Debt Service Fund 714.

SUMMARY OF MID-YEAR BUDGET REVIEW

FY2016 Mid-Year revenue budget projections shows a favorable budget. FY16 adjusted budgeted revenue is \$17.3 million, among this \$17.2 is library tax fund revenue. As of 12/31/2015, total receipts of \$9 million has been received in library tax fund. If the other half of library tax revenue is expected during the 2nd half of the year, we will project a \$0.8 million increase of revenue compared with budgeted revenue. To be on the conservative, we projected we could reach the goal of \$17.2 million in library tax revenue in the Mid-year revenue budget projections report. (Attachment 1)

FY2016 Mid-Year expenditure budget projections shows a very favorable budget. The projected total library expenditure is \$17 million instead of the \$19 million as the adjusted budgeted amount, leading a favorable projected balance of \$2 million at the year-end on 6/30/2016. The Over budget in Fund 301 mainly for personnel costs combined with vacant positions and unspent central teen room space planning capital project are the reasons for the projected balance. (Attachment 2)

Attachments:

1. 1st Half FY2016 Revenues by Funds (Budgeted versus Actuals)
2. 1st Half FY2016 Expenditures by Funds (Budgeted versus Actuals)
3. All Library Fund Balance Reconciliation

Attachment 1: 1st Half FY2016 Revenues by Funds (Budgeted versus Actuals)

50%

Library Revenue - 1st Half FY16	FY 16 ADJUSTED BUDGET	FY 16 YTD ACTUAL	Budget Allocation	(Under)/Over Budget
Fund 301-Library Tax				
Fines and Penalties	\$273,000	\$ 103,622	136,500	(32,878)
Miscellaneous	\$10,000	\$ 4,691	5,000	(309)
Property Taxes	\$ 16,913,793	\$ 8,922,626	8,456,897	465,730
Rents	\$ 2,000	\$135	1,000	(865)
Fund 301-Library Tax Total	\$ 17,198,793	\$ 9,031,074	8,599,397	431,678
Fund 302-Transaction Based Reimbursement				
Fines and Penalties	\$-	\$684		684
Miscellaneous	\$20,000	\$10,457	10,000	457
Fund 302-Transaction Based Reimbursement Total	\$20,000	\$11,141	10,000	1,141
Fund 304-Grants Fund				
Grants	\$30,000	\$59,167	15,000	44,167
Fund 304-Grants Fund Total	\$30,000	\$59,167	15,000	44,167
Fund 306-Gifts Fund				
Donation	\$90,000	\$51,993	45,000	6,993
Interest	\$-	\$290		290
Fund 306-Gifts Fund Total	\$90,000	\$52,283	45,000	7,283
Fund 307-Foundation Fund				
Donation	\$ 3,500	\$26,000	1,750	24,250
Fund 307-Foundation Fund Total	\$ 3,500	\$26,000	1,750	24,250
Fund 308-Measure FF Branch Libraries Renovation Fund				
Interest	\$-	\$ 1,204		1,204
Fund 308-Measure FF Branch Libraries Renovation Fund Total	\$-	\$ 1,204		1,204
Grand Total	\$ 17,342,293	\$ 9,180,869	8,671,147	509,723

Revenue over Budget
Favorable

Attachment 2: 1st Half FY2016 Expenditures by Funds (Budgeted versus Actuals)

50%				
Library Expenditure - 1st Half FY2016	FY 16 Adjusted Budget	FY 16 YTD Actual	Allocated Budget	(Under)/Over budget
Fund 301-Library Tax				
01 Salaries & Wages	\$ 8,112,934	\$3,581,326	4,056,467	(475,141)
02 Employee Benefits	\$ 5,099,252	\$2,257,647	2,549,626	(291,979)
03 Professional Services	\$ 1,369,164	\$411,763	684,582	(272,819)
04 Grants and Government Payments	\$5,009	\$3,208	2,505	704
05 Other Purchased Service	\$879,418	\$394,541	439,709	(45,168)
06 Rentals/Leases	\$ 14,275	\$4,299	7,138	(2,839)
07 Mail Services	\$ 45,300	\$4,646	22,650	(18,004)
08 Supplies	\$196,602	\$ 73,057	98,301	(25,244)
08 Supplies - Library Materials	\$ 1,326,443	\$704,934	663,222	41,713
10 Internal Services	\$ 10,064	\$6,945	5,032	1,913
09 Property - Property Purchase>\$1,000	\$202,048	\$ 21,647	101,024	(79,377)
09 Property- Property Under Cap Limit	\$ 98,445	\$ 40,282	49,223	(8,941)
09 Property -Construction	\$ 1,200,391	\$ 390	600,196	(599,806)
Fund 301-Library Tax Total	\$ 18,559,345	\$7,504,685	9,279,673	(1,774,988)
Fund 302-Transaction Based Reimbursement				
03 Professional Services	\$2,500	\$ -	1,250	(1,250)
06 Rentals/Leases	\$ 49,837	\$ 14,540	24,919	(10,379)
07 Mail Services	\$ 13,000	\$5,610	6,500	(890)
08 Supplies	\$8,500	\$ -	4,250	(4,250)
Fund 302-Transaction Based Reimbursement Total	\$ 73,837	\$ 20,150	36,919	(16,769)
			-	-
Fund 304-Grants Fund				
01 Salaries & Wages	\$ 23,286	\$ 16,985		
02 Employee Benefits	\$1,683	\$1,219	842	378
05 Other Purchased Service	\$ 10,500	\$3,056	5,250	(2,194)
07 Mail Services	\$500	\$ -	250	(250)
08 Supplies	\$ 19,722	\$ 202	9,861	(9,659)
Fund 304-Grants Fund Total	\$ 55,691	\$ 21,462	27,846	(6,384)
Fund 306-Gifts Fund				
03 Professional Services	\$ 50,077	\$ 18,540	25,039	(6,499)
05 Other Purchased Service	\$ 14,963	\$ -	7,482	(7,482)
08 Supplies	\$ 37,116	\$ 11,506	18,558	(7,052)
08 Supplies - Library Materials	\$ 13,232	\$8,043	6,616	1,427
Fund 306-Gifts Fund Total	\$115,388	\$ 38,089	57,694	(19,605)
			-	-
Fund 307-Foundation Fund				
03 Professional Services	\$ 10,377	\$8,175	5,189	2,987
05 Other Purchased Service	\$ 75,500	\$ 13,972		

Attachment 2: 1st Half FY2016 Expenditures by Funds (Budgeted versus Actuals) - continued

50%				
Library Expenditure - 1st Half FY2016	FY 16 Adjusted Budget	FY 16 YTD Actual	Allocated Budget	(Under)/Over budget
08 Supplies	\$ 12,221	\$6,769		
08 Supplies - Library Materials	\$500	\$ 341	250	91
09 Property - Property Purchase>\$1,000	\$5,000	\$ -	2,500	(2,500)
09 Property- Property Under Cap Limit	\$123	\$ 100	62	39
09 Property -Construction	\$100,000	\$ -	50,000	(50,000)
Fund 307-Foundation Fund Total	\$203,721	\$ 29,357	101,861	(72,504)
Fund 308-Measure FF Branch Libraries Renovation Fund				
09 Property -Construction	\$7,548	\$ -	3,774	(3,774)
Fund 308-Measure FF Branch Libraries Renovation Fund Total	\$7,548	\$ -	3,774	(3,774)
Grand Total	\$ 19,015,530	\$7,613,743	9,507,765	(1,894,022)

Expenditure Under Budget Favorable

All Library Funds Balance Reconciliation 12/31/2015							
	Fund 301- Library Tax	Fund 302- Transaction Based Reimbursement	Fund 304- Grants Fund	Fund 305- Public Library Fund	Fund 306- Gifts Fund	Fund 307- Foundation Fund	Fund 308- Measure FF Branch Libraries
7/1/2015 Beginning Fund Balance	\$ 4,332,540	\$ 138,653	\$ 38,146	\$ 56,283	\$ 338,224	\$ 1,053,591	\$ 1,331,747
12/31/2015)	\$ 9,031,074	\$ 11,141	\$ 59,167		\$ 52,283	\$ 26,000	\$ 1,204
Expenditures (7/1/15- 12/31/2015)	\$ 7,504,685	\$ 20,150	\$ 21,462		\$ 38,089	\$ 29,357	
12/31/2015 Ending Fund Balance	\$ 5,858,929	\$ 129,644	\$ 75,851	\$ 56,283	\$ 352,418	\$ 1,050,234	\$ 1,332,951
Note: Fund 301 Library Tax Fund has a reserve of \$1.3 million per the Resolution NO: 13-056 on September 11, 2013, which is intended to address one-time priority programs, smooth out economic swings, buffer the loss of state and federal revenues, and for the continuation of city services in the event of a catastrophic disaster.							



INFORMATION CALENDAR

March 9, 2016

TO: BOARD OF LIBRARY TRUSTEES
FROM: BETH POLLARD, INTERIM DIRECTOR OF LIBRARY SERVICES
SUBJECT: MARCH 2016 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

INTRODUCTION

Every month the Director of Library Services gives the Board a report on Library activities and updates from the previous month.

FISCAL IMPACT

This report will have no fiscal impacts.

Tarea Hall Pittman South Branch

Work is underway on placement of temporary and permanent naming features for the Tarea Hall Pittman South Branch, as well developing information about the life and work of Ms. Pittman for display and other purposes. A temporary banner is being manufactured for placement outside. The Library will use unrestricted Fund 306 Gift Funds for the cost of the Tarea Hall Pittman exterior memorial feature.

Acting Deputy Director Sarah Dentan met the evening of March 3, 2016 at the branch with members of the community to provide an update and to gather and discuss ideas for a memorial plaque, a public celebration, and additional memorial efforts. The group looked at a sample memorial plaque (Frances Albrier) and felt a similar plaque would be appropriate for inside the Library.

The Berkeley Public Library Foundation has expressed interest in supporting a celebration around installation of the feature. It is likely the Friends will supply funding for programming related to Tarea Hall Pittman's life and work.

Gann Limit

The City of Berkeley places a measure on the ballot every four years asking voters to authorize expenditure of proceeds from the Library tax, as well as other City taxes requiring majority voter approval for continued expenditure, in what is known as the "Gann Limit." In 2012, in addition to the

Library tax, the other City taxes were for parks maintenance, emergency medical services, and fire protection and emergency response and preparedness.

The City is working to develop a Gann Limit ballot measure for the November 2016 election. No action is required by the Board of Library Trustees. The last time the measure was placed on the ballot, the Board passed a resolution in September of that year in support of the measure.

Technology Master Plan

The Board item to consider approving a Technology Master Plan has been deferred from this March agenda to a later time due to an unanticipated staff absence. At this time, I expect the item to be on the May agenda.

Harold Way Project

The City has approved a project that will redevelop the property at 2211 Harold Way, across from the Library's Kittredge Street frontage, with associated mitigation measures and conditions of approval during the period of its construction. The measures and conditions apply to potential impacts such as air quality/dust, noise, vibration, and traffic. I will follow up with the City's Transportation Division about including the Library in consultation and information related to traffic and parking, and other City staff as needed regarding other potential impacts.

A timetable for the project is on hold, pending the outcome of pending litigation.

Acting Library Services Manager

I am pleased to announce the appointment of Bill Kolb as an Acting Library Services Manager. Bill is currently the Branch Supervisor of North Branch. In addition to serving on the Management team and continuing his work on a number of inter-departmental teams, Bill will be taking on the role of managing Adult, Teen and Children's services at the Central Library and providing support to Supervising Librarians Joy Shioshita and Anwan Baker. He will also be working with Teen Services and Adult services more generally, for a period of up to six months. Sarah Dentan's role as Acting Assistant Director will continue to include Children's and Branch Services.

Librarian Jack Bauer will serve as Acting Supervising Librarian at North Branch, effective March 14 for a period of time until a decision is made about the selection of the Acting Supervising Librarian for this interim period.

Library Director Recruitment

Contracting arrangements are underway with a recruitment firm for services to recruit a Director of Library Services. Once those arrangements have been finalized, the firm can begin its work to gather information from members of the Board of Trustees and others about the position to help frame the recruitment outreach and selection. The process is anticipated to take four months.